

Helena Public Schools

C. R. Anderson Middle School Student-Parent Handbook



Cooperative **R**espectful **A**chievers

2014-2015

Helena, Montana

Full Text of Handbook located at: www.helena.k12.mt.us

At CRA, we are

Cooperative, Respectful, Achievers

Cooperative Students:

- Follow directions
- Help others

Respectful students:

- Are kind
- Demonstrate honesty

Achievers:

- Put their best foot forward
- Work hard

**PARENT/STUDENT HANDBOOK
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Vision

Helena Public Schools foster dynamic educational experiences that prepare all students for life.

Mission Statement

The mission of the Helena Public Schools is to challenge and empower each student to maximize individual potential and become a competent, productive, responsible, caring citizen.

This mission will be supported through the wise use of resources to meet students' needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process.

Guiding Principles

- Each student enters school healthy and learns about and practices a healthy lifestyle.
- Each student learns in an intellectually challenging environment that is physically and emotionally safe for students and adults.
- Each student is actively engaged in learning and is connected to the school and broader community.
- Each student has access to personalized learning and to qualified, caring adults.
- Each graduate is prepared for success in college or further study and for employment in a global environment.

Board Goals

Curriculum / Learning – Provide relevant, integrated and meaningful learning experiences for students that will prepare them for life.

Staff Support and Relationships – Enhance the learning opportunities for students by providing professional development for all employees and encouraging innovative instructional practices.

Environment – All schools and work sites will be safe and foster positive and productive environments for students and staff.

Technology – Implement technology in Helena Schools to enrich student learning and deliver more efficient administrative services.

Community partnerships – Encourage excellence in our schools by maintaining a positive and productive relationship with parents, employers, community members and members of the higher community.

Fiscal Planning – A budget development process is established so the allocation of resources has the greatest positive impact on the performance of students and staff.



C. R. Anderson Middle School

Mission Statement

Our mission is to provide a positive environment where staff, parents, and the community work together to prepare students to be lifelong learners and contributing members of society.

WELCOME TO C.R. ANDERSON MIDDLE SCHOOL

Students and Parents,

Welcome back for the 2014-2015 school year! We believe all of you are going to have an outstanding experience at CRA. We have been busy planning for your return and have new opportunities as well as some old favorites. We encourage all of you to be involved with our variety of clubs, and activities, it will enhance your experience. We hope all of you will achieve your best through hard work, cooperation, and honesty. Get ready for a wonderful school year.

Respectfully,

**Bruce Campbell
Principal**

Cooperative Students:

- Follow directions**
- Help others**

Respectful students:

- Are kind**
- Demonstrate honesty**

Achievers:

- Put their best foot forward**
- Work hard**

CHAPTER I STUDENT RIGHTS/RESPONSIBILITIES

Helena School District No. 1 and the Board of Trustees have high academic expectations for all students. We are committed to providing all students with an excellent, well-rounded educational program. With this commitment in mind, we set forth the following:

All students are provided the opportunity to obtain a basic body of understandings, attitudes, knowledge, and skills needed for living in a democracy and the world community.

The opportunity for development of intellectual curiosity, critical thinking, problem-solving abilities, and aesthetic appreciation shall be provided.

Student rights and responsibilities provide a uniform standard of conduct that emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines student rights, student responsibilities, disciplinary procedures and actions to be taken. Students are individuals having a myriad of different personality characteristics, learning strengths, learning needs, emotional needs, and maturity levels. Students have the right to considerations because no one method or procedure for learning or discipline can be equally applicable to all.

A student has the right to contribute information that will be considered when decisions are made that affect the quality and content of their education. The District encourages all students to take responsibility for their education, including preparing for and participating in class and school activities, taking full advantage of learning services provided, helping design their educational goals, conducting themselves respectfully and appropriately.

A student is the center of the school and the purpose for which it is operated and maintained. Students, as humans, have the inherent right to be treated with dignity and respect. A student has the right to an education without disruption as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other student.

A student shall not be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, benefits or privileges of the District educational program or activity, because of race; creed; religion; gender; marital status; color; age; physical or mental handicap or disability; or national origin, unless based upon lawful grounds, including adopted policies of the Helena Board of Trustees.

A student may not be denied participation in District education programs or any sponsored activity except for such reasons as are provided in the adopted policies of this District; student code; federal, state and county associations or governmental entities; or organizations that sponsor activities, such as the Montana High School Association.

DEFINITIONS: The following definitions shall apply to the content of this document:

Student shall mean a person enrolled and admitted to the middle school of Helena School District No. 1 and as provided by state and federal law.

School authority shall mean any District teacher or certified personnel, administrator, or other adult District employee unless specifically stated otherwise.

1. SEXUAL HARASSMENT

A student has the right to attend and participate in school activities in an environment free from sexual harassment. Helena School District No. 1 does not tolerate sexual harassment in any form.

Sexual harassment shall mean:

1. Sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act;
2. Unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature; or when conduct of a sexual nature creates an intimidating, hostile, or offensive school environment including sexually oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, is directed toward a student based on the student's gender; or
3. Conduct of a sexual nature that is prohibited according to Montana law.

2. NON-DISCRIMINATION NOTICE

The Helena School District No. 1 strives to comply with all federal and state rules and regulations. The Helena Public Schools do not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX officer and/or Section 504/ADA coordinator.

Bruce Campbell, Principal
Title IX Coordinator
ADA/Section 504 Coordinator
1200 Knight St.
Helena, Montana 59601
406-324-2800

3. STUDENT 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; or 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 School District.

4. PERSONAL APPEARANCE

The students at CRA are proud of their individual appearance and the freedom to express themselves through the latest fashions. It is our goal to continue the tradition of our students presenting themselves in a positive manner. We ask that students are well groomed and demonstrate personal hygiene, exemplified by excellent manners and respect for each other. Your peers and teachers will appreciate your cooperative spirit and working together to present yourself by being your best. We respectfully request that you dress in a manner that does not distract from the learning environment of other students. To maintain high standards in health and safety for all our students, we request that all students focus on personal cleanliness and their overall personal appearance.

1. Students shall not wear caps or other headgear including headbands, bandanas, scarves, sunglasses, headphones or earphones in school buildings before, during, or after normal school hours. Caps may be worn after normal school hours while in attendance at athletic events in the gymnasium.
2. Students shall not wear clothing or jewelry that advertises tobacco, alcohol, drugs, or other harmful substances.
3. Students are prohibited from wearing any jewelry or other ornament that could cause personal harm to the student or another. Chains that are considered jewelry are not acceptable at CRA.
4. Students shall not wear articles of clothing that are adorned with sexually suggestive slogans, profanity, lewd pictures, vulgar or obscene displays, or that which may be offensive to another's religion, race or national origin.
5. Students shall wear shoes or sandals to school and class. Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Footwear that converts into rolling shoes is considered hazardous.
6. Students shall wear appropriate clothing that does not disrupt the learning environment of other students and staff. Overly revealing apparel shall not be worn to school. This includes, but is not limited to, cropped tops revealing midriffs, mesh tops, spaghetti straps, shirts without sides, pajamas, sagging pants or sweats that reveal undergarments such as boxer shorts, thongs, underwear, or bare skin, and dresses or tops which were intended as undergarments shall not be worn in school. Students who wear clothing that disrupts the learning environment at C.R. Anderson School may be sent home to change into appropriate school apparel. Refusal to comply will result in additional disciplinary action.
7. Students are prohibited from wearing trench coats, dusters or other long coats to or in school.
8. Any hairstyle is permitted so long as it is kept neat, clean and controlled. Facial hair is permitted if it is kept neat and clean.

Repeated violations of these rules concerning student dress and grooming may result in a student being subjected to disciplinary action.

5. PHYSICAL EDUCATION ATTIRE

For security and safety reasons, every article of clothing must be marked with your last name visible on the outside. Gym shoes, socks, T-shirts, shorts, and proper undergarments will be needed. C.R. Anderson School is not responsible for stolen clothing or locks. Students should lock all clothing and personal items in their individual lockers.

C.R. Anderson School, in conformance with District policy, has recommended procedures and dress in the physical education departments.

The basic principle is that clothing selected by a student must not violate considerations of safety, restrictions of movement in required performance, and modesty.

If you are sensitive to cold temperatures, bring sweat clothing to wear while participating in outdoor activities. Parents of students who refuse to dress out for physical education will be notified and students may be subject to disciplinary action. For hygiene and safety reasons, students are not allowed to wear regular school clothes while participating in P.E. activities.

6. EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Directors of extra-curricular and co-curricular activities may establish additional standards of personal appearance, including dress and grooming requirements for such activities (e.g., concerts). Students participating in those extracurricular and co-curricular activities shall abide by those standards.

