Columbia Falls High School



Parent/Student Handbook 2026-2027

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PARENT/STUDENT INFORMATION

TO PARENTS & STUDENTS:

The Columbia Falls High School Parent-Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Parent-Student Handbook and rules governing our school are designed to be in harmony with Board policy and are a result of the combined efforts of the Board of Trustees, administration, faculty, students, and community. A copy of the District's Policy Manual is available in the school office or District administration office.

Columbia Falls School District collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and opportunity to engage with the School District, specific policies and procedures are available on the School District's website at www.cfmtschools.net and are available to be printed upon request. Please consult with the following policies to learn more about methods to be an active part of your student's education:

- Uniform Grievance Procedure – Policy 1700
- Student and Family Privacy Rights – Policy 2132
- Student Human Sexuality Instruction - 2135
- Student Health – Policy 3410
- Student Immunization – Policy 3110
- Student Records and Confidentiality – Policy 3600

BOARD OF TRUSTEES 2026-27

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

Jill Rocksund, Chairperson	Barbara Riley, Vice-Chairperson
Amanda Pacheco	Megan Upton
Justin Cheff	Heather Mumby
Casey Heupel	Keri Hill

NOTICE OF NON-DISCRIMINATION

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

Michelle Swank
P.O. Box 1259
Columbia Falls, MT 59912
406 892-6562

MESSAGE FROM THE ADMINISTRATIVE TEAM

We would like to take this opportunity to welcome you to the 2026-27 school year. We are looking forward to a great year and we wish to extend our gratitude to you as students and parents. Students, we want you to be involved and take advantage of the opportunities presented in the classrooms at Columbia Falls High School. We encourage students to get involved in the many extra-curricular clubs, teams, and groups on our campus. Involvement in these programs helps foster a positive experience and engagement in the educational process. We also encourage students to take rigorous courses as they move along their path to high school graduation. Parents, we encourage you to stay involved in your child's academic plan and help them along their path. We encourage open and honest communication to help foster a cooperative partnership that helps each child succeed at their highest level. Again, thank you for being part of CFHS and let's have a great year.

Sincerely,
Administrative Team
Columbia Falls High School

CORE VALUES OF COLUMBIA FALLS HIGH SCHOOL STUDENTS AND STAFF

CHARACTER is compassion – Students and staff at CFHS seek the courage to step outside their comfort zones socially, academically, and personally to gain and show compassion for others.
FOCUS on your future – Students and staff at CFHS strive to collaborate on setting goals that enrich their personal and professional aspirations.
HONOR yourself and others - Students and staff at CFHS respect diverse ideas and beliefs, practice a lifestyle of wellness and celebrate our accomplishments.
STRENGTH to persevere - Students and staff at CFHS demonstrate resilience and perseverance when striving to achieve their goals.

Columbia Falls High School students and staff are expected to strive to model these core values. By personally embracing the CFHS values, you not only continue the tradition of excellence at Columbia Falls High School, you will also be part of defining the stand of excellence for future generations of Columbia Falls High School students.

OUR MISSION STATEMENT

Working together with students, parents and the community, Columbia Falls High School will create a learning environment that nurtures and challenges students to develop the personal integrity, intellectual curiosity and respect for others that will enable them to become responsible citizens in an ever-changing world.

ADMINISTRATION AND STAFF

Parents and students are encouraged to contact the people listed below with specific questions or concerns. All four-digit extensions may be accessed by dialing 892-6500, the main office at the high school, and then the extension number indicated.

Administrators	Extension No./ Phone No.
Josh Gibbs, Principal	5001
Shaun Forrest, Assistant Principal	5002
Madison Barth, Activities Director	5003
Cory Dziowgo, Superintendent	892-6550 ext. 1422
Administrative Office Staff	
Christy Houle, Attendance Secretary	892-6503 or 5004
Kristine Bowman, Secretary	5005
Tamara Laycock, Secretary/Registrar	5006
Counselors / Title IX Coordinators	
Lisa Raunig	5147
Cherie Mack	5146
Special Education	
Michelle Swank, SPED Director	892-6550 ext. 1436
Nancy Underdahl	892-6550 ext.1433
School Psychologist	
Ashley Jollymore	5155
Student and Family Advocate	
Tamara Sundberg	5201
School Speech Pathologist	
Brandi Bohn	5153
Stacy Caron	
Molly Frissell	
Health Aide	
Courtney Stuhler	5273
College & Career Coordinator	
Brooks, Jolandie	5121
School Resource Officer	
Doyle, Andrew Officer	406 897-4012

Faculty

Bakker, Stephanie - Math	5228
Bates, Rebecca - Business	5217
Baumann, Caleb - Math	5221
Bell, Jaime' - English	5212
Blevins, Adam - Business	5010
Briggs, James - English	5216
Caudill, Amy - SPED	5113
Coleman, Bill - Social Studies	5220
Daniels, Kate - Art	5312
Danley, Anna -Health/PE	5115
Dewell, Beverly - Title I Reading	5204
Fernandez, Zulma - Spanish	5119
Finberg, Chris - Health/PE	5209
Finberg, Ciera - English	5214
Finberg-Roberts, Cydney – Health/PE	5203
Forke, Josh - Band	5162
Forke, Shelby - Art	5301
Gress, Shelly - Math	5230
Hackethorn, Emily - Choir	5143
Hanson, Alia - Librarian	5261
Houle, Kelly - Science	5110
James, Elizabeth - SPED	5105
Lovering, Jennifer - Social Studies	5218
Moran, Willow - English	5205
Moultray, Jessica - Business	5213
Osborne, Josiah - Social Studies	5222
Peacock, Jim - Science	5104
Quintia, Erin - Science	5114
Racioppi, Lindsey - FCS	5007
Schaeffer, Ben - Industrial Technology	5174
Schaeffer, Jessie - Health/PE	5210
Schweikert, Jaxon - Health/PE	5269
Vestal, Nia - English	5202
Victor, Jessica – Math	5229
Victor, Manolo – Industrial Technology	5173
Wanner, Sage - Science	5116
Weber, Carly – English	5206
Wendt, Lindsay - Science	5120
Werdel, Connor	5219
Wheeler, Dawn - Math	5225
Whitman, Julia - SPED	5102
Ypma, Hilary – Spanish	5117

Instructional Aides
Erekson, Kori – SPED
Eshom, Cassandra - SPED
Jacobus, Joy - SPED
McCaffree, Emily – SPED
McGrath, Brian – Study Hall
O'Brien, Jennifer - SPED
Piilola, Amanda– Learning Strategies Aide
Wolf, Heidi – Librarian Aide

Hot Lunch / Kitchen	892-6513
Transportation	892-6550 ext. 1431
Wildcat Independent Academy (WIA)	
Lingle, Ross - Lead Teacher	5313

SAFER MT REPORTING

Student and Staff safety has always been and continues to be our top priority at School District Six.
If you feel unsafe or know someone who feels unsafe, please report it at www.safermt.com. Your identity will remain anonymous. Safer MT sends an email to a school administrator with all the details from your report. This can also be located on our website at www.cfhighschool.org under Tipline.

To report information of an immediate threat to school safety, call the District Office directly at 892-6550.

2026-27 STUDENT LEADERS

Student Body Officers

President	Emma Wilcox
Vice President	Zariah Graham
Secretary/Treasurer	Synthea Freiheit

Freshmen Class Officers

President	TBD
Vice President	TBD
Secretary/Treasurer	TBD

Sophomore Class Officers

President	Torin Moran
Vice President	Nolan Kavanagh
Secretary/Treasurer	Megan Day

Junior Class Officers

President	Chloe Kinsella
Vice President	Josie Elkholt
Secretary/Treasurer	Elizabeth Cincis

Senior Class Officers

President	Ryan Mee Vice
President	Sawyer Clark
Secretary/Treasurer	Jackson Schubert

ACTIVITIES SPONSORS AND COACHES

Art Club	Shelby Forke
Band	Josh Forke
Baseball	Chad Green
Basketball – Boys	Chris Finberg
Basketball – Girls	Jeremy Grilley
Choir	Emily Hackethorn
Cheerleaders	Kylie Rocker
Drama	Benjamin Woody
Freshman Advisor	Jessica Victor
Sophomore Advisor	Julia Whitman
Junior Class Advisor	Hilary Ypma
Senior Class Advisor	Willow Moran
Columbians	Josh Forke
Cross Country – Boys/Girls	Jim Peacock
FCCLA	Lindsey Racioppi
Football	Kelly Houle
World Language Club	Zulma Fernandez, Hilary Ypma
Golf – Boys/Girls	Josiah Osborne
GSA	TBD
National Honor Society	Tamara Sundberg
HOSA	Brittney Hulett
Soccer – Boys	O'Brien Byrd
Soccer – Girls	Thomas Clark
Softball – Girls	Rick Lawrence
Special Olympics	Kate Daniels
Speech	Dawn Wheeler
Student Council	Shelly Gress
Swimming	Amy Caudill
Tennis – Boys/Girls	Michelle Colliander
Track – Boys/Girls	TBD
Volleyball	Jolandie Brooks
Wrestling Boys/Girls	Jessie Schaeffer/Ben Schaeffer
Yearbook	Ciera Finberg

2026-2027 SCHOOL CALENDAR

August	24	Freshman-New Student Orientation
August	24-25	Staff Development Days
August	26	First Day of School
September	7	Labor Day - No School
September	28	Teacher PIR Day – No School
October	15-16	MEA Days - No School
October	30	End of 1st Quarter
November	10 & 12	Parent/Teacher Conferences - evening
November	13	No School
November	25-27	Thanksgiving Break
December	21 - Jan. 1	Christmas Break
January	4	School Resumes
January	18	MLK - No School
January	22	End of 2nd Quarter/1st Semester
February	15	Presidents Day - No School
March	9	Parent/Teacher conference - evening
March	22 - 26	Spring Break – No School
April	5	End of 3rd Quarter
April	TBA	ACT Test
April	16	No School
May	31	Memorial Day – No School
June	5	Graduation
June	9	Last Day of School
		End of 4th Quarter/2nd Semester

DAILY TIME SCHEDULES

M-T-Th-F Schedule	
Period 0	7:20 a.m. – 8:10 a.m.
Period 1	8:15 a.m. – 9:05 a.m.
Period 2	9:15 a.m. – 10:04 a.m.
Period 3	10:09 a.m. – 10:58 a.m.
Period 4	11:03 a.m. – 11:51 a.m.
LUNCH	11:51 a.m. – 12:28 p.m.
Period 5	12:33 p.m. – 1:22 p.m.
Period 6	1:27 p.m. – 2:16 p.m.
Period 7	2:21 p.m. – 3:10 p.m.

W Early Release Schedule	
Period 0	7:30 a.m. – 8:10 a.m.
Period 1	8:15 a.m. – 8:57 a.m.
Period 2	9:07 a.m. – 9:48 a.m.
Period 3	9:53 a.m. – 10:35 a.m.
Period 4	10:40 a.m. – 11:21 a.m.
Period 5	11:26 a.m. – 12:08 p.m.
LUNCH	12:08 p.m. – 12:40 p.m.
Period 6	12:45 p.m. – 1:26 p.m.
Period 7	1:31 p.m. – 2:12 p.m.

** Every Wednesday is a scheduled early release dedicated to teacher in-service and district program development.

FINALS WEEK SCHEDULES

- The cafeteria will be open during lunch, also serving Free and Reduced Lunch Program.
- Students remain in class through the entire period of a final exam. There will be no calls into classrooms for checkout of students.
- Buses will be provided at the end of each shortened day.
- WE ARE A CLOSED CAMPUS DURING THE BREAKS!

FIRST SEMESTER (Final exam periods are in **bold** type)

Tuesday, January 19:	Period 1:	8:15 – 8:55
	Period 2:	9:05 – 9:48
	Period 3:	9:53 – 10:36
	Period 4:	10:41 – 11:24
	Period 5:	11:29 – 12:12
	Lunch:	12:12 – 12:42
	Period 6:	12:47 – 1:30
	Period 0 & 7:	**1:35 – 3:10**
Wednesday, January 20:	**Period 1:**	**8:15 – 9:45**
	Break:	9:45 – 9:55
	Period 2:	**10:00 – 11:30**
Thursday, January 21:	**Period 3:**	**8:15 – 9:45**
	Break:	9:45 – 9:55
	Period 4:	**10:00 – 11:30**
Friday, January 22:	**Period 5:**	**8:15 – 9:45**
	Break:	9:45 – 9:55
	Period 6:	**10:00 – 11:30**

Regular schedule resumes Monday, January 25, 2027

SECOND SEMESTER (Final exam periods are in **bold** type)
2nd semester finals schedule will be released in the spring 2027.

PROGRESS REPORTS

Progress reports are posted at mid-term and indicate proficiencies, as well as deficiencies, in the student's classroom performance. Parents/Guardians may access their student's current grades and academic information through the Infinite Campus Parent Portal. For assistance accessing the Parent Portal or obtaining login information, please contact the high school office.

Progress reports will be available on the parent/student portal for the 2026-27 school year.

1st Quarter Midterm	October 8, 2026
2nd Quarter Midterm	December 10, 2026
3rd Quarter Midterm	March 4, 2027
4th Quarter Midterm	May 13, 2027

REPORT CARDS

Report cards are issued quarterly to all students. This report reflects grades, general comments, GPA (grade point average), and absences. If there is a question about the student report, the student, parent, or guardian may make an appointment with the teacher to discuss it.

All student report cards for the 2026-27 school year will be available online via the Infinite Campus Parent/Student Portal. Quarterly reports cards will also be available:

1st Quarter..... November 10 & 12, 2026 – Parent/Teacher Conferences 4:30pm – 7:30pm

2nd Quarter ..... January 28, 2027 – Available online via Infinite Campus Parent/Student Portal
March 9, 2027 Parent/Teacher Conferences 4:30pm – 7:30 pm

3rd Quarter ..... April 8, 2027 – Available online via Infinite Campus Parent/Student Portal

4th Quarter.....June 14, 2027 – Available online via Infinite Campus Parent/Student Portal

ACADEMICS

ACADEMIC INTEGRITY

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

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

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

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

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

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

The consequences of Academic Dishonesty, including unauthorized AI use, include but are not limited to the following:

- The student receives an automatic 0% (F) for the assignment.
- An office behavior referral is made.
- The student's parent/guardian is notified, and if necessary, a conference is held with the student and school administration.
- The student is not allowed to make up the grade with any other method including extra credit.
- Second offense may result in withdrawal from the course and an F on transcript. Students may be referred to board disciplinary hearings.
- Offenses are cumulative over high school career.

ARTIFICIAL INTELLIGENCE INVESTIGATION AND DOCUMENTATION

When there is reasonable suspicion that a student has engaged in the unauthorized use of artificial intelligence (AI) or other unauthorized assistance in completing an assignment, the teacher will contact administration, and Columbia Falls High School may conduct an academic integrity investigation.

Students are responsible for being able to demonstrate and document the development of their work. This may include providing drafts, notes, outlines, research, revision history, source materials, or other evidence that demonstrates the student's individual work process and understanding.

As part of an investigation, a student may be asked to:

- Explain their work and the process used to complete the assignment.
- Provide drafts, notes, revision history, or other documentation of their work.
- Demonstrate their understanding of the content through a discussion, conference, oral explanation, or other assessment determined appropriate by the teacher or administration.
- Provide information regarding any tools, including artificial intelligence tools, used during the completion of the assignment.

The responsibility for maintaining documentation of the student's work and demonstrating authorship rests with the student. Failure to provide sufficient evidence of the student's work process may be considered when determining whether unauthorized use of AI or other academic dishonesty has occurred.

If it is determined that a student engaged in the unauthorized use of artificial intelligence or other unauthorized assistance in violation of the expectations established for the assignment, the school's academic dishonesty procedures and consequences will be followed.

****My signature for the student handbook indicates that I have read the policy and I understand that academic dishonesty is a serious offense that may result in disciplinary action and a non-recoverable failure to receive credit for my work.*

ACTIVITY ACADEMIC ELIGIBILITY RULE

School District #6 mandates that a student must pass four (4) credit-bearing subjects per semester to be eligible for participation in extracurricular events. The record at the end of the semester is final and may not be made up in any way. Eligibility status is governed by the following procedures:

1. Eligibility will be determined on the first day of each semester as mandated by the MHSA. Office grade reports are available the week following the end of the semester when grades are due. A student is still eligible or ineligible even though these grade reports are not printed and distributed by the office. Students passing four (4) credit bearing subjects in the preceding semester are eligible for participation in all extra-curricular activities at CFHS.
2. The specific dates of the eligibility schedule will be established by June of the preceding year. These dates will be printed each school year in the Student Handbook.

Eligibility Calendar: If a student has passed four (4) credit-bearing subjects during the preceding grading period, that student is eligible according to the following:

GRADING PERIOD	**ELIGIBILITY PERIOD**
2nd Semester – 2025/2026	1st Semester – 2026/2027 (8/26/26 – 1/22/27)
1st Semester – 2026/2027	2nd Semester – 2026/2027 (1/25/27 - 6/9/2027)
2nd Semester – 2026/2027	1st Semester – 2027/2028

COLLEGE-BOUND STUDENT ATHLETE INFORMATION

Student-athletes who aspire to participate in collegiate athletic programs are encouraged to seek eligibility information regarding educational requirements at the following websites.

For information related to athletic participation at any level of NCAA competition students and parents can find eligibility information at www.ncaa.org.

For information related to athletic participation at any level of NAIA competition students and parents can find eligibility information at www.naia.org.

The above websites provide current and valuable information for college-bound student-athletes. Student-athletes with aspirations of participation at the collegiate level should also seek help in planning their educational career at CFHS by seeking help from our high school counselors. This process should begin early in a student's high school career to ensure all eligibility requirements are met.

COMMENCEMENT

Participation in graduation activities is reserved for those members of the senior class who have completed state and district requirements for graduation before the ceremony. A student with disabilities eligible under the Individuals with Disabilities Education Act may satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP may serve as the basis for determining completion of a course.

Graduation requirements will not generally be waived; however, in rare and unique circumstances, a principal may recommend that the Superintendent approve a minor deviation from the graduation requirements.

The ceremony is a dignified, formal occasion held to honor the graduates. Students may wear traditional American Indian tribal regalia or objects of cultural significance at a graduation ceremony. Any alteration to the cap and gown must be approved by the administration and a graduate may be prevented from participating in the ceremony if their attire is inappropriate per administration's discretion.

COURSE CHANGES AND WITHDRAWALS

Students can decide their classes in consultation with parents, counselors and/or teachers. Once a student is enrolled in a class, he/she is expected to remain there for at least a semester. If a change is necessary, the change must be made during the first five (5) days of the semester only. Course changes are to be made through individual counselors with parent approval. Class schedules must be continued until changes have been finalized through the high school office.

Courses from which the student withdraws within the first 10 days will not be entered on the permanent record. Schedule changes after the first 10 days of a semester are dependent upon alternative class availability and administrative approval. The student may receive an authorized withdrawal and a grade of "W" indicated on the permanent record during the first 20 days of the semester. Courses from which the student withdraws after the 20th day will be recorded as "F" on the permanent record. A counselor and administrator may consider exceptions to this policy. Each year during registration, students are expected to choose classes wisely. After the initial registration process, Additional Changes to a student's schedule may occur due to computer errors, overloaded courses, canceled classes, teacher recommendation or other extenuating circumstances.

COURSE LOAD REQUIREMENTS

The standard expectation is that students are enrolled in 7 class periods. If a student ceases to pursue the required course of instruction the administration may recommend, to the Board of Trustees, the student's expulsion. Student's classes will be in consecutive order and include no more than one study hall. Students in grades 9 and 10 must be enrolled in 7 class periods, 6 of which must be credit bearing. Students in grades 11 and 12 must be enrolled in 6 classes, 5 of which must be credit bearing. The building administrator may grant an exception to the number of classes required based on extraordinary circumstances. **Students must exit the building after their last class.**

EARLY GRADUATION

Students may be permitted to graduate early if they have completed necessary requirements for graduation. Students are responsible for completing all required coursework and remaining informed of graduation ceremony activities. Students must complete **all** outside coursework prior to the end of the last semester of his/her attendance. Otherwise, the student must remain enrolled and attend CFHS classes until their outside courses are completed. Students must complete the following procedures:

- Student contacts counselor to pick up an early graduation application. The application deadline is June 1st of the students junior year. Applications submitted after June 1st would require administrator approval.
- Counselor checks student's transcript for credits and ability to fulfill all required courses by the end of the seventh semester.
- Students must gather other signatures as outlined in the application.
- Courses used to substitute (FVCC or correspondence) for second semester classes must be completed by the first Friday following January 1.
- Students who graduate after the 1st semester are not eligible to participate in 2nd semester activities.
- Early graduates are not eligible to receive honors awards.

ELIGIBILITY FOR GRADUATION (FIFTH YEAR)

Students eligible for fifth year graduation are those who have not reached the age of 19 prior to September 1 of the current school year and are eligible for graduation in the spring of that school year. The student will be required to petition the administration for continuance in the school district. The approved petition will establish a graduation completion plan and contract.

GRADING GUIDELINES

Grades are the means for reporting how a student is progressing after assessing the work done throughout a nine-week period or semester period. The grading scale for each class is determined by the classroom teacher and will be communicated to students through the "Full Disclosure" document at the beginning of the school year. A copy of the class "Full Disclosure" is on file with the individual teacher and is available upon request.

Letter grades are generally interpreted to mean:

A	Superior work	D	Below average work
B	Good work	F	Unacceptable
C	Average Work	I	Incomplete
P	Pass		
W	Withdrawal (Class dropped within the first 20 days of the semester)		
WF	Withdrawal F (Class dropped after the first 20 days of the semester)		
X	No credit due to lack of attendance.		

ALL INCOMPLETE semester grades must be made up within 10 school days following each semester grading period or the student receives an "F" for the course in question. For computing grade point averages the following numerical values are assigned to the letter grades:
A = 4; B =3; C = 2; D = 1; F = 0; X = 0; W = Not included in GPA, P = Not included in GPA

WEIGHTED GRADES

School District 6 Board of trustees approved weighted grades for all Advanced Placement (AP) courses. The system of awarding additional grade points is referred to as "weighted grading" in designated high school courses. This system of grading will be incorporated in computing students' quarterly, semester and cumulative grade point averages. The following grading system will be used: A = 5 grade points; B = 4 grade points; C = 2.5 grade points; D = 1 grade point; F = 0

GRADUATION AND COLLEGE PREPARATORY REQUIREMENTS

GENERAL NOTES:

1. Not all courses within the booklet may be offered each semester. Student interest, staffing, facility availability and enrollment are determining factors.
2. A minimum of 23 credits are required for graduation.
3. Colleges encourage college-bound students to take math and science their senior year.
4. Under unique circumstances, alternative graduation plans, with contract, may be developed with the consent of the student, parent, HS counselor and Administrator.

COURSE	CFHS GRADUATION	MUS ADMISSION[1]	GENERAL COLLEGE ADMISSION
ENGLISH	**4 credits**	**4 credits**	**4 credits**
MATHEMATICS	**3 credits[2]**	**3+ credits[3]**	**3+ credits[3]**
SCIENCE (must include Biology and Earth science)	2 credits	**3+ credits**	**3+ credits[3]**
HEALTH ENHANCEMENT	2 credits	2 credits	2 credits
NON-SPECIFIC SOCIAL STUDIES OR WORLD LANGUAGES	1 credit	---	---
WORLD LANGUAGES	---	---	2+ credits[4]
WESTERN CIVILIZATION	---	1 credit	1 credit
U.S. HISTORY (junior year)	1 credit	1 credit	1 credit
AMER. GOVERNMENT (senior year)	1 credit	1 credit	1 credit
FINE ARTS (art, music)	1 credit	1 credit	1 credit
VOCATIONAL ARTS/TECHNICAL EDUCATION (Business, Industrial Tech, Family and Consumer Science, Health Occupations) This must include **Financial Literacy 7**	1.5 credits	1 credit	1 credit
COMPUTER ESSENTIALS	.5 credit	---	---
ELECTIVES	6 credits	see 5 below	see 5 below
FINANCIAL LITERACY	*see 7 below		
TOTAL	**23 credits**	**diploma+[6]**	**diploma+[6]**

1 MUS = Montana University System; six publicly funded, four-year colleges and universities.

2 Must include the completion of Algebra 1.

3 Must include a math sequence of at least Algebra 2/Trig level.

4 Out-of-State college and university requirements vary. Consult specific schools for minimum world language requirements.

5 Colleges and universities do not require general electives, though they can specify certain coursework in admissions consideration.

6 Four-year colleges and universities will require additional "academic" classes beyond our high school graduation. Consult college requirements, which may, for example, include additional math and science.

7 Financial Literacy Course requirement prior to graduation **beginning with Class of 2026**. *(Personal Finance A or B, Accounting 1, Intro to Business, Entrepreneurship, Exploring FCS or Practical Math)*

FOREIGN EXCHANGE EXPERIENCE

Students considering a foreign exchange experience should understand that course work completed in other countries may not be accepted for credit. Columbia Falls High School will not accept, for graduation, any English, U.S. History or American Government classes taken in a foreign country. Credits for these classes, if accepted, will be counted as elective credits only. Students considering a foreign exchange experience should obtain a Foreign Exchange Information packet from the counselors' office and complete a Foreign Exchange Alternative Course Pathway application if necessary.

INFINITE CAMPUS PARENT/STUDENT PORTAL

Infinite Campus provides students and parents with online access to the student's current attendance, class progress and other helpful school information. Log-in name and password information will be provided to students at the beginning of the school year.