7. STUDENT ASSEMBLIES

The staff at CRA believes school assemblies are excellent educational opportunities for students. While attending assemblies, we ask that students respect those performing, presenting, and entertaining the audience. Your cooperation in demonstrating excellent behavior is appreciated by all attending our assemblies.

During a school assembly students shall:

- Respectfully remain quiet and attentive during the entire program.
- Be courteous of other individual's rights and space during the program.
- Remain in their seats until a school authority has dismissed them.
- Refrain from whistling, talking or other acts of discourtesy that interrupts the performance.

Violation of these rules shall subject the student to the disciplinary code.

8. STUDENT AND LOCKER SEARCHES

School authorities maintain supervision, control, and jurisdiction of students who participate in or attend any school activity, whether on or off School District premises. The school building principal or designee is authorized to search a student, locker, personal property, (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school transportation in transit to and from a District activity or sponsored activity, or while transit on a school bus or other transportation authorized by the District. A search may be conducted provided the school authority has

reasonable suspicion as to a violation of law, school policy or school rules. Students who abuse lockers may lose their privilege of using a school locker. You should always treat school property with respect.

Reasonable suspicion means there are reasonable, factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or a rule of the District. Reasonable suspicion requires that independent facts exist and are able to be articulated. Considering factors that include the following may form reasonable suspicion:

- Eye witness observation by school personnel;
- Information received from a reliable source; and/or
- Suspicious behavior by the student coupled with the student's past history and school record.

Personal searches: A student's person and/or personal effects (e.g. purse, book bags, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal, unauthorized or contraband (stolen) items in violation of school rules or local, state or federal law.

Locker searches: Student lockers, contents and secured personal property may be searched without prior notice given to the student. Searches shall, whenever possible, be conducted in the presence of an adult witness and the given student. School lockers are temporarily assigned to students. **Lockers remain the property of the School District at all times. The District has a reasonable and valid interest in insuring that lockers are properly maintained for safety and health reasons.**

Any illegal, unauthorized or contraband items discovered during such inspections shall be confiscated by school authority. School authority shall determine appropriate action, including notification of law enforcement authorities and commencement of disciplinary proceedings.

9. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Helena School District #1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Helena School District #1 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Helena School District #1 to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or

publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

Helena School District #1 receives assistance under the Elementary and Secondary Education Act of 1965 (ESEA). If you do not want Helena School District #1 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

Helena School District #1 has designated the following information as directory information: [Note: The Helena School District #1 may, but does not have to, include all the information listed below:]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Grade level

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

10. RIGHTS TO TITLE IX - SECTION 504 – AMERICANS WITH DISABILITIES ACT

Definition: Person is any student, parent, legal guardian, or person with parental authority.

Title IX of the Educational Amendments of 1972
(Discrimination Based on Gender)

A person may utilize the Helena Public Schools Complaint Procedure for Title IX complaints, including complaints of sexual harassment.

The person should report the matter promptly to their teacher, counselor, or building principal who is not involved in the alleged discriminatory practice.

The person may also forward a written request for a review of the allegations and direct the request to the Helena Public Schools Title IX Coordinator (Helena Public Schools Personnel Administrator 324-2010). The written request shall specifically state the nature of the alleged Title IX violation and shall

be signed and dated. Within ten days following receipt of the written request, the Coordinator shall investigate the complaint and shall inform the person in writing of the Coordinator's decision and whether any action will be taken to resolve the issue. The Coordinator shall outline the reasons for the decision.

Section 504 and the Americans with Disabilities Act (ADA)

A person may utilize the Helena Public Schools Complaint Procedure for alleged discriminatory practices against individuals with disabilities.

The person may also forward a written request for a review of the allegations and direct the request to the Helena Public Schools Section 504/ADA Coordinator. The written request shall specifically state the nature of the alleged Section 504/ADA violation and shall be signed and dated. Within ten days following receipt of the written request, the Coordinator shall investigate the complaint and shall inform the person in writing of the Coordinator's decision and whether any action will be taken to resolve the issue. The Coordinator shall outline the reasons for the decision.

11. C. R. ANDERSON SCHOOL BEHAVIOR INCENTIVE PROGRAM

The behavior policy at C.R. Anderson Middle School is based upon the premise that people will treat all others in a dignified manner. This includes keeping their hands, feet, and all objects to one's self and not abusing others with profanity or undesirable comments.

Positive Student Behavior Incentives

C. R. Anderson School endorses a policy that reinforces positive behavior and academic excellence by the student body. The following recognition levels are available to all students.

4.00 Grade Point Average

Any student earning a 4.00 average for a quarter will be eligible to receive a Gold Sticker on the back of their student identification cards. This Gold Sticker will identify the student as a 4.00 student and will entitle the student to purchase items at a discount at various Helena businesses during the following quarter. To earn this level of recognition the student must receive A's in all subjects for the quarter and have no referrals of either minor or major infraction types during that period. The award is good only for the following quarter and must be earned each quarter.

3.245-3.99 Grade Point Average

Students demonstrating academic excellence by receiving a grade point average of at least a 3.245 (rounded to a 3.25) will be eligible to receive a Silver Sticker on the back of their student identification card. The Silver Sticker will have a lower discount rate than the 4.00 Gold Sticker. As with the 4.00 GPA students, the student must not have any referrals to the office during the quarter in which the 3.245 grades were earned. This recognition must be earned each quarter.

Guidelines for Discount Card Use:

What Items Can Be Purchased?

- The retail manager solely determines items covered or not covered by the sticker. You are encouraged to check with sales people at the business before attempting to make a purchase.
- Sale items may or may not be covered at stores; the student should inquire before attempting to use the discount card.

Who Can Use the Discount Stickers?

- **Purchase discounts are for the student only.** Using the card for purchasing items for a friend or someone other than the student will be grounds for voiding the discount card.

How Long Can The Discount Stickers Be Used?

- An expiration date will be provided to the student. This date is established so that you may obtain the benefit from the card for a period of time equal to one quarter of the school year.

Using the Stickers is a privilege that you, the student earned. Remember to use it wisely and in good faith so the program will be available to you and other students in future quarters of school.

12. STUDENT GRADE PHILOSOPHY

A—The student exceeds the expectations of the teacher. All work is completed on time and is of superior quality. It shows mastery of the subject matter.

B—The student meets the expectations of the teacher, has mastered the subject matter, and completes work on time.

C—The quality of work is average. The student is showing normal achievement.

D—Work is below normal, but shows some evidence of growth. Effort is considered in this grade.

F—Work is not satisfactory.

M—Medical withdrawal. This is used for Physical Education classes only.

13. HONOR ROLL

- ❖ All classes that appear on a student's schedule will be included, with the exceptions of study halls and student assistant programs.
- ❖ Courses will be weighted according to the number of class periods of instruction per week.
- ❖ A minimum grade point average of 3.25 is required for honor roll status.

CALCULATING THE GRADE POINT AVERAGE

<u>Letter Grade</u>	=	<u>Grade Point Equivalent</u>
A	=	4
B	=	3
C	=	2
D	=	1
F	=	0

<u>Course Type</u>	<u>Semester Weight Factor</u>
English	2
Mathematics	2
Science	2
Social Studies	2
Reading	2
Rotations	2
Spanish	2
A/B Day Classes	
Band	1
Orchestra	1
Chorus	1
Health Enhancement	1

How to Calculate Grade Point Average:

- Step one:** Determine the *grade point equivalent* for each class on schedule. (From upper left table.)
- Step two:** Multiply *grade point equivalent* times the appropriate *weight factor*. (Using upper right table.) Product is called *grade points*.
- Step three:** Add all *grade points*. Add all *weight factors* for the quarter.
- Step four:** Divide total *grade points* by the total *weight factor*.

Carry answer out three (3) places = grade point average; 3.245 or higher qualifies for school honor roll.

SUMMARY:

1. *Class weight factor* x *grade point equivalent* = *grade points*
2. $\frac{\text{Total grade points}}{\text{Total weight factors}} = \text{grade point average}$

14. WITHHOLDING OF GRADES, DIPLOMA OR TRANSCRIPT

Montana law (M.C.A. 20-201) allows a school district to withhold the grades, diploma, or transcripts of a pupil who is responsible for the cost of school materials or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

If a student transfers to another school district in the state the receiving district will be notified of any financial obligation of the pupil and will be requested to withhold the pupil's grades, diploma or transcripts until the obligation to the sending district is satisfied.

15. ACCEPTANCE OF TRANSFER CREDITS

Helena Public Schools generally accept transfer credits from other accredited schools and institutions. Transfer credits from schools and institutions accredited by the Montana Office of Public Instruction, the Northwest Accrediting Association or similar U. S. accrediting agency, Department of Defense Schools, or schools accredited by the appropriate State Department of Public Instruction of the respective state will be accepted. Correspondence and online credit will be accepted from schools and institutions accredited by the Northwest Association or similar accrediting agency.

Credits from non-accredited schools are subject to review and evaluation by the principal or principal's designee. Acceptance of transfer credits from non-accredited schools is not guaranteed.

16. ACADEMIC ASSISTANCE PROCESS / RETENTION POLICY

For students who have academic or behavioral difficulties a team meeting could be called by a concerned parent, concerned teacher, counselor or administrator. The intent of the meeting will be to discuss possible interventions or solutions to any problems.

Academic assistance may be available for all students through the after-school program. Participation in the program may be self-selected or by parent/staff referral based on a combination of the following factors.

- Poor grades
- High absenteeism
- Lack of homework completion
- Lack of resources outside the school setting

Students participating may sign up for the program with their core teachers.

Sometimes despite our best efforts, students continue to experience academic failure. Students who need academic assistance will be monitored throughout the year. While research does not support retention at the middle school level, a process is necessary to keep parents informed of their child's performance.

- In keeping with district policy, students whose overall academic performance is below the 60% level will be identified and parents will be formally notified at the end of the second, third, and fourth quarters.
- Parents of students will be notified regarding high absenteeism.

- Counselors will:
 1. Contact students considered at risk for retention.
 2. Facilitate team meetings to review student history, current performance, and possible options for support.
 3. Contact parents.

17. REQUESTS FOR DAILY WORK

C. R. Anderson School will cooperate with students who are ill and wish to keep up on their schoolwork while at home. The request may be made by telephone, and the material picked up in the office after school by the parent or other members of the family. PLEASE DO NOT ASK A PARENT OR GUARDIAN TO REQUEST THIS SERVICE UNTIL YOU HAVE BEEN OR WILL BE, OUT OF SCHOOL FOR TWO DAYS IN A ROW.

18. ADVANCED NOTICE OF ABSENCE

If you know you will be absent ahead of time, bring a signed note from your parent or guardian to the main office before it is taken to your instructors. It is *the student's obligation* to check with the instructors at least two days before an absence for makeup work if the teacher has any work at that date. If teachers do not assign work to you before your absence, it is your responsibility to check with them upon your return to school for any additional work to be completed.

19. MAKE-UP PRIVILEGES

Contact your teachers at once about make-up work. A student with an *excused absence* will be given twice the number of days missed to make-up work assigned during the absence **up to a maximum of 4 days**. The teacher or building administrator may grant extensions.

Assignments or tests scheduled prior to the excused absence dates will be due upon the student's return. However, in cases of serious illness or family emergency, the teacher or building administrator may grant extensions.

In the case of an *unexcused absence*, the student is held accountable for the content of the work missed, **but the make-up privilege is withdrawn and no grades will be earned for that day.**

20. EXTRA-CURRICULAR PRIVILEGES

Students **must attend a full day of classes in order to participate in after-school or evening school sponsored activities.** Exceptions may be granted by the building principal.

21. WITHDRAWAL PROCEDURES

Parental approval must be received before a withdrawal procedure is initiated. A student who is going to withdraw from school must then obtain a withdrawal form from the office. All textbooks will need to be turned in to his/her teachers. Teachers will need to sign the withdrawal form, including the librarian and counselor. Before checking out of school, students will be responsible for paying fines for any missing materials.

22. COMMUNICATION WITH FAMILIES

Communication between the home and school is an essential part of any school program. You are encouraged to contact your child's teacher, principal or any specialist if you have questions, concerns, or compliments about your child's progress in school.

There are a number of ways for parents to receive information about their child's progress and school.

- **PowerSchool / Parent Portal** – Contact school administration for login and password information.
- **Open House** is a time set aside each fall for parents to visit their child's school and meet with teachers. Each teacher explains curriculum, grading practices, homework policies and general expectations. This is not a time for individual parent/teacher conferences.
- **Report Cards** are issued following each nine-week period. These reporting forms record academic progress and effort in each area of the curriculum.
- **Parent/Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent/teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled in the fall and spring of the year. Additional conferences may be held at the request of the parent or teacher anytime during the year. Some teachers conduct Student/Parent/Teacher Conferences which are led by the student.
- **Newsletters** from the teams are sent home with students on a regular basis to provide timely information about the school, classroom and District activities. Some schools will be posting their newsletters on their school website and/or emailing them to parents who have provided an email address.
- **Parent Council Groups** (also PTA/PTO/PTSA) are established in each school to provide valuable support and service to students and staff. Parents are encouraged to become active members.
- **School Improvement Plans (SIP)** are developed in each school every year. Each plan outlines goals and methods for improving student achievement. A school community report based on the School Improvement Plan is shared with the parents each year.
- **School District Web Site** at <http://www.helena.k12.mt.us> provides general information about the District and its programs, as well as current news items.
- **Superintendent's Advisory Council** meets monthly at the May Butler Center. Membership is comprised of a parent representative from each school. If you are interested in participating please notify your child's building principal.
- **Assessment Results** also give parents an indication of how their child is progressing in school. Students in Grades Three, Four, Five, Six, Seven, Eight and Ten will participate in the Measured Progress Criterion Referenced assessment in March. Test results assist teachers, principals and District administration in determining the effectiveness of instructional programs.

- **The District Calendar** will be distributed by the *Independent Record* in August. The calendar will contain the District's Report to the Community and will include student achievement results, program information, sports schedules and much more.

23. CAFETERIA

Breakfast and Lunch Programs

C. R. Anderson Middle School uses an electronic system for the breakfast and lunch programs. Each student has a personal ID number. This ID number identifies the student's breakfast and lunch account. The students will be issued photo ID cards shortly after pictures are taken in the fall which will have the student's personal ID number. This card will be used to purchase food in the cafeteria.

Students are not allowed to use another student's ID card. If a student loses their ID card, replacement cards are available in the main office at a cost of \$3. Misuse of free or reduced breakfast/lunch privileges is in violation of the Federal National School Lunch, School Breakfast, Commodity School or Special Milk Programs. **If an infraction such as giving or selling a free or reduced breakfast/lunch occurs, students will be warned and parents will be notified that privileges for free or reduced lunch may be lost.**

Students can add money to their account at the main office before school. Student accounts will be debited as food is purchased in the cafeteria. Seconds may be purchased, if food is available, at the same cost as the first meal. Students who receive free and reduced services must purchase seconds at the full cost of the meal. For inquiries regarding account balances, call the CRA office at 324-2800.

Students will not be allowed to charge their breakfast or lunch.

The Food Service Program has purchased the "Pay On-Line Program" for your student's food service account needs. You can go to our web site, www.sodexoeducation.com, follow the prompts to get to our school district and you will see a section to pay on line. Here you will be able to use a credit card and put money into your student's account. We also have the capability to track all transactions within an account. If you want to know how your student is spending his or her money, please contact either the school office or the District Food Service Office at 324-2512. There will be a service fee with every transaction that will be charged at the time of the deposit. Deposits will take a minimum of 72 hours to process.

Menus for each school are available on the School District web page at:
https://www.sodexoeducation.com/segment_0200/district_3701/ENM/Entry1

Select "menu", choose the state, then our District. This site includes menus and other links which provide information on many USDA nutrition programs including eligibility guidelines for the School Lunch program. Take a look, there are many fascinating facets to the USDA programs.

Applications for free and reduced-priced lunches are available at each school.

The C. R. A. Cafeteria is maintained as a vital part of the nutritional and health programs at school. The Ala Carte bar is a supplement to a lunch, not a lunch itself. Exceptions are juice, milk and yogurt. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The school breakfast and lunch prices for the 2014-2015 school year are as follows:

Student Breakfast (6-8)	\$1.15 per breakfast
Adult Breakfast	\$2.00 per breakfast
Student Lunch (6-8)	\$2.45 per lunch
Adult Lunch	\$3.50 per lunch
Milk	\$.45 per half pint

To encourage a pleasant atmosphere, students are expected to be courteous and:

- Deposit all lunch litter in wastebaskets.
- Return all trays and utensils to the dishwashing area.
- Leave tables and floors clean for those who follow.
- Please take care of all new equipment and tables; there is no money to replace equipment that is vandalized.
- Move away from the building. This is to keep the noise down for classes in session.
- Do not return into the building and hallways until the lunch period is over. Remember other classes are in session and we need you to be quiet as you go to your classes.
- Due to the risk of injury, no games that include tackling or piling on will be allowed.
- Cafeteria rules are: Keep your feet and hands to yourself.
- Courteous conduct and good citizenship is expected who use the C.R.A Cafeteria.
- The middle schools operate on a closed campus policy. Students are not permitted to leave the school grounds to eat lunch. The only exception to this rule will be for those students accompanied by their own parent. In this case, students must check out and back in at the attendance office. **Students will not be permitted to leave school grounds during lunch if their parent or legal guardian is not present.** Students will only be excused for their class lunch period.

Failure to comply with any of the above may result in a referral to the main office.