For information on how to gain access to the Infinite Campus Parent/Student Portal please contact Tamara Laycock at 406-892-6502 or t_laycock@cfmtschools.net

OUTSIDE CREDITS

1. While attending Columbia Falls High School all required core courses must be acquired through classes at CFHS. Elective classes not offered at CFHS can be obtained through state or regional accredited coursework outside the "bricks and mortar" of CFHS or through a course taken in /digital Learning Lab. Any exceptions to this policy must receive prior approval by administration.
2. For the purpose of determining eligibility to enroll in an alternative credit offering, students must enroll in a minimum of 6 credit-bearing classes as freshmen and sophomores, 5 credit-bearing classes as juniors and seniors.
3. Pre-approval from a CFHS counselor is required for all courses taken online or outside of Columbia Falls High School. Credits will only be accepted from state or regional accredited correspondence/online programs.
4. A weighted grade will be awarded to any approved course from an accredited correspondence/online program which is identified as an Advance Placement (AP) course.

RECOGNITION OF ACADEMIC ACHIEVEMENTS

HONORS/HIGH HONORS:

The requirements to qualify for honors and high honors at graduation are as follows:

1. HIGH HONORS: Overall GPA of 3.85 or better for all classes during eight (8) semesters (freshman through senior year)
2. HONORS: Overall GPA of 3.0 – 3.84 for all classes during the entire eight (8) semesters of high school.

Foreign-exchange students and early graduates are not eligible to receive honors awards.
Students enrolled in the Learning Center are not eligible to receive honors awards.

HONOR ROLL

All GPA's of 3.0 and above are accepted for the Honor Roll with the following restriction: Daily classes only are accepted in the GPA. Pass/Fail and W grades are not included in the GPA.

HONORS DIPLOMA

The purpose of the Honors Diploma is to encourage a more rigorous track and recognize those students who achieve our highest academic standard. The Honors Diploma will be awarded to students who achieve the following requirements:

- Students will be required to earn a minimum of 24 credits
- Students will be required to attain a minimum GPA of 3.85
- Students will be required to take and complete at least four (4) Advanced Placement credits. At least 3 of the AP Credits must be taken within the bricks and mortar of CFHS.

HONORS DIPLOMA ELIGIBILITY

- Transfer students who meet the criteria will earn the honors diploma.
- Early graduates who meet the criteria will earn the honors diploma.
- Foreign-exchange students are not eligible to earn the Honors Diploma.
- Students enrolled in the Learning Center are not eligible to earn the Honors Diploma.

The minimum requirements for the course of study for the Honors Diploma would be as follows:

4 credits of English
4 credits of Science
4 credits of Math
3 credits of Social Studies (including US History and American Government)
2 credits of World (Foreign) Language
2 credits of Physical Education
1 credit of Fine Arts/Music
1.5 credits of Vocational Arts/ Business and Information Systems/Financial Literacy
.5 credit of Computer Essentials
2 credits of Electives
24 Total credits

NATIONAL HONOR SOCIETY

Membership into the Ella Murphy Donaldson Chapter of the National Honor Society is based on outstanding scholarship, leadership character and service. A five-member faculty committee selects National Honor Society candidates during their sophomore year.

- **Eligibility Requirements:** During the sophomore year, as soon as first-semester grades have been recorded, a list is compiled of students whose cumulative GPA's 3.5 or higher. This list of students is circulated among the entire faculty, along with a description of the other qualities desired in a National Honor Society (NHS) member, which include service, leadership, and character. Faculty are asked to fill in a rubric based on a 1-4 scale (four being excellent) considering the above mentioned qualities. Faculty members are also asked to include (in writing) any comments that may help better explain these qualities. Any significant objections to a student's membership may result in a student's non-selection. Students who receive an average of 3.5 or higher on the

rubric are considered candidates for nomination, and are invited to submit further information if they are interested in being considered for membership.

- **Selection Process:** Once a list of eligible students has been generated, interested students are invited to submit a Student Information Form and asked to obtain a faculty recommendation. A five-member volunteer faculty committee reviews the submitted information. The selection of each member to the chapter is by a majority vote of the committee. Once selected, students are notified by mail and must take part in the induction ceremony to become active members.
- **Dismissal:** Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, service, leadership, and character. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned. The faculty committee shall determine when an individual has exceeded a reasonable number of warnings. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty committee.

RUNNING START PROGRAM

Running Start is a dual-credit program between Columbia Falls High School (CFHS) and Flathead Valley Community College (FVCC) where juniors and seniors earn credit simultaneously for high school graduation and toward a college degree. The Running Start program enables an eligible high school student to seek an expanded educational challenge. Running Start credits will be accepted at CFHS **ONLY AS ELECTIVE CREDITS; FVCC CREDITS MAY NOT BE TAKEN TO SATISFY GRADUATION REQUIREMENTS UNLESS PRIOR APPROVAL FROM THE HIGH SCHOOL ADMINISTRATION IS GRANTED.** Classes taken at FVCC as part of the Running Start program are limited to college level courses numbered 100 or above.

Students and parents will be responsible for all tuition and fees. Although the tuition is fifty percent of the designated residency rate, the students pay full cost for all fees, books, and materials. Students are responsible for their own transportation to and from FVCC classes. Once students enroll under this program and begin attending FVCC, they will be considered regular college students. The college faculty will expect the same level of classroom participation, study habits, and homework as they expect from all other students in the class.

Students should contact their high school counselor for procedures to enroll in the Running Start program. Credits earned at FVCC will be interpolated in the CFHS credit system as follows:

FVCC Credit	CFHS Credit
2.0	.25
3.0	.50
4.0	.75
5.0	1.0

GENERAL INFORMATION

ACTIVITY TICKETS

An activity ticket admits students to all Columbia Falls High School regularly scheduled athletic events and to all drama and musical events. It is to be used only by the student whose name appears on it. Activity tickets lost or stolen may be replaced at a cost of $10. Funds from the sale of Activity Tickets are used to purchase materials for all activities. **ALL STUDENTS PARTICIPATING IN ACTIVITIES AT CFHS ARE REQUIRED TO PURCHASE AN ACTIVITY TICKET.**

2026-2027 TICKET PRICES

All Athletic Events	Adult	$8.00
All Athletic Events	Student (Grades 1-12)	$6.00
Basketball Doubleheaders	Adult	$9.00
Basketball Doubleheaders	Student (Grades 1-12)	$7.00
Activity Ticket	Adult	$65.00
Activity Ticket	Student	$40.00
Activity Ticket	Family**	$200.00

** A Family is defined as up to two adults and their school age (K-12) children in the same household.

ASSEMBLY OF STUDENTS

Secondary-school students may conduct a meeting on school premises without intervention in the religious, political, philosophical or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
3. The meeting must be non-curriculum related and occur during non-instructional time on regular school days.
4. Employees or agents or the school or government are present only in a non-participatory capacity.
5. The meeting does not materially and substantially interfere with the orderly conduct of education activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal or the principal's designee. The school has the authority through its agent or employees to maintain order and discipline on school premises and to protect the well-being of students and faculty.

ASSEMBLIES (SCHOOL-SPONSORED) AND ADVISEMENT PERIODS

All students are expected to attend scheduled assemblies, advisement periods and programs. Students are not to be in the halls or out of the building without prior approval during assemblies. Behavior must remain courteous and orderly throughout the assembly to perpetuate future activities. Assemblies are designed to provide information, promote spirit, encourage school and community awareness, and to honor student achievement. Continuation of student assemblies is contingent upon the ability of students to always conduct themselves properly at all times. During a school assembly students shall:

1. Remain attentive during the entire program.
2. Be courteous regardless of the program.
3. Remain in their places until dismissed.
4. Refrain from whistling, talking or other acts of discourtesy.

Violation of these rules shall subject the student to disciplinary consequences. Students who do not plan to attend the assembly and intend to check out of school must have parental permission **prior** to the release for the assembly. Students will not be allowed to use the phone to obtain parental permission **after** they have been released to go to the assembly.

ATTENDANCE/TARDY POLICY

High school attendance, according to the laws of the State of Montana, is ultimately the responsibility of the student and his/her family. Students should be regular and punctual in their attendance. Students should remain out of school only when absolutely necessary, since most classroom activities cannot be made up at home. The benefit of lectures, discussion, and participation is lost forever to those who are absent. It must be emphasized that daily attendance is the key too much of the success a student may gain from his/her secondary program. The following attendance policy is designed to assist parents to carry out this responsibility and to help the pupil recognize the importance of regular and prompt school attendance as it relates to school progress.

Absences are defined in the following manner:

1. Not being present in class.
2. Having been present at the beginning of a period, but leaving a class without the teacher's permission.
3. Tardy in excess of five (5) minutes to a class.

Notification of Attendance to Parents:

1. Parents or guardians will be notified of an Unexcused/Unverified (UA) via the school's automated phone system. Automatic calls regarding unexcused absences will be sent out at 10 a.m. and 7 p.m. each day.
2. Parents can access at any time their son/daughter's Infinite Campus on-line progress report to view their complete attendance report and current grade status for each class.
3. Parents will be notified by email when their child has been absent 6 days and via letter 10 days in one or more classes during a semester.

Parent's/Guardian's Responsibility

1. Parents/guardians must call the **Attendance Office at 892-6503** to excuse a student's absence. Calls must be received by **10 a.m.** the school day following the absence, otherwise the absence will be considered unexcused (UA). Parents/guardians can leave messages regarding attendance anytime twenty-four hours per day.

2. Parents/guardians must call the attendance office to excuse their student for any reason during the school day. Students who leave school during the school day are required to sign out at the attendance office. Failure to do so will result in an unexcused absence. **Parents/guardians must call prior to the student leaving**.
3. Parents/guardians can only excuse their own son/daughter.
4. Absences beyond the tenth (10^{th}) absence in a semester require a call to the Attendance office, communication **with administration** and/or valid documentation within 48 hours of returning to school. Notification from a parent, medical professional, legal staff, or other pertinent persons of authority, verifying the medical, legal, bereavement, or other acceptable reasons for missing school must be obtained by the student and/or parent/guardian and presented to the administration. Notification to administration can occur prior to the absences and/or before the 11^{th} absence. If appropriate communication does not occur within 48 hours, assignments missed during that absence will result in no credit for missed work.
5. Please keep your child home for at least 24 hours AFTER having any of these symptoms:
    1. Vomiting
    2. Diarrhea
    3. Fever $\geq$ 100.0 °F with/without ANY of the following: cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. (defined by CDC as "flu-like illness)
    4. Rash or body/muscle aches of any unknown origin

May return to school after illness:

(*Exclusion time may be increased to 72 hours for COVID 19 diagnosis)*

1. Active vomiting or diarrhea, 24 hrs. since last episode
2. Fever ($\geq$ 100.0 °F) - 24 hrs. fever free without fever-reducing medication IF not diagnosed COVID 19 positive or presumed positive
3. After 24 hrs. on antibiotics for variety of bacterial causes (i.e.: strep throat, pink eye)
4. Doctor's note of clearance for various student-specific medical conditions

EXCUSED ABSENCES

Any absence that the parent/guardian authorizes before, the day of, or by 10 a.m. the school day following an absence.

Completion of Missed Academic Work Following an Excused Absence

1. It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment, especially when performance-based activities or experiences are used.
2. It is the student's responsibility to inquire about the makeup of missed course work.
3. It is the student's responsibility to know assignment expectations and due dates.
4. It is the student's responsibility to make prior arrangements for assignments during planned absences. Examples of planned absences may include School Sponsored (SS) and some types of Excused (EA).
5. If the student is present in class when the students are given an assignment that is due during the absence, the student will submit the completed assignment upon returning to school unless other arrangements have been made with the teacher.
6. If a long-term project becomes due during an absence, the student will be expected to submit the completed project upon returning to school unless other arrangements have been made with the teacher. This includes projects that were worked on over a period of time such as a research paper, project, portfolio or speech.

7. If the student is absent from class when the students are given an assignment, the student will submit the completed assignment based upon the following time schedule. There will be no academic "late" penalty for assignments completed before the deadline.

Length of Time for Make-up Work Following an Absence	
1-2 days	2 days
3 or more	5 days

CONSEQUENCES FOR EXCESSIVE ABSENCES

1. Parents/guardians will be notified by letter\email when their child has been absent a total of 6 days and 10 days in one or more classes per semester.
2. No credit for missed work will be given in a class after the student's 10th absence in a semester unless notification from a parent, medical professional, legal staff, or other pertinent persons of authority, verifying the medical, legal, bereavement, or other acceptable reasons for missing school is presented to the administration within 48 hours of the absence. Students may be allowed the opportunity to to make up work through teacher approval in Saturday School.
3. Any additional absences without necessary written notification may result in a mandatory conference held with student, parent, principal and Student Family Advocate. At that meeting an Attendance/Academic Success Plan will be created. Students not making adequate progress towards graduation may be referred to the School Board Discipline Committee.
4. Students will automatically be withdrawn from school upon the 10th consecutive absence unless previous arrangements and/or documentation has been provided to the administration by the student's parent/guardian.