Middle Schools have revamped the "**Energy Download Zone.**" This program features multiple entrees and various fruits and vegetables. This year students can make their own sandwich at the deli sandwich bar. The bar will have fresh meats, cheeses, breads and a variety of toppings which will be available daily. Additionally, there will be several separate stations that will include rotating menus such as the; Asian bar, wrap bar, specialty salad bar, chicken wing bar, pasta bar, potato bar, and many others. Each of these bars will be a full service bar with all the extras at no additional cost other than just the price of a lunch. Milk, fresh fruit, fresh vegetables and salad are also included.

Every parent/guardian may have a **FREE** lunch and a **FREE** breakfast, with their child(ren) each month during the school year. The School Food Service Program wants to encourage parents to be a part of their student's meals so they can witness what their students are really eating at school. This opportunity is also designed to show you what is offered every day in our meal programs. Please notify the school in advance if you plan to eat with your child. This offer is excludes special events like BBQ days or open houses.

24. DANCE REGULATIONS

- All school regulations apply at school-sponsored dances.
- General rough housing while dancing is not permitted.
- If a student leaves the dance, they will not be allowed to return. Doors will be closed 15 minutes after the dance begins.
- Students who are disruptive or demonstrating poor citizenship will be sent home.
- Students will not be allowed back in the main school building after the dance.

25. ADDRESS/TELEPHONE/EMAIL CHANGES

A change of address or telephone number during the school year must be reported to the office. In order to receive electronic communications from the office and teachers, please also report any change in parent email addresses.

26. TELEPHONE AND CELL PHONE USE

Telephone

Students will not be allowed to use the phone during class periods. If a student chooses to use the phone between classes, they must ask permission. Students will not be given a late pass from the office. The telephone should not be used to arrange student transportation every night after school. The arrangements should be made prior to coming to school.

Student Cell Phone, Listening Devices, and other Personal Technology Devices

Students are permitted to possess cellular telephones, ipods, or personal technology devices either on their person or in their locker.

Any use requires permission from school personnel. Some examples of acceptable use include calculators, calendars for assignment input, and online educational access to curricular areas.

Students are permitted to use cellular telephones outside the building before school. After school students are permitted to use their cell phones so long as they are moving toward the exits. We ask students to refrain from using cellular phones during lunch both inside and outside the building. Any other use requires specific permission from school personnel. **Texting, taking photos, or recording video inside or outside the school building during the school day is not allowed.**

Students may not wear ear pieces during the school day as they will impede the student's ability to hear instructions, announcements, or teacher requests.

Students must comply anytime a request is made by school personnel to stop using a cellular telephone. If such a device is observed by staff, excluding use outside the building before and after school, the device shall be confiscated until released by an administrator. The administrator may release directly to

the student or the student's parent or guardian. An exception to this procedure may be granted by the school administrator for purposes relating to health and/or safety needs.

The School and/or District are not responsible for students' lost or stolen cellular telephones.

27. FUNDRAISING PROJECTS

Any school related or outside organization or individual raising funds on school property or on behalf of a school, student activity or organization or individual, must conform to the rules and regulations of the Board/District as outlined below:

- A written plan for any fundraising activity must be presented to the Superintendent or Superintendent's designee. The activity will be permitted following approval of the plan by the Superintendent or Superintendent's designee.
- Fundraising must take place at such times and place as to not unreasonably interfere with the operation of the school.
- The Helena School District tax identification number may be used only with permission of the District Business Office.
- All equipment and materials purchased by community groups and donated to school programs become the property of the Helena School District.

Any organization or individual using the Helena School District name, property or students to raise funds for non-district related causes must have approval from the Superintendent or Superintendent's designee. The Board/District assumes no responsibility for the finances of outside organizations.

Role of Students In School Sponsored Fundraising

At no time shall any student be required to participate in any school sponsored or school related fundraising activity.

Soliciting Funds

Business people and others are not to be solicited by school groups for funds, except after approval by the principals. (Rev. 2.11.92)

Soliciting Among Students

A written plan for any school sponsored fundraising activity involving students must be presented to the Superintendent's designee. The activity will be permitted following approval of the plan by the Superintendent or Superintendent's designee.

Individual Student Fundraising Accounts

Accounts which track an individual student's fundraising will be accounted for by the extracurricular bookkeeper. Any unused balance in a student's individual account will revert back to the organization's (e.g. Band, Speech and Debate, etc.) main fundraising account. Student account balances may not be transferred to another student or sibling.

Fundraising Goals

If a student exceeds a fundraising goal or only uses a portion of funds raised for a particular event the balance will revert to the club or organization's (e.g. Band, Speech and Debate, etc.) main fundraising account

Advances or Loans Prior to Fundraising

At no time are students to seek loans or advances from any individual or organization with the promise of returning or paying back the loan from the club or organization's account.

At no time shall any student be required to participate in any school sponsored or school related fundraising activity.

28. HEALTH SERVICES

Students have the benefit of emergency and health education services of a registered nurse. Our school nurse provides many services to the school including:

- Crisis intervention (such as first aid).
- Conducting appropriate screening programs (such as vision, hearing, and scoliosis).
- Updating immunization and health records.
- Counseling in health-related areas.
- Serving as a resource person for staff and students.

Medications Policy 9.1— *The following policy for administering medication by school personnel applies to all buildings:*

- 9.1-1 School District No. 1 policy requires medication be given at home whenever possible. If not, the administration of medication to pupils shall be done only in life threatening circumstances wherein the child's health may be jeopardized without it.
- 9.1-2 Pupils requiring medication at school shall be identified by parents and/or a physician to the school nurse. Students observed by school personnel self-administering unauthorized medications should be reported to the school nurse. The school nurse will contact the parents.
- 9.1-3 After identification, the school nurse shall make a home contact to identify the type, dosage, and purpose of said medication.
- 9.1-4 Written statements shall be required of:
- a. The family physician shall indicate the necessity of said medication being given to the child during school hours.
 - b. The parents, who may make arrangements to come to school to give the medication. In special cases, the school nurse, doctor, and parents may agree on a plan for administration of medication during school hours.
- 9.1-5 The physician shall then be requested by the parents to prescribe and duplicate bottles of said medication if it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, and dosage of the drug to be given.
- 9.1-6 Under no circumstances should school personal provide aspirin or any other over the counter drug.

Health Requirements/Recommendations 9.2—Pursuant to Section 20-5-402 through 20-5-405 and 20-5-408, Montana Code Annotated 1989, School District No. 1 will not allow any person to commence attendance as a pupil unless the person:

- 9.2-1 Presents documentation of immunization against diphtheria, pertussis, and tetanus (Td or Tdap), poliomyelitis (OPV or IPV), rubella, mumps, and measles (MMR).
- 9.2-2 When transferring from another school district, presents upon enrollment an original copy or photocopy of immunization records from the school of origin.
- 9.2-3 Presents upon enrollment a physician's statement specifying exemption and the duration of such exemption from those immunizations, which are judged unsafe due to the medical circumstances of the student.
- 9.2-4 Presents annually an affidavit verifying religious exemption.
- 9.2-5 Due to health issues, latex balloons will not be allowed in CRA. Only non-latex gloves and band-aids are used in the schools.

Helena School District No. 1 recommends that new students and students entering middle school have a medical consultation, and dental examination prior to enrollment.

Note: Effective from the 2006-07 school year, seventh grade students must receive a Td (tetanus, diphtheria) or Tdap (tetanus, diphtheria, and pertussis) vaccine prior to entry unless:

- The student is not yet 11 years of age, or
- A dose of Td or Tdap was given within the last five years.

Asthma Medication

Students will be allowed to self-administer asthma medication if the parents or guardians of the student provide the school with the following:

- (a) written authorization, acknowledging and agreeing to the liability provisions in M.C.A. 20-5-420, for the self-administration of medication; (The form is available on the district web site at <http://www.helena.k12.mt.us>, from the school nurse and the school office).
- (b) a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the following information:
 - (i) the name and purpose of the medication;
 - (ii) the prescribed dosage; and
 - (iii) the time or times at which or the special circumstances under which the medication is to be administered;
- (c) documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to administer the medication as prescribed; and
- (d) documentation that the pupil's physician, physician assistant, or advanced practice registered nurse has formulated a written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

The information provided by the parents or guardians will be kept on file in the office of the school nurse or the school's administrator. The permission for self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year or, if the medication dosage, frequency of administration, or other conditions change, upon fulfillment of the requirements of this section.

If these requirements are fulfilled, a student with asthma may possess and use his/her medication:

- (a) while in school;
- (b) while at a school-sponsored activity;
- (c) while under the supervision of school personnel;
- (d) before or after normal school activities, such as while in before-school or after-school care on school-operated property; or
- (e) while in transit to or from school or school-sponsored activities.

If provided by the parent or guardian and in accordance with documents provided by the student's physician, physician assistant, or advanced practice registered nurse, backup medication must be kept at a student's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

Students may not transport prescription medicine to and from school except as described above. Any medications to be administered during school hours must be delivered to the appropriate school authority by the parent or guardian.

29. SECURITY OF PERSONAL ITEMS

Students should mark instruments, coats, athletic shoes, and all personal belongings brought to school. It is most difficult to recover items that are not marked.

Helena School District No. 1 assumes no liability for personal loss. **It is recommended that you do not bring items of value to school.** If it is necessary to bring money or valuables, they should be given to the office secretaries to place in the safe. It is the responsibility of the student to claim such articles at the close of the day.

It is difficult to assure protection for articles from an entire gym class. **Leave all valuable items at home or turn them in to the office secretaries.** The office maintains a lost and found department. You are urged to turn in to the office all articles that have been found and to inquire there for anything you may be missing.

30. LOCKERS

Total responsibility for locker security falls with the student. All students will be expected to secure lockers with a combination lock. As there are occasions for staff or parents to gain entry into lockers in the course of the year, student locker numbers and lock combinations must be on file in the office and with a designated teacher.

When a lock is replaced for any reason, it is the student's responsibility to update combination information in the office and with the designated teacher.

If the assigned locker becomes damaged and cannot be secured, see the Assistant Principal immediately for repair or a new assignment.

A student is not to use any locker other than the one assigned. See your team teachers to make a locker change.

A student who abuses or misuses a locker may lose the privilege of using a school locker.

Lockers are the property of the School District and are subject to inspection by school officials.

31. BICYCLES

All bicycles must be parked in the bike racks provided. They must be kept locked at all times. School personnel may remove any bikes chained to gates, railings, etc.

32. TEXTBOOKS

District-approved textbooks are provided free of charge for student use, but students are responsible for returning them in the same condition as they were received. 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 that fact to the teacher. Any student failing to return a book issued by the school in good condition is responsible for paying for damages or replacement costs according to the schedule below. Students who fail to pay for damage or loss of instructional materials lose the right to take textbooks out of the school until the payment is received. Students will be provided textbooks for use at school during the school day.

Students and parents/guardians with financial hardships who have debts resulting from lost or damaged portable equipment must make good faith and best efforts to pay the debts or make suitable equivalent restitution. When a student's parent/guardian has exhausted all possible efforts to pay the debt, the Principal, upon written approval of the Superintendent or his/her designee, is authorized to forgive the debts upon reasonable written request of the parent/guardian.

- A. If instructional materials are damaged to the extent that they cannot be used, the student must pay the full cost of replacement.
- | | |
|-------------------------|-----------------------|
| a. New—1 or 2 years old | new replacement cost |
| b. 3 years or older | used replacement cost |
- B. Book damage charges will be assessed according to the following:

The full replacement cost must be paid if the book is declared unusable. Damages rendering a book unusable include, but are not limited to:

- ❖ Torn out pages
- ❖ Obscene drawing
- ❖ Obscene writing
- ❖ Severe water damage.

Major damages—50% of replacement cost or cost of rebinding if applicable

- ❖ Broken cover
- ❖ Broken spine
- ❖ Limited water damage

Minor damages--\$1.00 per page (up to a maximum of \$10.00)

- ❖ Pen and pencil markings
- ❖ Folded pages
- ❖ Torn pages (pages and text are still present)

*Care will be taken in assessing minor damages so that allowances are made for normal wear and tear.

33. STUDENT SERVICES

Guidance services are available to every student. The goal of counseling is to help you make better decisions. Together you and your counselor discuss needs and feelings and explore alternatives. Your counselor can also provide you with information about jobs and careers as they relate to your interests and abilities. Counseling is confidential so don't be afraid to talk with your counselor. It is the professional responsibility of school counselors to fully respect the right to privacy of those with whom they enter counseling relationships. 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 must not be abridged except where there is a perceived clear and present danger to the student and/or to other persons.

34. SCHOOL INSURANCE — IMPORTANT MESSAGE TO PARENTS

Our school **does not** purchase medical/hospital insurance coverage for students. However, you can enroll your child in a low cost group accident insurance program being offered in cooperation with the school. Even if you already have insurance, this plan may help you pay some of the doctor, dental, or hospital bills that your own insurance doesn't cover; such as doctor's office calls, therapy, and dental treatment. If your child has not brought an information packet home, please call our school office.

35. FIELD STUDIES

Your child's class will be participating in educational trips during the year. It is the policy of Helena School District No. 1 to acquire parental permission before allowing a student to travel with members of his/her class. If you would like your child to participate, please carefully read and sign the document provided in Chapter III. **By signing and checking the yes or no, you are giving permission for your child to go with his/her class on field trips during the year.** The district will provide transportation. If travel by a private car is required for an event, you will be notified prior to the trip.

As a parent or guardian, your signature on the permission form indicates that you understand that the school and the staff will do everything possible to prevent any accidents. However, by checking and signing, you indicate that you understand that some activities on field trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the district. In consideration of the District's agreement to allow your child to participate in field trips you agree to accept responsibility

for any loss, damage, or injury to your child that occurs during your child's participation in a field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee or agent of the Helena School District No.1.

In the event it becomes necessary for the District staff in charge to obtain emergency care for your child, neither he/she or the School District assumes financial liability for the expenses incurred because of an accident, injury, illness and/or unforeseen circumstance.

If your child has a medical condition that the school should be aware of before allowing your child to participate on a field trip you will notify the school and inform them of the nature of the medical condition.

In the event that unforeseen circumstances arise creating a need for you to contact your student or to have information relayed to you about an emergency, change in itinerary, etc. an information network has been established. You will be provided with a contact person and number prior to the field trip.

36. STUDENT OUT-OF-STATE AND OUT-OF-DISTRICT TRAVEL

The building principal in consultation with the Superintendent must approve any out-of-state or out-of-country travel.

Students who participate in school-sponsored out-of-state or out-of-country travel must have parental / legal guardian permission and provide in writing acknowledgement of the following:

1. **Nature of trip.** A description of and acknowledgment/consent by parents and students regarding the nature of the trip and general travel plans, i.e., a brief factual account of the planned trip.
2. **Inherent risks.** Acknowledgment/Consent by parents and students that there are inherent risks in traveling to such a location.
3. **Conduct rules.** Acknowledgment/Consent by parents and students of the rules that will apply on this trip. You need to identify the rules that will apply on the trip, (i.e., if school rules will apply, that should be stated). Any additional rules should be noted.
4. **Needed Accommodations.** A parent or student must identify any needed accommodations before embarking.
5. **Medical/Health Insurance.** Students must have their own medical/health insurance. Parents must provide documentation of medical/health insurance before the trip.
6. **Trip Insurance.** Parents / guardians must secure "trip insurance" for international travel and in some cases out-of-state travel if it is not included as part of the total cost of the trip. If trip insurance is not purchased and a student purchases a ticket but does not travel, refunds or credits for unused airline tickets will be based on what the airline allows.
7. **Medical Procedures.** The student and parent should authorize the school chaperones to arrange for and, if necessary, to consent to treatment or medical procedures for the student at the parents' expense. (Release form provided.)
8. **Student Responsibility.** Students and parents should acknowledge in writing the student's responsibility for his/her own actions. Consequences for not following rules (e.g. leaving the group without permission) should be clearly outlined. (Release form will be provided.)

9. ***Release and Indemnification.*** The parent and student must release the school district and its agents from all actions not the result of fraud, willful injury or willful or negligent violation of law by an employee. This the standard set by state law.

37. COURSE FEES

A student may be charged a fee for consumable supplies or maintenance and repair of equipment that is used in classes and/or courses offered for graduation credit including but not limited to career and technical education and fine arts classes. Students may also be charged a fee for field trips or facility rentals associated with classroom or school activities either within or out of the district boundaries.

If a student is to be charged a fee, both the student and parent shall be notified regarding the amount of the fee or charge.

A student may be charged reasonable tuition for activities not offered for graduation credit or for repeat courses offered for credit. These include adult education courses, drivers' education, athletics, intramural sports, extracurricular activities, and under three-mile transportation charges.

District students who apply and are approved for either free or reduced lunches may request a waiver of applicable tuition/fees. A current school lunch application must be on file with the appropriate school in order for this waiver to be granted. Absent extenuating circumstances, only one waiver will be granted per student for drivers' education. (Board Policy 4.23)

38. MIDDLE SCHOOL ACTIVITIES PROGRAM

During the school year the Helena Public Schools will provide an activities program and encourage all students to participate. Coaches/sponsors will offer programs that emphasize the active involvement of all students.

Student participants are encouraged to take part in practices and/or rehearsals prior to participating in games and/or any performances.

Specific details related to events, fees, fee waivers, schedules, and other pertinent information will be made available to students and their families prior to the event.

Middle School Activities Schedule

- Activities schedules will be available in the main office.