SCHOOL SPONSORED ABSENCES

If students are absent from class(es) due to a school-related activity (field trip, club competition, athletic event, student government, etc.), they will not be considered as absent. They will, however, still be held responsible for all work missed. It is the student's responsibility to inform his/her instructors prior to the absence and make arrangements to complete any assignments or make-up work.

The Student's Responsibility Regarding School Sponsored Absence

1. It is the student's responsibility to inquire about makeup of course work, assignment expectations and due dates before leaving for the school-sponsored absence. Students who do not make prior arrangements with their teachers may not be able to make up missed assignments.
2. It is the student's responsibility upon returning to class to be prepared to participate in the lesson and related activities.
3. Students will support the school-sponsored absence policy by fully cooperating with their teachers concerning makeup of homework, tests, projects and other class activities.
4. School-sponsored students will make every effort to stay current with lessons, turn in assignments and complete assessments in a timely manner.
5. If the school-sponsored student is present in class when the students are given an assignment that is due during the SS absence, the student will submit the completed assignment upon returning to school unless other arrangements have been made with the teacher.
6. If a long-term project becomes due during a SS absence, the student will submit the completed project upon returning to school unless other arrangements have been made with the teacher. This includes projects that were worked on over a period of time (i.e. research paper, project, portfolio, speech).

7. If the school-sponsored student is not present in class when the students are given an assignment, then the school-sponsored student will submit makeup assignments, take the makeup test, etc. based upon the following time schedule (see below). There will be no academic "late" penalty for assignments completed before the deadline.

POST-SECONDARY/MILITARY VISITATION

Absence must be verified by a high school counselor prior to Post Secondary/Military visitation. Students will be required to complete a visitation packet provided by the counselor and bring verification of their visit to the counselor upon return to school. There will be a limit of 5 such absences per year. Juniors and Seniors only. The student's responsibility regarding school sponsored absences (see above) apply to Post-Secondary/Military Visitation absences.

UNEXCUSED ABSENCES

Absences NOT authorized by parent/guardian or excused by 10 a.m. the school day following the absence. Students leaving school during the school day without checking out at the attendance office or leaving school without prior notification to the attendance secretary by a parent/guardian or administrator. Students leaving a classroom without the teacher's permission or skipping periods. Students late to class by more than 5 minutes without an excused tardy pass. Students receive no credit for work / assignments missed.

Students attempting to clear an absence by impersonating their parents, or someone else's parent, either by phone or note, shall be subject to disciplinary action.

CONSEQUENCES FOR ABSENCES

1 – 10 Incidents No credit for missed work, two lunch detentions per period missed with a max of 6 detentions per day, contact parent.

Absences above 10 Students beyond eleven absences shall receive No credit for missed work, two detentions per period missed and/or OSS, meeting with School Board Discipline Committee, report filed to Child and Family Services, Review/revise Attendance / Academic Success Plan. Students may be afforded the opportunity to to make up assignments through Saturday School.

ATTENDANCE CODES DEFINITIONS

SS (School Sponsored Absence)

An absence that is a result of a CFHS, MHSA or OPI related activity which is supervised by a School District Employee or designee, Funded by the school budget and governed by the CFHS code of conduct. Students will not be considered as absent. They will however, still be held responsible for all work missed. It is the student's responsibility to inform his/her instructors prior to the absence and make arrangements to complete any assignments or make-up work.

EA (Excused Absence)

Any absence verified by a parent, guardian, or caretaker. Family vacation and travel will count as an excused absence. Using an excused absence to avoid taking an exam is not acceptable. Students are limited to 10 excused absences per semester.

PS (Post-Secondary/Military Visitation)

Absence must be verified by a high school counselor prior to Post Secondary/Military visitation. Students will be allowed 5 days their junior and senior year. Students will be required to complete a visitation packet provided by the counselor and bring verification of their visit to the counselor upon their return to school. There will be a limit of 2 such absences per year. Juniors and Seniors only.

PA (Prearranged Absence)

Absences due to absences that are prearranged such as family function and vacations. Students should submit the form prior to days of absence.

UA (Unexcused Absence)

Absences not authorized by parent/guardian or excused by 10 a.m. the school day following the absence. Students leaving school during the school day without checking out at the attendance office or leaving school without prior notification to the attendance secretary by a parent/guardian or administrator. Students leaving a classroom without the teacher's permission or skipping periods. Students late to class by more than 5 minutes without an excused tardy pass. Students receive no credit for work /assignments missed.

OS (Out-of-School Suspension)

Consequence assigned by a school administrator for rule violation. Students may or may not receive credit for work or assignments missed. Building administrators will make the determination on whether credit is received.

VM (Verified Medical)

Absences that can be verified by a healthcare professional for illness, medical appointments, surgeries, counseling, bereavement, etc. Students should fill out a prearranged form for scheduled appointments.

OR (Office Request)

Absences due to a student being called out of class to meet with office or support personnel.

NSS (Non-Sactioned Sport)

Absences related to students participating in sports not sanctioned by CFHS. Students need to have prior administrative approval to use NSS absences.

TA (Tardy Absence)

Tardy in excess of five (5) minutes to a class. Students will be considered absent.

10 Day Policy Absence Index

Count Towards 10 Absence Policy	Do Not Count Towards 10 Day Policy
EA	SS
OS	NSS(with prior approval)
TA	VM
UA\UV	OR
PA	

TARDY POLICY

Teachers will close their classroom door when the bell rings to signify the start of the period. Students are expected to be in class by the time the bell rings. Any student, who does not have an excused tardy pass and is not in class when the period begins is to report to the office. In the office, the student will be issued an unexcused tardy and will be given an admittance pass to return to class.

Detention will be assigned for every tardy. 1 Tardy (UT) = 1 detention, 1 Unexcused Absence (UA) per class period = 2 detentions, or 10 detentions for Unexcused Absence (UA) all day.

A detention will be assigned for an unexcused tardy. Multiple tardy violations will result in increased consequences (multiple detentions or OSS). Tardiness is disruptive to the learning process; please respect your teacher and classmates by arriving at class **ON TIME.**

CLOSED CAMPUS (with exception of lunchtime)

The Columbia Falls High School campus is "closed" from 8:15 a.m. until 3:10 p.m. for all students. This includes all non-class time (breaks, passing time). However, students may leave the campus for their 30-minute lunch. **In order to leave the campus during "closed" times, students MUST check out with the attendance secretary presenting an approved excuse (parental permission for an approved reason), or be part of an approved off-campus program (work permits).** Parental permission must be secured prior to leaving the building and the student must verify acknowledgement of the permission by signing the clipboard at the attendance desk. If a parent or guardian is unavailable, a student must secure administrator approval to check out prior to leaving and sign out in office.

- School parking lots during the day, except at lunch to leave and return to campus.
- Sitting in automobiles during class time.
- The auditorium and the playing fields on campus.
- The library or other classrooms

Failure to follow this policy will lead to the appropriate disciplinary action.

CODE OF CONDUCT

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

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner and exercise self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other district staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.

VIOLATIONS OF STUDENT CODE OF CONDUCT

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

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation).
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purpose or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Bullying, hazing, harassment, or intimidation, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

Columbia Falls School District rules and discipline will apply:

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

COMPLAINTS BY STUDENTS AND PARENTS

Usually, student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher. For those complaints or concerns that cannot be handled so easily, the District has adopted a Uniform complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

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

Some complaints require different procedures. Any building office of the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1085, available in any principal's or Superintendent's office.

Students shall use the Title IX Grievance Procedure to address/complaints/concerns about sexual discrimination, including sexual harassment.

Title IX Grievance Procedure

The Columbia Falls School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972

Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities.

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

- In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR has the purpose or effect of:
    - Substantially interfering with a student's educational environment or employee's work environment.
    - Creating an intimidating, hostile, or offensive educational or work environment.
    - Depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities.
    - Making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person in incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinators:

Cherie Mack	Lisa Raunig	Mark McCord
High School Counselor	High School Counselor	Curriculum Director
PO Box 1259	PO Box 1259	PO Box 1259
892-6500 ext. 5146	892-6500 ext. 5147	892-6550 ext. 1429

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

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination.

SECTION 504 AND ADA GRIEVANCE PROCEDURE

The Columbia Falls School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) as amended. Section 505 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap.

> Section 504 and the ADA prohibit a school district from excluding an "otherwise qualified individual with a disability" from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and ADA, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to "disability" refer to disability or handicap and encompasses both Section 504 and the ADA.

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

Inquiries concerning discrimination under Section 504 may be referred to the building administer or:
Michelle Swank
Director of Special Services
PO Box 1259
892-6562
m_swanke@cfmtschools.net
Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

COMPUTER RESOURCES

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. Use of these resources is a privilege, not a right. Students have no expectation of privacy in material that is stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. (See Appendix D)

Students must sign off that the *Authorization for Electronic Access* Agreement has been reviewed with their teacher at the beginning of the school year prior to being authorized to use the District's computer resources. For additional information, see Policy 2070, 3096.

CORPORAL PUNISHMENT

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

COURSE FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. However, certain courses have associated fees for materials and equipment usage.

Course Fees (materials fee – one-time payment)

· Industrial Tech (1st or 2nd Semester)	$10.00 – Victor/B. Schaeffer
· Woods I & II (1 year)	$40.00 – Victor
· House Construction (1 year)	$40.00 – Victor
· Metals I, II & III (1 year)	$40.00 – B. Schaeffer
· Percussion Techniques (1 year)	$20.00 – J. Forke
· Percussion Ensemble (1 year)	$20.00 – J. Forke
· Instrument Rental (1 year)	$40.00 – J. Forke
· PE Uniforms	Fee Varies
· Library Books	Fee Varies
· Textbooks & materials	Fee Varies
. Technology Devices (Chromebooks/Chargers)	Fee Varies

****** All Fees are subject to change***

DANCES

Behavior at all student activities is the same as that required of students at school and should be based on the same ideals of respect and social responsibility. The behavioral expectations of courtesy, respect and good character are extended, and expected, at all dances. Vulgar/provocative dancing, such as grinding, will not be allowed, nor any form of dance which is sexually suggestive or mimics sexual acts. Students must be facing one another when dancing and must keep some space between them, with appropriate hand placements. Students dancing "back to front," provocatively or inappropriately, will be asked to immediately stop the behavior. Continued inappropriate behavior will result in the students being asked to leave the dance. Dance privileges can and will be revoked for the entire school year if the situation warrants such action.

DANCE REGULATIONS

1. A dance request form must be completed and approved at least 2 weeks prior to the event by the principal.
2. Dances sponsored by any organization of CFHS are considered school functions. Regularly enrolled students in grades 9-12 at CFHS and their invited guests are welcome to attend. One guest per student will be allowed.
3. Guests of CFHS students will be admitted upon presentation of a guest card and a picture I.D. This card is issued from the office to the student and must be acquired before the close of school the day before the dance. Guest cards will not be issued to:
    - Individuals 18 years of age or older unless specifically approved by administration. Exceptions may be granted for the prom for guests one year removed from graduating and 19 and under.
    - Students who are under a school suspension or expulsion.
    - Individuals not approved by the administration or teachers of CFHS.
    - Students in Junior High or younger.
4. Student with outstanding disciplinary consequences, including detentions, may be excluded from attending
5. Anyone leaving a school dance early will not be allowed to re-enter.
6. All school regulations apply at school-sponsored dances.
7. Admittance to dances is not allowed after pre determined time.

DECORATIONS

Activities sponsors and/or administration must approve all decoration and/or posters. Decorations and/or posters must be removed by the day following the activity. No outside advertising is allowed within the building. Only **masking tape** is to be used for putting up decorations. **Do not use tape on the floors or ceilings.**

DISCIPLINE AND DUE PROCESS

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

SUSPENSION

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard if notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to review of the suspension will be sent to the parents as soon as possible. At the request of the parents, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final. An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length not to exceed ten days, the administrator must hold an informal hearing with the student and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

EXPULSION

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

STUDENTS WITH DISABILITIES

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

DRIVING AND PARKING

Students who drive to school are required to park **on campus**. Administration reserves the right to limit driving privileges in the event there are not enough student parking spaces. If this situation arises, upperclassmen will be given priority. Students are expected to use caution and concern for others when driving in and around school property. Student parking is provided in the east and west lots, across the street by the ball field to the north of the school and along 13th Street West in front of the school. City and state laws will be enforced and the area will be patrolled. The driver of a vehicle is considered to be in possession of all items in their vehicle and that vehicle is subject to search upon reasonable suspicion.