Boys / Girls Cross Country
7th / 8th Grade Girls Volleyball
6th/7th/8th Grade Wrestling
6th / 7th Grade Girls Basketball
6th / 7th Grade Boys Basketball
8th Grade Boys, Girls Basketball
6th Grade Girls Volleyball
Boys and Girls Track

39. CLUBS & ORGANIZATIONS

CRA Builders' Club: Mr. Bouchee

Jazz Band: Mr. Nevinski

Student Council: Mr. Elder

VOT: Mr. Helseth

Web: Mrs. Boutilier/Ms. Pancich

ECO: Mr. Cleary

Change of Heart: Mrs. Murphy

Cub Companion: Mr. McCauley

40. ALTERNATIVE ASSIGNMENTS

The Board recognizes the right of an individual parent or guardian to request that his or her child not read a given book, utilize specific curriculum materials or view a particular media work. Therefore, procedures for requesting an alternative assignment for an adopted curriculum assignment must be followed and can be obtained from the building administrator.

CHAPTER II STUDENT CONDUCT CODES

1. BOARD OF TRUSTEES STATEMENT OF INTENT

Declaration of Student Responsibility and Conduct Codes have been developed so that students, parents, teachers and administrators will understand that firm, fair and consistent discipline policies are maintained. The Board of Trustees has approved this Declaration of Student Responsibilities and Code of Conduct with the intent to:

- Ensure a stable learning environment that encourages academic excellence.
- Ensure that rules are equitable and just while complying with state and federal law.
- Ensure that as student's progress in school and advance in age and maturity, they will assume greater responsibility and accountability for their decisions.
- Encourage students, parents, teachers, administrators and community members to work together in an atmosphere of respect, cooperation and courtesy to ensure effective educational programs.

Students must recognize responsibilities and abide by the rules and policies of the Helena Public Schools and Federal and State Law.

2. CONSIDERATION OF MITIGATING CIRCUMSTANCES

School authority shall consider all aggravating or mitigating circumstances prior to dispensing disciplinary action.

Aggravating and mitigating circumstances include, but are not limited to:

- Seriousness of the offense.
- Program placement.
- Attitude and age of the student.
- Pattern of conduct.
- Degree of cooperation.
- Other educational relevant circumstance.

DEFINITIONS: The following definitions shall apply to the Code of Conduct:

Detention shall mean a student is required to serve from 3:00 - 3:30 p.m. in an assigned room. *If you are a bus student it is your responsibility to make arrangements with your parents for a ride home.* Detention will take priority over all after-school activities. Failure to serve a detention will result in detention time doubling, in-school suspension, restorative justice or out-of-school suspension. Students must serve the detention on the day for which it is assigned. Students are required to follow detention rules.

After School Detention Rules:

1. After school detention will take place on Tuesdays and Thursdays after school. Detention begins promptly at 3:00PM. If you choose to be late for detention, you will not be admitted to detention. In that case, it will be treated as a no-show for detention, which will result in your time doubling or other disciplinary action.
2. Detention ends at 3:30PM. Please make sure that you have made transportation arrangements prior to the day of your detention.
3. You are responsible for bringing work to detention. You will be allowed to do homework or read a book. The book can be either a textbook, a library book or a paperback of your own. Reading material must be appropriate. Magazines are not allowed.
4. An unsuccessful detention due to unacceptable behavior will result in your detention time doubling or other disciplinary action.
5. It is your responsibility to remember where after school detention is being held.

Disciplinary reassignment shall mean disciplinary action that may include transfer of the student to another room, program or alternative placement for a specified time.

Expulsion shall mean the removal of a student from the classroom and school attendance in Helena School District No. 1 by action of the School Board of Trustees. All privileges to participate in any co-curricular or extracurricular activity in the Helena Public Schools are revoked when the Board of Trustees directs expulsion. (Board Policy 5.09.)

Suspension shall mean the removal of a student from a regular class or school attendance and the loss of privileges to participate in any co-curricular or extra-curricular activity for the duration of the suspension and more specifically defined by Helena School Board Policy 5.09. Students are not allowed on school district property during suspension.

Suspension may occur in any of the following forms:

In-school suspension shall mean the student remains in school at a restricted, designated location for a designated period of time. School assignments will be provided for the student. Credit will be given for a day served in in-school suspension, if assignments are completed and returned to the teacher.

During in-school suspension a student *shall*:

1. Refrain from talking, sleeping or being disruptive.
2. Secure permission before leaving their assigned seat.
3. Complete work assigned by school authority.
4. Refrain from use of food products, candy, gum, etc.
5. Refrain from use of CD players, video games, toys, cell phones etc.

Any infraction of rules of in-school suspension shall result in out-of-school suspension.

Out-of-school suspension shall mean the involuntary removal of a student from school attendance for up to (10) ten school days or less per infraction or incident. The administrator shall determine the length of an out-of-school suspension. Parent(s) or legal guardian(s) or persons with parental authority will be notified of an out-of-school suspension before the student leaves school. An explanation of the reasons for such action will be made at that time, both to the student and the parent(s), legal guardian(s) or person with parental authority. A parent/student/administrator conference is required prior to the student readmission to the school.

Students who choose to attend the District Network for Educational Transition (NET) program are allowed to receive full credit for work completed.

NET / ISS

Network for Education Transition (NET) is an alternative to traditional methods of out-of-school suspension and/or expulsion. NET is designed to address the needs of students in Grades 6 through 8. Students are placed by the school administration only. Students earn credit for work accomplished while at NET. The NET program will be located at C.R. Anderson School in Room M2. Students should check in at the main office.

- A. Student Check In – 8:05AM (Please check in at the main office)
 - a. Parent must sign student in for the day
- B. Student Check Out – 2:50PM
 - a. Student are not allows to remain on campus, they must leave campus with a parent or parental designee or be escorted by an adult to the bus.
 - b. Students participating in extra curricular / after school activities will not be permitted to participate on days they are attending NET.
 - c. Students on campus after check out from NET will be referred to an administrator and/or school resource officer.

Suspension and Expulsion as it Relates to District Provided Transportation Services

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is also important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on district school buses even if they are still being allowed to attend school.

Corrective Disciplinary Action shall mean school authority must administer the defined disciplinary action, provided in the student code, as a result of the violation(s) of the student code(s).

Minimum correction action shall mean the school authority must administer at least the specified corrective action provided for each code violation.

Maximum corrective action shall mean the school authority may not exceed the degree of disciplinary action provided for in the code of the specific code violation.

School authority may administer such corrective disciplinary action between the **minimum** and **maximum** after consideration of mitigating and aggravating circumstances provided. The degree of the severity (from the least to the most severe) of corrective disciplinary action is described as follows:

- Teacher-student conference
- Administrator-teacher-parent-student conference
- Reassignment
- Counseling program
- Restorative justice
- Student contract
- Alternative education setting
- In-school suspension (including loss of privileges to participate in extracurricular and co-curricular activities)
- Out-of-school suspension (including loss of privileges to participate in extracurricular and co-curricular activities)
- Police notification/criminal process referral
- Expulsion

SUSPENSION

The following procedure rules apply to a student charged with a violation for which maximum disciplinary action is in-school or out-of-school suspension:

1. The principal/assistant principal or the principal's designee shall have the authority to suspend a student.
2. Prior to suspension, the student shall be informed of the charges.
3. If the student admits to the violation(s), the assistant principal or designee shall implement the corrective disciplinary action.
4. If the student denies the charge(s), the assistant principal or designee shall:
 - a. Inform the student of the charge(s) and the evidence of the alleged misconduct.
 - b. Allow the student to explain his/her actions.
 - c. Allow the student to identify person(s) who may clear him/her of the charges(s). The assistant principal shall, if practicable, interview these persons prior to determining whether a violation was committed. If the student is found to have committed the infraction, appropriate disciplinary action shall be administered.
5. The assistant principal or designee shall inform the parent(s) or legal guardian(s) of the student's suspension prior to the student being released from school.

EXPULSION PROCEDURE

The following procedural rules shall apply to a student charged with a violation whose maximum disciplinary action imposed is expulsion. The building principal may recommend the expulsion of a student to the District Superintendent.

The principal shall provide the District Superintendent, parent, legal guardian, or person with parental authority, written notification that will include the following:

1. The alleged violation(s) committed by the student.

2. Facts and circumstances setting forth the misconduct upon which the recommendation is based and other information.
3. Recommendation of whether the student should be granted credit for work completed in the present semester.
4. Recommended length of expulsion.

Upon completion of the principal's written recommendation, the District Superintendent or his/her designee shall conduct a meeting to determine whether the student shall be reinstated into the Helena Public Schools, if requested by the parent, legal guardian, or person with parental authority. If the student is not reinstated after the meeting with the principal and the District Superintendent or designee, the superintendent or designee shall notify the student and parent, legal guardian, or person with parental authority, in writing.