- Students who drive to school **must register their vehicle**. Vehicle registration forms are to be obtained in the High School Office. **Stickers must be placed on the right side of the rear bumper or the right side of the back window.** A replacement for a lost sticker will cost $5.00.
- All vehicles should be kept locked throughout the school day.
- Students are not allowed to park in the first row of the east and west parking lot, the oval area in front of the school or the parking area west of the flagpole. This includes those students participating in extracurricular/school sponsored activities. These areas are outlined on the parking map in the student handbook.
- All parking is to be uniform and orderly (SEE APPENDIX D).
- Student parking is on a first-come first-served basis. If all student parking is occupied, students must notify the office prior to parking off campus.
- Motorbikes should be parked in the east lot and bicycles secured in the racks in front of the school.
- Loitering in parking lots or in/and around vehicles during or between classes is prohibited.
- Unauthorized vehicles are subject to citation and/or towing at the owner's expense.
- **Parking on school grounds is a privilege**

STUDENT PARKING AND DRIVING VIOLATIONS

Students may be assigned detention, assessed a parking violation fee ranging from **$5 to $20**, and/or lose driving and parking privileges for a specified period of time as a result of violations of school parking and driving regulations.
Serious violations may include:

- Verified reckless driving on or off campus while traveling to or from school, during the school day, or while traveling to or from a school activity.
- Violating closed campus regulations.

Continual or repeated violations of parking or driving regulations may be considered defiance and may result in additional disciplinary consequences. Vehicles may also be towed at the owner's expense.

PARKING VIOLATIONS INCLUDE:

1. Parking off campus in violation of school regulations.
2. Parking in areas not designated for student vehicles.
3. Failure to properly register a vehicle or display a required parking permit or sticker.
4. Parking in an undesignated parking area.
5. Parking in a designated No Parking Zone.
6. Backing into a parking space.
7. Occupying more than one parking space.

Parking violation fees may range from **$5 to $20 per violation**, depending on the nature and frequency of the violation.

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance a student's development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations.

1. To participate in any co-curricular activity, a student **MUST BE IN ATTENDANCE THE FULL DAY** of the scheduled activity. Exceptions are medical or pre-arranged (prior to that day) excuses as determined by the Activities Director.
2. Student with outstanding disciplinary consequences, including detentions, may be excluded from participating
3. Participants must have a physical examination before engaging in a sports activity and have insurance to cover these activities. In addition, prior to participation of any kind, a student-athlete must have a signed MHSA Concussion Statement on file in the Activities Director's office.
4. All activity participants and their parents/guardians must submit a signed activity consent/release form to the Activities Director prior to activity participation.
5. Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

FOOD AND DRINK

At lunchtime, please dispose of all sacks, cans, and bottles in the appropriate bins and clean up any spills for which you are responsible. Students are responsible to be familiar with each teacher's classroom rules regarding food and drink. In order to keep the classrooms and hallways neat and clean, take responsibility for cleaning up your own litter and spills.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the high school administration at least one week before the event. Except as approved by the school district administration, fundraising by non-school groups is not permitted on school property. No food/beverage deliveries (ie...DoorDash).

HARASSMENT/BULLYING/INTIMIDATION/HAZING

Bullying (including cyberbullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

LAW ENFORCEMENT

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

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- If a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

STUDENTS TAKEN INTO CUSTODY

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

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

SERVICE OF PROCESS

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

MEETINGS (School Sponsored)

Faculty sponsors must be present at all meetings of student organizations. The office must be notified of these meetings. Students in the building MUST BE UNDER THE DIRECT SUPERVISION of a teacher or designated leader who is an adult. This applies to weekdays, evenings, and weekends. Unauthorized students in the building can be suspended for trespassing.

NON-STUDENT LOITERING AND TRESPASS

To help protect student and school property from disruptive activity, school officials must have immediate knowledge of any persons inside the building or on school property who are not members of the staff or student body. Trespassers in the school building or on the school grounds will be requested by any staff member to leave the area. The Columbia Falls Police Department will be called and appropriate legal action will be taken.

PERSONAL APPEARANCE

Personal appearance includes dress, grooming and personal hygiene. The personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or others and does not materially or substantially disrupt the education process.

The intent of the Columbia Falls High School personal appearance regulations is to create a safe, positive environment that reflects our core values and is conducive to the learning and safety of our students. While it is not possible to list every item that violates our personal appearance regulations, the administration will use the following guidelines for those students needing direction as to apparel not allowed on campus or school activities. Columbia Falls High School personal appearance regulations reinforce that school is a work-place environment.

- Shorts, skirts, and dresses must be of an appropriate length and provide adequate coverage at all times, including when sitting, standing, or bending.
- Headgear may be worn in the building during the school day. However, teachers have the discretion to not allow headgear to be worn in their classrooms. If an item is worn against the teacher's policy, it may be confiscated and turned in to the appropriate administrator.
- The following types of jewelry, clothing, headgear, or school supplies are not allowed: those that are reasonably considered to be offensive: anything that contributes to the disruption of the educational setting; anything that displays, promotes or advertises violence, racism, drugs, alcohol or tobacco products; anything having sexual or vulgar connotations.
- Bracelets, necklaces or other clothing that has spikes, long chains, or other objects that may be injurious are a safety hazard and are not to be worn.
- The length of shirts must extend beyond the belt level and the student's midriff must not be visible. Any overcoat must be zipped/buttoned to cover midriff.
- Shirts and dresses must cover the majority of the torso including the back, chest and cleavage area.
- Shirts and dresses must have straps that go across the collarbone or the neckline of the shirt or dress should not extend below the shoulder socket (No tube tops).
- All undergarments must be covered and not worn as outer garments.
- Sunglasses will not be worn in the building, except with administrative approval.

Students in violation of the dress code will be required to change into school provided clothing or have a parent bring appropriate clothing to school. Detentions will be assigned and suspensions will result if a student repeatedly violates the dress standards.

The personal appearance regulations outlined above is a dynamic document. Changes may be made at any time during the school year. Discretion may be used to determine appropriate attire for the classroom by the administration.

PUBLICATIONS, DISPLAYS AND PRODUCTIONS

School publications, productions or displays which are or may be fairly characterized as school-sponsored or as part of the District curriculum, whether or not they occur in a traditional classroom setting, are subject to review and evaluation by school administrators. The final decision about the suitability of any material in question shall rest with Administration, after review and consultation with the teacher/advisor and the student representative(s) prior to publication, production, or display.

Such publications, productions or displays shall be reviewed within the District's legitimate educational concerns which include, but are not limited to:

- Whether the material is or may be defamatory or libelous.
- Whether the material is inappropriate for the age, grade level, and/or maturity of the audience.
- Whether the material is poorly written, inadequately researched, or biased or prejudiced.
- Whether the material is or may be otherwise disruptive to the school environment for example, such disruption may occur if the material uses, advocates or condones the use of vulgar or profane language, or advocates or condones the commission of unlawful acts, or advocates violation of school rules.
- Whether there is an opportunity for a named individual to make a response, whether specific individuals may be identified even though the material does not use or give names.
- The decision may be appealed to the Superintendent for review and final decision.

SAFETY

ACCIDENT PREVENTION

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

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

EMERGENCY MEDICAL TREATMENT AND INFORMATION

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

EMERGENCIES PROCEDURES AND DRILLS

The CFHS campus is closed during all emergency situations, except to emergency personnel. No one will be allowed on or off campus during emergency situations. Information will be released, in a timely manner, to parents/guardians, the public, and the media regarding any school emergency. It is critical that parents/guardians receive important information and directions from school officials before going to the school.

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. Everyone is to follow the established procedures. When a notification is given by an announcement or an alarm has sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

EMERGENCY SCHOOL-CLOSING INFORMATION

- The Montana Department of Transportation and Flathead County have discontinued "Emergency Travel Only (ETO)" declarations. The ETO declaration has been replaced by a "Severe Driving Conditions (SDC)" declaration. The SDC declaration will not be county wide and will not be accompanied by driving restrictions. Therefore, there will be no countywide road condition declaration that will initiate a countywide school closure. Each county school will make its own closure call based on district-wide road conditions. A closure applies to all but a skeleton crew necessary to be sure that buildings are open.
- The District will not use late starts.
- Once students are transported to school by bus, they will remain in school until the end of the school day. The district will not release children early because necessary parent contacts cannot be assured. Parents may pick up their children at any time.

- If the decision is made that no buses are running, school will be closed. Schools may be kept open if just a few buses cannot run. The number of bus routes not running to influence school closure on a given day is a judgment call related to the appropriate variable. The magic number hovers around seven bus routes. If a bus does not run in the morning because of inclement weather, it will not run in the afternoon.
- If students can be safely transported, water and electricity are flowing, and heating systems are up and running, classes will be held.
- In the event of school closure or bus route cancellations, the District will use the emergency notification system to alert parents and guardians. The District will make every effort to initiate the Blackboard Connect emergency notification system before 7:00 a.m.
- In addition, school closure information will be presented to area radio stations prior to 7:00 a.m. The District, however, does not have control over when and/or how often school closure announcements are made by radio stations. Those stations include: KOFI (1180 AM), Monster (103.9 FM), KJJR (880 AM), BEAR (106.3 FM), KBBZ (98.5 FM), KALS (97.1 FM), KHNK (95.9 FM), KRVO (103.1 FM), and KWOL (105.0 AM). Information will also be listed on the School District #6 website at www.cfmtschools.net as soon as possible following a closure decision.

SEARCH AND SEIZURES

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

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

STUDENTS AND THEIR PERSONAL EFFECTS

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

VEHICLES PARKED ON SCHOOL PROPERTY

Parking on District property is a privilege for all students. Students may not use, transport, carry, or possess alcohol, illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of alcohol, illegal drugs, drug paraphernalia, or weapons.

In the event the school has reason to believe that alcohol, drugs, drug paraphernalia, or weapons are present, including alerts by trained dogs, the District is authorized to contact law enforcement to conduct a search of the interior of the student's vehicle. A student who removes a vehicle prior to a search by law enforcement when staff have reason to believe that alcohol, drugs, drug paraphernalia or weapons are present, may be subject to discipline and is prohibited thereafter from parking on District property.

SCHOOL PROPERTY

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

SEIZURE OF PROPERTY

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

SEXUAL HARASSMENT/SEXUAL DISCRIMINATION

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

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policy 3226 for additional information regarding the District's prohibition against discrimination and harassment.

STUDENT ANNOUNCEMENTS

Students have the right to place announcements in the daily bulletin. Students desiring to place an announcement shall obtain a form for the announcement from the main office and receive authorization from administration.

STUDENT RECORDS

ACCESS BY PARENTS AND STUDENT

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

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

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

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

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements. See Policy 3080 for more information.

ACCESS BY OTHER INDIVIDUALS AND ENTITIES

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

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are able to deal with the emergency.
- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

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

Parental consent is required to release records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records. The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those accessing the records and their legitimate interest in the records.

CHALLENGING CONTENT OF RECORDS

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

DIRECTORY INFORMATION

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent objects to the release. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information includes: a student's name, address,

telephone number, electronic mail address, date of birth, participation in official activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

MAINTENANCE OF RECORDS

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

RIGHTS UNDER FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

Specific parental and eligible student rights are in Appendix A in this Handbook.

PRIVACY MATTERS – PHOTOGRAPHS AND SOCIAL MEDIA

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

STUDENT RIGHTS

FREEDOM OF EXPRESSION

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs; cause substantial disorder or invasion of the rights of others; or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school.

STUDENT HAVE THE **RIGHT**:

- To express themselves verbally, in writing or by assembly, in such a way that they do not violate the rights of other individuals or groups.
- To attend school in an atmosphere free of racial/ethnic and all slurs, verbal assaults, privacy invasion, assaults, profanities, obscenities, ridicule or threats of physical harm, and physical harm.
- To express affection for friends and staff in an appropriate manner. Public displays of affection are not considered appropriate.

STUDENTS HAVE THE **RESPONSIBILITY**:

- To respect another person's justifiable right to privacy. Not to invade, either verbally or in publication, another person's lawful right to privacy without the person's consent.
- For the effects of their expressions on other individuals or groups. They must follow school policies. Verbal assaults, profanities or obscenities are prohibited.
- To refrain from public displays of private affection.

SURVEYS, QUESTIONNAIRES:

A. Any survey or questionnaire designed to collect information from students, staff or the community must be approved by building administration.
B. All survey or questionnaire forms must include:
    1. Name of the person, group or organization responsible for the survey.
    2. How the information will be used.
    3. The group, class or classes to be surveyed.
    4. The number of copies to be distributed.
C. Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

SPEECH:

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs; cause substantial disorder or invasion of the rights of others; or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the District.

INSTRUCTIONAL MATERIALS:

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

COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING:

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

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

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

TECHNOLOGY DEVICES

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

CELLULAR PHONES AND EARPHONES/PODS

Cell phones and earphones or pods are not to be used in the classroom (0-7th periods). Failure to adhere to this policy will result in confiscation of the devices and disciplinary action. Students must comply anytime a request is made by school personnel to stop using a cellular telephone and must comply with the request to confiscate the device. The administrator may release the cellular phone or earphones/pods directly to the student or the student's parent/guardian.

Students are prohibited from operating a cell phone or other electronic device (ear phones/pods, or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Violation of this policy may result in a recommendation to the School Board for expulsion.

Students may not use cell phones or other electronic signaling devices during classes unless such use is under the direction of certified staff for educational purposes.

Smart glasses (Meta Glasses) are prohibited on school property and during school-sponsored activities unless authorized by school administration.

Unauthorized possession or use of these devices is grounds for confiscation. Repeated unauthorized use will result in disciplinary action. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted and the student's cell phone may be searched.

LASER POINTERS are strictly prohibited from school grounds.

TEXTBOOKS

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

TITLE IX

There will be no discrimination against any student on the basis of sex, race, creed, marital status, or handicapping condition in providing access to extra-curricular activities. This includes all available current and future programs. It is the purpose of our activities programs to provide equal access, share in equal use of facilities, transportation, coaching/sponsorship, and support services. Complaints are to be presented to a Title IX officer (Mr. Brian Crandell, Counselor, Ms. Ashleigh Mason, Counselor) or to a school administrator.

TRAVEL AND TRANSPORTATION

BUSES AND OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the district website. Last minute bus route cancellations will be sent out via text, email or automated phone call. Please make sure your contact information is up to date and accurate. If you would like to request bus transportation, please fill out an online form that can be found on the district website at www.cfmtschool.net. Allow one week for your student to be added to a route if they are eligible. The Transportation Department can be reached at 892-6550 ext. 1431 or 1424.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Misconduct will be punished and bus-riding privileges may be suspended. Students must:

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

When students ride in a District van or passenger car, seat belts must be fastened at all times. Students are held to the same behavior standards in all district vehicles.

SCHOOL-SPONSORED ACTIVITY TRAVEL

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

Students are subject to the full direction and authority of the coach or advisor while involved in activity travel. All school regulations concerning student behavior are in effect during school activity trips.

ACTIVITY TRAVEL GUIDELINES ARE AS FOLLOWS:

1. Students must ride school provided transportation.
2. Students may not drive themselves to an activity or ride with any driver other than the school sponsor, coach/advisor or their own parent/guardian.
3. Parents who wish to transport their own child to/from an event must see the coach/sponsor and sign a release at the time of the request. If a parent wishes for their child to be transported to or from an event by someone other than themselves, the parent must complete a release form at least 24 hours in advance. The person transporting the student must complete a vehicle disclaimer and provide a copy of their insurance and approval must be granted by the activities director or another CFHS administrator.
4. Students may be released to return home with their parents/guardians from an event at the discretion of the coach/sponsor. A transportation waiver must be signed at that time with the coach/advisor.

VIDEOTAPING OF STUDENTS

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

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

VISITORS

Parents are always encouraged and welcome to visit CFHS. Appointments should be made to see a teacher, counselor, and administrator or to visit a student's class. All visitors must report to the high school office to obtain a visitor's pass before proceeding to a classroom. Guests and pets of students are not allowed.

WITHDRAWAL FROM SCHOOL

To officially withdraw from school, a parent and student must obtain a withdrawal form from the high school office. A student must have parental permission. The withdrawal form and textbooks must be presented to each teacher for a signature and current grade. The completed form must be returned to the office. School records are forwarded to the school the student will be attending after a record request is received from that school. Parents may also request a copy of their student's transcript and immunization records. All fines and fees must be paid at time of withdrawal before any school records will be released to parents/guardians.

Students who withdraw to a home school program and are under the age of 16 are legally required to register with the Flathead County Superintendent's office.

STUDENT SERVICES

COMPUTER LABS

Computer labs located throughout the building are open to all students who need to use the computers for assignments. To attend the lab, a pass is required for unaccompanied students by their classroom teacher. The writing lab is for schoolwork and student folders are monitored by CFHS staff. Any equipment misuse or violation of lab regulations will result in loss of privileges. All students are subject to the behavior code and the Acceptable Use Policy applicable to CFHS and School District No. 6.

Basic guidelines for computer lab use include but are not limited to the following:

- No food or drinks in any computer lab.
- Students operate under restricted access to the computer network. Attempts to circumvent that usage through misuse or damage of computer hardware or software will result in loss of privileges.
- If problems occur with hardware or software, notify an instructor or lab supervisor immediately.

- Do not retrieve documents from printers. An instructor or lab supervisor will deliver the documents.
- Save files in personal folders on the network only. Personal folders are not to contain programs, program executable files, batch files, or personal entertainment files.
- A teacher or lab instructor must monitor use of outside media storage devices for file transfer.
- Internet e-mail is for sending and receiving instructor approved, school related material only.
- Internet use requires parental approval as indicated on the Acceptable Use of Electronic Services and Networks Agreement Policy. See Appendix D.

GUIDANCE OFFICES/CAREER CENTER

The counselors will assist with educational, vocational, social, and personal concerns in a confidential manner. A counseling relationship requires an atmosphere of trust and confidence between the student and the counselor. A student has the right to privacy and to expect confidentiality. This confidentiality will not be abridged except where there is a perceived clear and present danger to the student and/or to the persons. Additionally, Montana law mandates school district personnel to report suspected cases of abuse or neglect.

Information on careers, advanced education, and financial aid may be obtained from the counseling staff. Scheduling, class changes and testing programs are also managed within the Counseling/Career Center. Appointments should be scheduled during study halls and before or after school. Students may not conduct personal counseling sessions or class scheduling appointments during a solid class period. Students must have a pass from the counselor to visit the counseling office. If the counselor(s) is/are unavailable, students are to report back to study hall immediately and not sit in the office waiting room.

HEALTH SERVICES

Even with adequate precautions and supervision, accidents can and do happen at school. Columbia Falls School District Six does not provide medical insurance to automatically pay for medical expenses if a student is injured at school or on a school activity. The District only carries legal liability insurance.

The District makes medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out to children in the lower grades at the beginning of the year and are available in all of the school offices throughout the year. If your child did not bring a brochure home, please contact the office at your child's school

The school nurse assists students who may be ill or injured while at school. Students who become ill during the day are to tell a teacher, who may send them to the nurse's office. Emergency first aid will be performed. If students require further assistance, his/her parent/guardian will be notified. If a student is sent to the nurse, and she is not in her office, students are to report immediately to the main office.

State regulation prohibits school personnel from dispensing over-the-counter medications and prescription medication without written permission from a doctor. The policy, in accordance with state regulation, is as follows:

COMMUNICABLE DISEASES

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

These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm of the scalp
Diphtheria	Rubella (German Measles)
Gastroenteritis	Scabies
Hepatitis	Shigellosis
Influenza	Streptococcal disease, invasive
Measles (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)

IMMUNIZATIONS

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

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

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a physician licensed in the United States or Canada stating that, in the doctor's opinion, some or all of the required immunizations are not considered safe. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3110 in the District Policy Manual.

MEDICATIONS

A student who must take prescription medicine during the school day necessary for his or her health and well-being must have written authorization signed by the parents and the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its original, properly labeled container to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed. A student who has authorization to possess and self-administration of a medication from a licensed healthcare provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess

and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually. For additional information, see Policy 3070.

LOGAN HEALTH SCHOOL-BASED HEALTH CENTER

Logan Health School-Based Health Center is a health center found in Columbia Falls High School offering students and staff medical, wellness and health-education services. School-based health centers improve student health by increasing access to health care and decreasing time lost from school. Services include:

- Preventative Care: Well-child checks, sports physicals, immunizations and health education for students and parents.
- Acute Health Care: Diagnosis and treatment of sudden onset conditions, referrals and follow-up visits as necessary.
- Chronic Condition Care: Monitoring and treatment of chronic medical needs based on diagnosis and condition.
- Behavioral Health Services: Behavioral health assessments, treatment and medication management.

Logan Health School-Based Health Center will bill private insurance, Medicare, Healthy Montana Kids and Healthy Montana Kids Plus for eligible students, and parents will be responsible for copayments and deductibles for medical services. You may apply through Logan Health School-Based Center for a sliding fee to help cover costs. For questions or more information related to the Logan Health School-Based Health Center, please call (406) 892-3208.

FOOD SERVICE

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. Applications for free and/or reduced lunches/breakfasts are available to students through the hot lunch office. The Food Supervisor and staff will assist students with any questions or concerns in the morning before school starts.

Morning breakfast and hot lunch are provided daily at CFHS. The cost of a lunch meal at the high school is $3.50 and a breakfast is $2.00. High school students are invited and encouraged to participate in the breakfast program and/or eat lunch in the school cafeteria. Sack lunches may be eaten in the cafeteria. Students are asked to abide by the following:

1. Deposit all litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor clean for those who follow.
4. Conduct themselves in a courteous manner at all times.

IDENTIFICATION CARDS

All high school students will be issued a photo ID card at the beginning of the school year. The student will carry these cards while at school and at ALL school activities. These cards will contain a bar code corresponding to the student's identification number. Replacement ID cards will have to be ordered through Swan Lake Studio. The card will be used for entrance to dances and other supervised school functions and activities.

INDIVIDUAL LEARNING SUPPORT

It is our goal that each student follows a path to graduation at Columbia Falls High School. We realize that some students, for a variety of reasons, have difficulty finding success in a traditional high school classroom or even continuing with their education. The staff at Columbia Falls High School is committed to working with each student to develop an educational plan that will lead to a High School diploma. Credit recovery classes, summer school, alternative diploma, and individual tutoring are some of the supports available for students in jeopardy of not graduating.

LIBRARY

The Launer Library is open daily from 7:30 a.m. to 3:30 p.m. Please see the Library Webpage for events and research information. The library is a study, reference and research area where inappropriate behavior will not be tolerated. The library rules and consequences are posted by the main desk, in the quiet reading area, and on the entrance bulletin board.

Students wishing to spend their study hall period in the library may do so provided space is available. They must be signed into the library by the time the bell rings and remain in the library until the period ends. The library sign-in sheet will be sent to Study Hall so that roll may be taken there. Roll will also be taken in the library at the beginning and end of each period.

Books, other than Reference books, are checked out for a period of two weeks and renewable if there are no holds on said book. No additional books may be checked out if a student currently has an overdue book. Reference books and magazines may be checked out for one day. Lost books, damaged books, as well as other missing library materials will be paid for by the student. All library fines must be paid before the close of the school year. Report cards will not be distributed at the end of a grading period until library fines have been paid.

LOCKERS

Lockers are assigned to the students and locks are available upon request in the school office. Students are encouraged to use locks to protect their personal effects and schoolbooks. Students are responsible for the contents of the locker issued to them and are to use school issued locks only. Locks brought from home will be removed from the lockers. Students will be held financially responsible for loss of or damage to any assigned school property, which includes the lock and the locker. A fee of $10.00 will be assessed for a lost lock.

LOST AND FOUND

Students who find lost articles are asked to take the items to room 172 (custodial room). If you have lost something, contact the office. Lost articles not claimed within a reasonable amount of time will be disposed of.

SPECIAL EDUCATION

The Special Education program at CFHS is committed to providing a positive educational experience that encourages student achievement and advancement. We recognize that each student has individual skills, interests, talents and educational needs. The emphasis is on providing specialized instructional services that capitalize on individual strengths, rather than limitations. In this way we support each student in achieving his/her own potential and

unique success. For questions or concerns regarding your Special Education student, contact Director of Special Services, Michelle Swank at 892-6562.

Section 504 of the Rehabilitation Act of 1973: Notice of Non-Discrimination Columbia Falls School District 6 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any persons having inquiries into the District's compliance with the regulations of Section 504 or the Americans with Disabilities Act (ADA) should contact Michelle Swank, 504 Coordinator, at 892-6562. This individual has been designated by the district to coordinate efforts to comply with the regulations prohibiting discrimination on the basis of disability.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program provides all students with support in dealing with non-academic issues that are impacting their lives. Student participation is through a self-referral process. Students take part in support groups for eight weeks. Groups topics may include; friendships, substance abuse, suicide and other issues that can affect teenagers. Groups are facilitated by two trained CFHS faculty members, who work with topic-and age-appropriate curriculum.

STUDENT AND FAMILY ADVOCATE

The Student and Family Advocate promotes and enhances academics by providing services that strengthen home/school/community partnerships and alleviate barriers to student success. Ms. Tamara Sundberg is available to all students and their families at 892-6500, ext. 5201.

TELEPHONE/MESSAGES/DELIVERIES

A phone for student use is available in the office of the high school. This telephone may be used before and after school and during the lunch period. Students are not to use the telephone during class periods unless there is an urgent reason to do so. Emergency messages for students may be called into the high school office. **Deliveries of any kind (flowers, balloons, food, etc.) & non-essential messages will not be delivered to students during the day.** No food/beverage deliveries. (i.e. DoorDash)

TUTORING/ACADEMIC SUPPORT

Columbia Falls High School's tutoring, academic support and study program is available to **all** students throughout the school year. Teachers and parents may refer students for tutoring. It is highly recommended that students attend tutoring if they have been referred by a teacher. Tutoring will run throughout the school year and will take place in the library after school on varies days (TBD). Credits and grades for all students who attend tutoring will be reviewed and monitored to create success.

Other tutoring opportunities may be available to students during lunch as well as group study nights prior to finals. These opportunities will be advertised and promoted to students when times are determined.

APPENDIX A

FERPA RIGHTS

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

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The District classifies the following as Directory Information: a student's name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities as sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include

but is not limited to the District's disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

APPENDIX B

BEHAVIORAL VIOLATIONS AND DISCIPLINE

ALCOHOL/DRUGS (Board Policy 3310)

Violations of the alcohol/drug policy will be counted as cumulative throughout a student's K-12 school career.