BOARD OF TRUSTEES HEARING

The Chairman of the Board of Trustees shall conduct the hearing by allowing opening and closing statements, and presentation of evidence and testimony in the following manner:

1. In support of the recommendation.
2. Against the recommendation.
3. Rebuttal.

After the hearing, the Board of Trustees shall decide whether to accept, reject, or modify the recommendation and direct the District Superintendent to inform the student, parent, legal guardian, or person with parental authority, of such action.

3. RIGHT TO INSPECT, REVIEW AND CORRECT EDUCATIONAL RECORDS

Definition: A person is any student, parent, legal guardian or individual with parental authority.

A person may inspect and review the student education records upon request by submitting to the school building principal an oral or written request that identifies as precisely as possible, the records they wish to inspect. The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

A person has the right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of student rights.

The District does not release directory or other information not authorized under the Family Education Right to Privacy Act without written consent of the parent, legal guardian, or eligible student, except to authorized public agencies.

4. SCHOOL PROCESS

A student shall not:

1. Engage in Disruptive Behavior- Behavior displayed verbally or through action toward a school official or policy of the school so the normal routine of the classroom or activity is significantly disrupted. This includes both verbal and physical hazing, conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction, supervision and control of the school.
2. Be Insubordinate to school authority- The failure to obey a request by a district employee or representative.
3. Initiate or participate in sexual harassment bullying or harassment. This could include inappropriate displays of public affection.
4. Possess mechanical or electronic instruments, laser pointers or audio devises such as stereos, tape players, walkmans, MP3 players or headphones that are not for educational purposes. These items will be confiscated and held in the office until parents or guardians make arrangements to pick them up at the office. Laptop computers, electronic note taking devices used for educational purposes may be used in classes with the approval of the instructor.
5. Cheat or act in the conduct of cheating. Cheat or cheating means a student acting dishonestly in carrying out any assignments. This may include, but is not limited to, copying assignments, using unauthorized crib sheets for tests, looking at someone else's test, plagiarizing, copying other's work from the Internet or building servers or permitting another person to perform the assignment.
6. Plagiarize or submit the work of others and claim it as their own. Plagiarism is defined as any of the following; directly copying a paper or portion of a paper without proper attribution; turning in someone else's work as your own; or citing works that the student did not consult in the writing of the paper. Changing the wording of another document does not avoid the problem of plagiarism. Plagiarism is as much about the theft of ideas as it is words.
7. Use skateboards, roller blades, rolling shoes or similar devices in school without prior authorization from a school authority.
8. Students are required to go directly to the office when directed to do so by any school personnel at the school site or any school-sponsored activity. Failure to do so will be considered a major offense of insubordination.
9. Students are required to stop and identify themselves when asked by any school personnel or designee or any contractor acting on behalf of the district at any school site or at any school-sponsored activity. Failure to do so will be considered a major offense of insubordination.

Corrective Disciplinary Action

Minimum Corrective Action: Teacher-student conference and/or loss of credit for assignment, if appropriate.

Maximum Corrective Action: Suspension.

5. HARASSMENT, INTIMIDATION, AND BULLYING PREVENTION POLICY 4.22

The policy of the Board of Trustees of the Helena Public Schools is to provide students with a school environment free from harassment, intimidation and bullying. The Helena Public Schools will not tolerate harassment, intimidation or bullying in any form at school, school-related events (including off campus events), and school sponsored activities, school buses or any event related to school business. Inciting, aiding, encouraging, coercing or directing others to commit acts of harassment, intimidation or bullying is prohibited under this policy.

Intimidation, bullying and harassment include:

1. Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, sexual identity, culture, social origin or condition, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic; and
 - (1) Acts that a reasonable person knew or should have known, under the circumstances the gesture or written or physical act (a) will have the effect of harming a student or damaging the student's property; or (b) will place a student in reasonable fear of harm to the student's person or damage to the student's property; or (c) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Reporting:

1. The District encourages; (1) students who believe they are being subjected to harassment, intimidation, or bullying by anyone and (2) students who have first-hand knowledge of such harassment to report the matter promptly to their teacher, counselor, bus driver, coach, principal, or any responsible adult who is not involved in the alleged harassment; or to the Helena Public School's EEO officer. Upon receipt of a complaint the District will conduct a prompt and thorough investigation.
2. Any adult school employees, adult volunteers, district contractors or agents who witness, overhear, or receive a report, formal or informal, written or oral, of harassment, intimidation or bullying shall report it in accordance with procedures developed under this policy.
(Rev. 12.11.90, 6.10.03)

Corrective Disciplinary Action

Minimum Corrective Action: Administrative-student conference, except violations towards school personnel, which will result in suspension.

Maximum Corrective Action: Expulsion and/or police notification.

6. PERSON AND PROPERTY

A student shall not:

1. Exhibit hostile, physical or verbal action against another individual.
2. Fight or attempt to initiate a fight with another student or between other students.
3. Use profane, obscene, indecent, immoral or offensive language and/or gestures.
4. Defy the reasonable request or direction of school authority.
5. Damage, destroy or steal property belonging to the school or others.
6. Refuse to properly identify themselves to school authority upon request.
7. Bully, haze or intimidate any student to cause them harm.

Corrective Disciplinary Action

Minimum Corrective Action: Administrative-student conference, except violations towards school personnel, which will result in suspension.

Maximum Corrective Action: Expulsion and/or police notification.

7. PUBLIC AND SCHOOL SAFETY

A student shall not:

1. Possess and/or use weapons or dangerous instruments, including but not limited to firearms, knives, chains, spiked collars, clubs, explosives (including fireworks), lighters or any instrument which may inflict bodily injury on another.
2. Commit arson, robbery, burglary, and/or extortion.
3. Commit a felony or misdemeanor within school premises or during school-sponsored activities.
4. Throw snowballs, engage in unnecessary rough play, throw objects such as rocks, pencils, rubber bands, etc.
5. Drive *motor vehicles* to school.

Corrective Disciplinary Action

Minimum Corrective Action: Teacher-student conference, except a violation of 7.1 may result in suspension.

Maximum Corrective Action: Expulsion and/or police notification.

8. MIDDLE SCHOOL ATTENDANCE AND TRUANCY

Students shall attend school regularly.

It is the policy of Helena School District No. 1 that regular school attendance is essential for all students and that schools will work cooperatively with students and parents toward that end. Regular and punctual attendance is important in the development of an effective learning environment as well as ensuring student success in the classroom. Good attendance habits are also necessary in the development of sound character traits and for success in the working world.

Helena School District No. 1 attendance policies are developed in accordance with Montana State Attendance Laws. The building administration will establish procedures to execute the Helena School District No. 1 attendance policy and will inform students and parents of those procedures. The building administration will make the determination in all cases involving implementation and interpretation of the policy.

All absences fall into one of two categories:

1. **Excused absence.** Based upon School District No. 1 attendance policies and in accordance with State attendance laws, an excused absence is any absence authorized by a parent, legal guardian, or person with parental authority.

To be excused all absences must be communicated to the school attendance office within (24) twenty-four hours of the absence by a phone call (324-2802) or written note. IF THIS IS NOT DONE, THE STUDENT WILL BE CONSIDERED UNEXCUSED AND WILL RECEIVE DISCIPLINARY ACTION.

Students are encouraged to have all excused absences approved in advance.

2. **Unexcused absence.** An unexcused absence is any absence which:
 - a. Is not authorized by a parent, legal guardian, or person with parental authority.
 - b. Is not communicated to the school within (24) twenty-four hours.
 - c. Is a result of leaving school without prior notification to the attendance office by a parent, legal guardian, person with parental authority, or building administrator.
 - d. Results from a student being 10 minutes or late for class.

Parents will be notified:

Parents will be notified of any unexcused absence. Written communication will be sent to the parent when a student accumulates five (5) total absences during the semester. If a student accumulates ten (10) absences during the semester, the parent will be notified by letter and the building administration will determine whether legal action through the Lewis and Clark County Attorney is justified. Students who have attendance problems may be placed in an alternative educational setting to correct their attendance behaviors.

Middle school retention procedure in School District Number One states that any student missing twenty (20) or more days of school during a school year may be considered a candidate for retention.

Corrective Disciplinary Action

First unexcused absence:

1. Parent or legal guardian will be notified when one unexcused absence has occurred.
2. Detention(s), Saturday School, or NET placement may be assigned.

Subsequent unexcused absences:

3. Student will not be readmitted until a parent conference has been held.
4. Detention(s), Saturday School, or NET placement may be assigned.

Minimum Corrective Action: Same as the first unexcused absence.

Maximum Corrective Action: Suspension/referral to youth probation officer/referral to truancy officer.

PROCEDURE FOR AN ABSENCE

We ask that parents or guardians telephone the school and report every absence from school.