ALCOHOL OR DRUGS:
Students are prohibited from using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances containing chemicals that produce the same effect of illegal substances. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession. Illegal drugs and controlled substances are those defined as illegal under the laws of the United States and the State of Montana.

Illegal activities will be reported to the police and/or applicable authority when any of the above activities occur while in attendance on school property, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity. A school-sponsored activity includes games, and events both at home and at other schools or venues.

FIRST OFFENSE:
Any use, association* with purchase or possession of illicit drugs or alcohol.

1. The student, the student's parents/guardians, and law enforcement will be informed of the offense and the student will be given a 5-day out-of-school suspension. Students may be offered a reduced suspension with an enrollment and completion of a CRYJ program. Continued enrollment will be contingent upon the recommendation of the school discipline team following a conference with the student and parents/guardians.
2. If the violation occurs while a student is a participant in an extra-curricular activity, that student will be suspended from the activity for 30 school days. This suspension will begin when school officials become aware of the infraction. Students who are involved in extracurricular activities should refer to their Activity Consent/Release Form for more specific information in regards to how this policy affects their participation (See Appendix A). For the purpose of this policy, extra-curricular activities include MHSA sanctioned activities and groups that perform at MHSA sanctioned sporting events (Pep Band, Drum Line, Vocal Groups, and etc.)
3. Use/possession/association of drugs or alcohol during extra-curricular activities may result in the student being prohibited from attending school sponsored/extracurricular events.
4. Students suspended for use or possession of an illicit drug or alcohol will be required to provide evidence that he/she is successfully complying with a program of chemical dependency counseling or rehabilitation. The principal may choose to waive this requirement.
5. The principal may request or recommend additional suspension and/or expulsion depending upon the severity of the case.
6. Continued enrollment will be contingent on periodic negative drug test results and adherence to the probationary enrollment contract. Testing will be at the District's discretion.

*ASSOCIATION:

Knowingly in the presence of another who is illegally in the possession of or involved in the distribution of illicit drugs or alcohol and has foregone the reasonable opportunity to either avoid or terminate such presence.

MAJOR OFFENSE (Drug and Alcohol)

1. A major offense includes:
    a. Selling or distribution of controlled substances (or substances represented as illicit drugs), alcohol, unauthorized prescription medication, or other intoxicants. This includes soliciting funds for the purchase or future purchase of controlled substances, alcohol or other intoxicants.
    b. Second offense of use or association with the purchase or possession of illicit drugs or alcohol.
    c. Failure to pass a drug test after the first offense.
2. The student, student's parents/guardians, and law enforcement will be informed of the offense. The student will be suspended immediately pending a board expulsion hearing.
3. During the term of the expulsion a chemical dependency counselor must evaluate the student. Failure to complete this evaluation and comply with the chemical dependency counselor's recommendation(s) will disqualify the student from re-enrollment.
4. The student will be re-enrolled following the expulsion only on the recommendation of the district discipline team following a conference with the student and his/her parents/guardians, negative drug test results, and development of a probationary re-enrollment contract. Continued enrollment will be contingent on periodic negative drug test results and adherence to the probationary re-enrollment contract.
5. The student will be suspended from all school activities during the term of the expulsion. A written notification from the appropriate administrator is required before the student is again eligible to participate in activities.

ADDITIONAL OFFENSE (Drug and alcohol)

The student, student's parents/guardians and law enforcement will be informed of the offense. The student will be suspended immediately and recommended to the Board of Trustees for permanent expulsion.

PARAPHERNALIA

Possession of drug paraphernalia that does not contain or test positive for illegal substance residue may result in suspension and/or referral to law enforcement. In addition, constructing paraphernalia in a class may result in removal from that class

ASSAULTS AND FIGHTS

Assault is defined as intentional physical contact with another person, which may cause physical injury. Any physical assault upon any staff member may result in a recommendation for expulsion on the first offense.

The severity of the incident will dictate the discipline consequences, which may include police referral. Students who provoke or incite a fight will fall under the same criteria. Bystanders may also be included in the disciplinary consequences.

CHEATING/PLAGIARISM

Violating rules in a dishonest and/or deceiving manner may include, but is not limited to, copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, providing answers or material to another student, or permitting another person to perform an assignment.

Since cheating and plagiarism interfere with the rights of other students to have a fair education, students who cheat or plagiarize may be referred for disciplinary action and may fail the assignment, test or project with a zero grade. If a zero grade is issued, the teacher will notify the parent(s) and keep a record of the action. A second such occurrence may result in removal from class with a failing grade, suspension, and/or expulsion from school. Violations are cumulative over a student's high school career.

DEFIANCE OR INSUBORDINATION TO AUTHORITY

Defiance is the refusal to follow the reasonable requests of school personnel or language or actions that are used to cause a disruptive or personal attack upon a staff person within the class or school. This includes failure to serve detention when assigned. Any verbal or physical attack on a staff member will result in disciplinary action which may lead to suspension or expulsion.

DISORDERLY OR DISRUPTIVE CONDUCT

Language, behavior, items, or dress which is disruptive to the orderly educational procedure of the school; e.g., amplified music, profanity, beepers, cellular phones, laser lights, pocket knives, utility tools, etc. Student acting in a disorderly or disruptive manner at school-sponsored events may be prohibited from attending extra-curricular activities/school sponsored events. Disorderly or disruptive behaviors will result in disciplinary action which may lead to suspension or expulsion.

EXPLOSIVE DEVICES/ARSON

The use or threat of use, possession, or sale of explosive devices, including a gun, is prohibited. The use or threat of fire to destroy or attempt to destroy property is prohibited. Calls or written threats of bombs will be reported immediately to the appropriate law enforcement agency. Any student involved in these threats will be referred to the School Board for expulsion following notification of parents and police.

GANG BEHAVIOR

All items associated with "gangs" as identified by school administrators in conjunction with local law enforcement agencies are prohibited from being on the Columbia Falls High School Campus.

GUN-FREE SCHOOLS

The Board will expel any student who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered a firearm at any setting that is under control and supervision of the District. The expulsion shall be for a period of at least one (1) calendar year in accordance with School District #6 Policy 3270. A building administrator will notify local law enforcement officials of any student who brings a firearm to school. The District Superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property.

Students must notify the building principal of their request, the educational purpose of the request, and the firearm must remain in the office except when needed for its educational intent.

POCKET KNIVES/UTILITY TOOLS

Pocket Knives, utility tools, etc. are strictly prohibited from school grounds. These items, if confiscated, will be kept and returned to a parent/guardian. Knives with blades 4" or longer are considered weapons and will fall under disciplinary guidelines.

THEFT

Theft is defined as taking, giving, or receiving property not owned by the student. Referral to law enforcement will result in addition to school discipline.

TOBACCO

The use and/or possession of tobacco in any form **or** a tobacco imitation product, including but not limited to electronic cigarettes or vaporizers are prohibited. Students 18 years of age and older are included in this policy.

1. Students in violation of the District policy will be subject to disciplinary action and referral to local police. Incidents involving the use of, possession of or association with tobacco/nicotine products including, but not limited to nicotine vapes and nicotine pouches will result in a minimum 2-day out of school suspension, confiscation of product and turnover to Columbia Falls Police Department resulting in a ticket for minor in possession
2. Students in violation of the District policy will be suspended from all extra-curricular activities for 30 pupil-instruction days. Penalties for multiple violations will run consecutively. For the purpose of this policy, extra-curricular activities include MHSA sanctioned activities and groups that perform at MHSA sanctioned sporting events (Pep Band, Drum Line, Vocal Groups, etc.).
3. Continued violation of this policy will result in students being subject to suspension from school and/or possible expulsion from school.
4. Students found to be in association with those using tobacco or tobacco imitation products may be subject to disciplinary action.
5. Students in violation of these rules are subject to immediate confiscation of the product or device and will face appropriate disciplinary action. If an electronic cigarette tests positive for the presence of any drug or drug residue the violation will then be dealt with as a drug violation as outlined on pages 38 & 39 of this handbook.

VANDALISM

Willfully or knowingly damaging, defacing or destroying property owned or under the responsibility of the school, school officials or others. Students will be disciplined accordingly and will be responsible for restitution costs.

WEAPONS

Weapons are forbidden in a school building or on school property. Any student with possession or use of weapons may be referred to the School Board for expulsion. "School building or property" means all buildings or property owned, leased, or used by the School District for instruction or student activities. "Weapon" is defined as any

object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blade; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

APPENDIX C

ACCEPTABLE USE/ELECTRONICS SERVICES, CHROMEBOOK GUIDELINES & SCHOOL ACTIVITIES

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School District No. 6

Acceptable Use of Electronic Services and Networks

Acceptable use of electronic services and networks requires that the use of these resources be in accordance with the following guidelines and support the educational goals of SD6.

Students must:

- Use the electronic servers and networks for educational purposes only.
- Not use the system to make any unauthorized purchases or to conduct any non-approved business.
- Agree not to submit, publish, display or retrieve/download any inappropriate matter, including but not limited to material that is offensive, abusive, obscene, contains profane language, sexually explicit, secularly threatening, racially offensive or illegal
- Not attempt to harm, modify, and gain unauthorized access to district systems or data, destroy software, or interfere with system security.
- Not use the network in a way that would disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Understand that e-mail and any transmitted, received, or stored material is not secure or private.
- Not use electronic mail in any manner that is contrary to District policy.
- Not use profanity or inappropriate language in e-mail.
- Understand that computer activities may be monitored and tracked.
- Not reveal personal student information.
- Abide by all copyright, trademark, and license restrictions.
- Tell an adult in charge if information accessed makes the user feel uncomfortable and/or is not appropriate.
- Follow all District acceptable use policy and Student Handbooks written.

SD6 will make every attempt to block and monitor student use of the computer and network. Staff supervisors will not be held liable for inappropriate use of equipment by students.

The staff, school and SD6 are responsible for any damages incurred, including but not limited to loss of data resulting from delays or interruption of service, for the loss of data stored on SD6 resources, or personal property used to access SD6 resources.

The use of computing resources in SD6 is a privilege, not a right. Any action by a user specifically outlined in SD6 acceptable use or determined by a systems administrator to constitute inappropriate use of a computer or network system is subject to but not limited to the following consequences:

- Use of computer/network/Internet only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension from school;
- Expulsion form school; and/or
- Legal action and prosecution by the authorities.

I understand and will abide by the above terms and conditions of SD6 acceptable use policies and student handbooks as written and will use computer and electronic resources for educational purposes only. I further understand that any violation of this agreement is unethical, may constitute a criminal offence, and may result in civil liability to my parents and me or guardians, if I am under age 18. Should I commit any violation, I am subject to consequences of the school and district disciplinary code and of state and federal law.

Chromebook Policies, Procedures, and General Care Information

- Freshmen and new students will be issued a Chromebook and a charging cable at the beginning of the school year.
- Students will keep the Chromebook issued to them over the summer and will use the same device each year.
- Students are responsible for the protection and general upkeep of the Chromebook and chargers and will be held financially accountable for loss or damage.
- Each device has a Columbia Falls Public Schools identification tag/sticker associated with each student's account which should not be removed or altered in any way.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Chromebooks should not be left in cars overnight, as extreme cold and heat damage the battery.
- Students should not stack heavy objects on Chromebooks and take care when placing devices in backpacks, as excessive pressure can break the fragile screens. Chromebooks should not be lifted by the screen.
- Chromebooks and chargers should be brought to school each day, and batteries must be fully charged before the start of each school day. Allowing batteries to drain to 0% shortens battery life.
- Students will abide by the SD6 Acceptable Use Policy, and will not attempt to hack or bypass any district device policies.
- If a Chromebook is not working, students will take the device to the library and a new device will be checked out for them. Students will be subject to fines if the devices were damaged in their care.
- Students will not be permitted to check out more than one Chromebook and/or charger at a time.
- Disabled devices should be returned to the high school library.

- **Damaged keyboard: $30**
- **Broken/damaged screen: $30**
- **Lost/damaged Chromebook device: $290 (3110 series)**
- **Lost/damaged charger: $30**

Fines are subject to change

COLUMBIA FALLS HIGH SCHOOL
STANDARDS FOR PARTICIPANTS IN CFHS ACTIVITIES

IT IS A PRIVILEGE TO PARTICIPATE IN THE EXTRA-CURRICULAR PROGRAMS SPONSORED BY CFHS TO MAINTAIN THIS PRIVILEGE, STUDENTS MUST CONDUCT THEMSELVES IN A PROPER, MORAL, AND LAWFUL MANNER AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN SUSPENSION FROM THE ACTIVITY. SINCE THE STUDENT PARTICIPATES IN ACTIVITIES ENTIRELY ON A VOLUNTARY BASIS, HE/SHE DOES SO WITH THE UNDERSTANDING THAT THE FOLLOWING REGULATIONS WILL BE OBSERVED.

1. **CONDUCT CODE**
   - A. Good citizenship is mandatory at all times, both in and out of school, and on the field of play. This also includes the locker room, bus, and classroom.
   - B. Athletes must maintain passing grades according to the eligibility requirements of Columbia Falls High School. Students must pass four (4) solid classes each semester. Student activity status is determined by the academic eligibility policy. The entire CFHS Eligibility Policy can be found in the Student Handbook.
   - C. Profanity, insubordination, vulgarity or abusive language or actions will not be tolerated at any time. Poor sportsmanship or lack of courtesy will likewise not be permitted.
   - D. Fighting at a scheduled activity/event will result in an automatic suspension from the next contest.
   - E. Regular attendance at school and at practice will be required except in cases of illness or excused absence as judged by the Activities Director. Non-attendance for any period other than excused medical or family emergency appointments on the day of an activity event prohibits the student from participating in that event.
   - F. Coaches/sponsors may have standards for Participants, which exceed these listed. They shall provide a copy of these additional standards in writing to the student and their parent/guardian before the Activity season begins. All participants and/or team members will observe reasonable training rules regarding hours, diet, etc., as required by the coach/sponsor.
   - G. The coach/sponsor has the authority to call parents/guardians to pick up students who have violated training rules at any activity, home or away.
   - H. All student athletes and parents/guardians will sign a Parent Consent/Release Form which clarifies the student has permission to participate, has proof of insurance, has medical consent to be treated, is aware of the district policies, and has read this form outlining the Standards for Participation in Activities at CFHS.
   - I. When school equipment or uniforms are checked out to students, the student is responsible for the replacement costs of the item(s) that are lost, stolen, or damaged. School locks shall be provided for all student athletic lockers.
   - J. Students participating in a CFHS sponsored, MHSA sanctioned activity understand that **the use of, association* with or possession of illicit drugs or alcohol or the use of tobacco** at **any time** during the season of that activity (First day of practice through the culmination of the season for the individual student) will result in suspension from participation. Culmination of the season is defined by the moment the student is no longer under school supervision following the final event of the season.
   - K. A student who is placed in the in-school suspension program for any reason will be ineligible for competition during his/her next regularly scheduled contest. They may practice during the day(s) of suspension.
   - L. All students are subjected to the full direction and authority of the coach or advisor while involved in activity travel. All school regulations concerning student behavior are in effect during school trips. Activity travel guidelines are as follows: 1.) Students must ride to school provided transportation; 2.) Students may not drive themselves to an activity or ride with any driver other than the school sponsor, coach, advisor or their own parent/guardian; 3.) Parents/guardians who wish to transport their own child must sign a transportation form at least two days in advance of the activity. Students may obtain the waiver from their coach/advisor or in the main office; 4.) Students may be released to return home with their parents/guardian from an event at the discretion of the coach/sponsor. A transportation waiver must be signed at the time with the coach/advisory.

2. **GROOMING**

Inasmuch as the individual student represents the school and community as a member of an activity group or athletic team, good grooming is a requisite for participation. Grooming standards will be required by all coaches/sponsors of every team member or activity group member according to the guidelines established below.

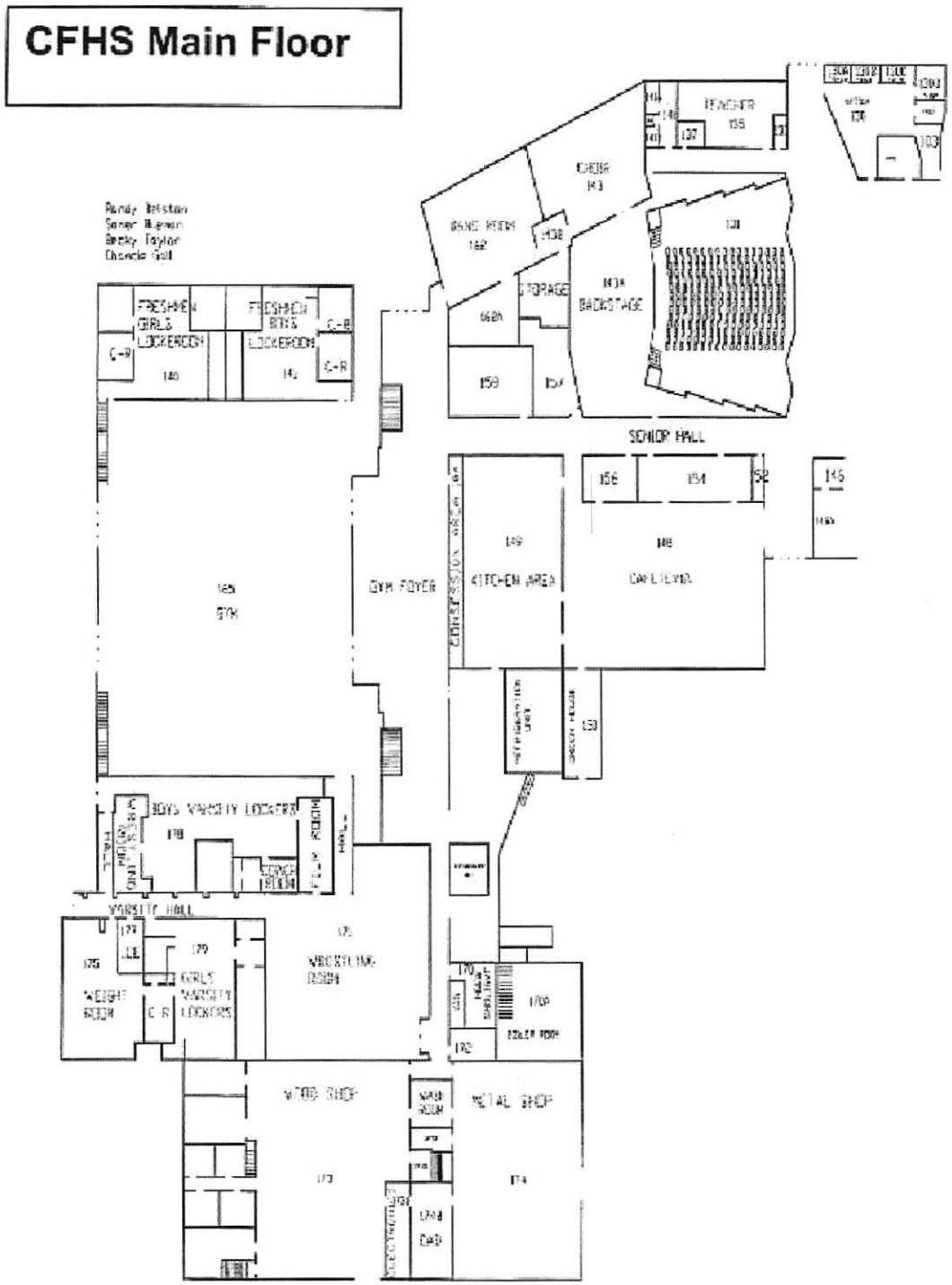
HAIR: Each participant must maintain a neat and clean appearance. Regulations concerning hairstyles are to be at the discretion of the coach/sponsor.

DRESS: Appropriate dress for traveling to and from an event will be worn, keeping in mind that the participant is representing his/her school in the eyes of the public.

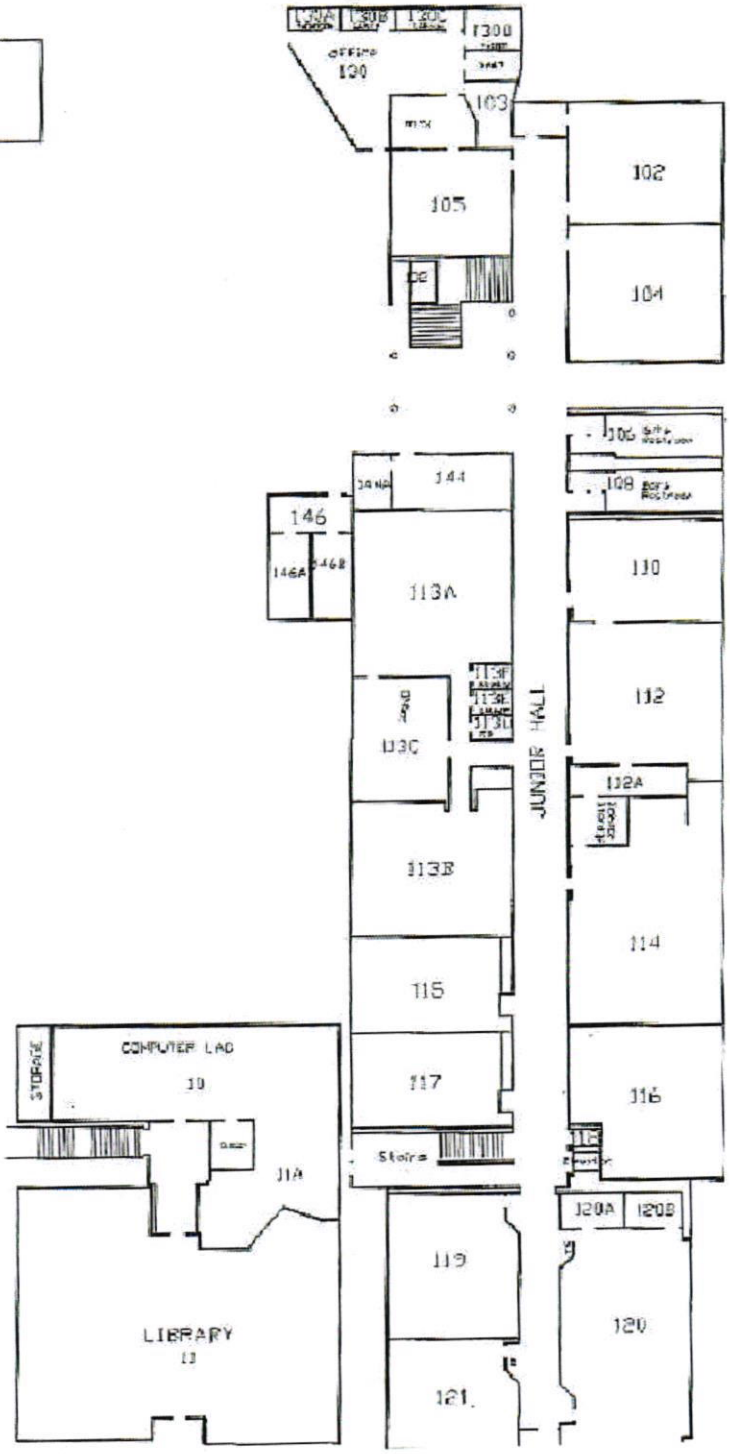
APPENDIX D

MAPS

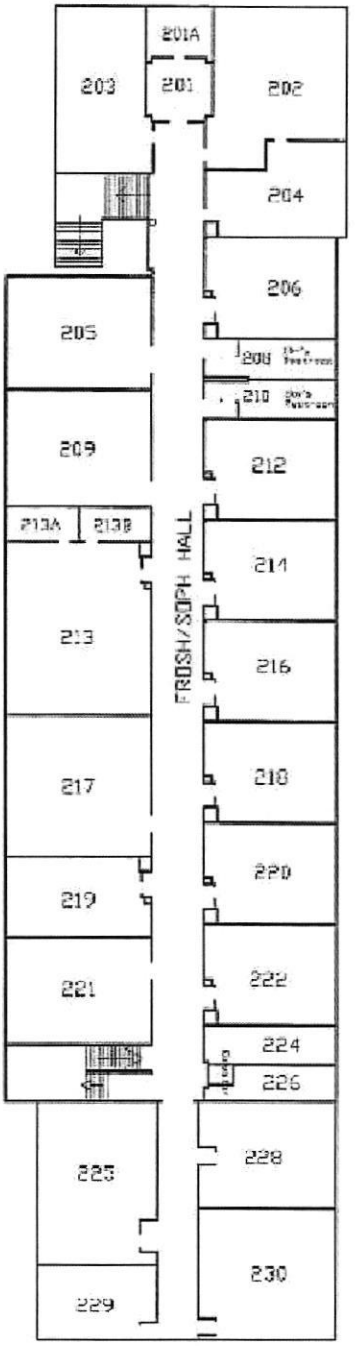
COLUMBIA FALLS HIGH SCHOOL BUILDING MAPS 67
COLUMBIA FALLS HIGH SCHOOL PARKING MAP 70


CFHS Main Floor
FRESHMEN GIRLS LOCKEROOM
FRESHMEN BOYS LOCKEROOM
BAND ROOM
STORAGE
BACKSTAGE
SENIOR HALL
GYM
GYM FOYER
KITCHEN AREA
CAFETERIA
BOYS VARSITY LOCKEROOM
VARSITY HALL
WEIGHT ROOM
GIRLS VARSITY LOCKERS
WRESTLING ROOM
WOOD SHOP
METAL SHOP

CFHS 1st Floor



CFHS 2nd Floor



COLUMBIA FALLS HIGH SCHOOL PARKING MAP