The attendance number at CRA Middle School is 324-2802. This call *must* be made at the time the student is first absent. It is very helpful to the attendance clerk if the parent or guardian calls *each day* that the student continues to be absent. Students returning to school after an absence, when parents or guardians have made such contact need not check in at the office, but, instead, report directly to their regularly scheduled classes. Those students whose parents or guardians have not contacted the attendance office will be called to the office of the Assistant Principal and will be required to provide written documentation of their absence or to contact the parent or guardian by telephone.

Students must provide such documentation within (24) twenty-four hours of the absence or it will be considered unexcused.

LEAVING SCHOOL DURING THE DAY

All students must check out with the attendance secretary if it is necessary for them to leave school during the regular day. *Failure to do so will result in an unexcused absence.* Teachers shall refer students to the attendance office before allowing them to leave the building. Any student who finds it necessary to check out of the building during the regular day for a valid reason, other than becoming unexpectedly ill during the day *must* bring a note from his or her parent or guardian stating the date, destination and time the student is to check out of school. This note *must* be presented to the attendance clerk in the office in the morning before classes begin. If a student has an appointment, they are to check out at the main office when leaving the building and check in at the main office upon their return. When attending medical/dental/etc. appointments, a doctor's signature is required on their checkout permit.

TARDIES

It is the desire of the Helena Public Schools to promote punctuality, accountability and other time-management skills for all students. Students are required to be on time for all classes and other activities. A student who fails to be on time is considered tardy and is subject to discipline. Students

shall be in their room or in their assigned desks when the bell rings. Students with a medical or physical disability, requiring additional time, shall notify the building principal. The building principal shall review the disability on a case-by-case basis and determine whether additional time is necessary.

Any tardy over ten (10) minutes is considered an unexcused absence.

An accumulation of (3) three tardies or more in a quarter will result in corrective disciplinary action listed below.

Corrective Disciplinary Action

- 3 tardies = 1 day after school detention
- 6 tardies = 1 day after school detention
- 9 tardies = 1 day after school detention
- 12 tardies = Referred to Assistant Principal and assigned Saturday School

- For every additional 3rd tardy the student will be assigned an additional Saturday School.
- Any student who refuses to serve detention will be charged with insubordination and will receive disciplinary action from the office.

9. STUDENT REGULATIONS CONCERNING TOBACCO USE/POSSESSION OF TOBACCO PRODUCTS

The Board of Trustees of the Helena Public Schools is committed to providing a clean, healthy and safe school environment for students, employees and the general public. Use of tobacco in any form is considered detrimental to the health of non-users as well as users of tobacco. The use of tobacco is inconsistent with the Helena Public Schools health education programs.

The Helena Public Schools are “tobacco free.” The use of tobacco will be prohibited from all school buildings and school sponsored events. (Board Policy: Chapter 8: Tobacco Free Schools, Rev. 06.12.01) Students shall not use or possess any tobacco or tobacco-like products while on school property, while going or coming to school, during the lunch period whether on or off the campus and during or when coming to or from a school sponsored activity. Montana law further prohibits the use or possession of tobacco products by any person under the age of 18. (45-5-637, MCA).

Corrective Disciplinary Action

Minimum Corrective Action: One-day, out-of-school suspension and notification of police.

Maximum Corrective Action: Five-days, out-of-school suspension and notification of police.

10. STUDENT HEALTH REGULATIONS ON ALCOHOL/DRUG USE, ABUSE AND DEPENDENCY

Students shall not use or possess any drug, including alcohol.

Helena School District No. 1 recognizes that alcohol/drug use and abuse can create serious health problems and that alcohol/drug dependency is a treatable illness. Health problems of youth are primarily the responsibility of the home. Community and schools should share in that responsibility because alcohol/drug problems often interfere with behavior, learning, and the fullest possible development of each student.

Helena School District No. 1, intending to intervene early in problems that interfere with learning and development, will have personnel contact students manifesting signs of use or abuse and will make an effort to both educate and assist them. (Board Policy: Chapter 8: Student Health Policy on Chemical Use, Abuse and Dependency.)

Jurisdiction: Rules and implementation for Helena School District No. 1 Student Health Policy on Alcohol/Drug Use, Abuse and Dependency applies to all students:

1. While on school property.
2. While going or coming to school.
2. During the lunch period whether on or off the campus
4. During or when coming to or going from a school sponsored activity.

Student Behavior: Student behavior is always expected to be appropriate. Guidelines of student behavior concerning the Alcohol/Drug Policy include the following expectations. A student shall not:

- 1) Sell or distribute alcohol, unlawful drugs, controlled substances, hallucinogens or inhalants;
- 2) Use, possess or be under the influence of alcohol, unlawful drugs, controlled substances, hallucinogens or inhalants;
- 3) Use, possess, distribute or sell drug paraphernalia;
- 4) Use illicit drugs or medication without the formal supervision of a physician or in a manner other than prescribed by a physician.

Definitions: Unlawful drugs and controlled substances are those defined as illegal under the laws of the United States, the state of Montana and/or the city of Helena Ordinances. Illegal activities will be reported to the police and/or applicable authority when any of the above activities occur on school property, while in attendance at school or school activities, while coming to or going from school or a school activity, or during the lunch period whether on or off campus. Helena School District #1 response to these infractions may be independent of or in conjunction with police action, and will result in disciplinary consequences as outlined more fully below.

Corrective Disciplinary Action

First Violation:

- 1) Ten-day out-of-school suspension (unexcused) **OR**
- 2) Three-day out-of-school suspension (unexcused) plus successful completion of the next available Insight Education Class series at parent expense. Failure to comply with these criteria will result in the exercising of the balance of Option 1.
- 3) The choice of either Option 1 or 2 will constitute one single incident of unexcused absence for attendance purposes.
- 4) Unserved suspension occurring at the end of the school year will be served the following school year commencing on the sixth day of school. This applies to all returning students.

Second and Subsequent Violations:

- 1) Second and subsequent violations by the same student may result in any one or a combination of the following:
 - a. Minimum ten-day out-of-school suspension (unexcused) **OR**
 - b. Five day out-of-school suspension (unexcused) if the student completes a chemical dependency assessment with a certified chemical dependency counselor at parent expense and follows all recommendations of the assessment.
 - c. For purposes of Option (B) above, the student must provide both (1) written confirmation of the appointment for the chemical dependency assessment prior to re-entering school and (2) written authorization for HPS to provide information to and receive information from the dependency counselor prior to the student re-entering school.

Minimum Corrective Action: Confiscation of contraband, notification of parents and law enforcement and suspension.

Maximum Corrective Action: Confiscation of contraband, notification of parents and law enforcement and recommendation for expulsion.

As set forth above, school officials may administer the level of disciplinary consequences deemed appropriate in light of any mitigating and/or aggravating circumstances, and may pursue a recommendation for expulsion in connection with a first offense or any subsequent offense. Under any and all circumstances, the administration retains the option of recommending to the Superintendent the removal of the student from the school setting.

Violations of this rule will be cumulative during attendance at Helena schools from grades 6-8. A Breathalyzer may be used at the discretion of a building administrator when it is necessary to ascertain whether a student has violated this rule with respect to alcohol use.

11. EXTRA / CO-CURRICULAR ACTIVITIES PROCEDURE REGARDING ALCOHOL, TOBACCO AND OTHER DRUG USE/POSSESSION & GENERAL CODE OF CONDUCT

Helena School District No. 1
Administrative Regulations Regarding Alcohol, Tobacco and Other Drug Use by
Students in Extra/Co- Curricular Activities

Students participating in school sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

The administration shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law.

An appeal process will be available to all students under the District's "Uniform Complaint Policy". (Board Policy 4.20)

Helena School District No. 1 recognizes the use of alcohol, tobacco, other drugs and drug paraphernalia as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. Coaches and advisors of activities have a unique opportunity to observe, confront and assist young people. Helena School District No. 1 will make available at parent's expense education and awareness training in chemical and tobacco use issues for students who are in violation of its chemical and tobacco use regulations. The importance of the parent/guardian as the primary role model in the education and guidance of their children concerning alcohol, tobacco and other drugs is recognized and emphasized by Helena School District personnel.

In addition, schools are an integral part of the community and must confirm and support existing state and local laws which prohibit the use of alcohol, tobacco, other drugs and drug paraphernalia by youth. Federal law requires schools to have consistent alcohol, tobacco and other drug policies that give a strong no-use message to all youth.

Students who participate in extra/co-curricular activities must be willing to make the commitment to adhere to the regulations that govern these activities.

Therefore, middle school and high school students who participate in District extra/co-curricular activities are subject to all District no-use regulations, conditions and consequences.

Regulations - During the school year and the season of practice, play or rehearsal a student shall not:

(1) Use, possess, buy, sell, or distribute alcohol, tobacco, unlawful drugs, controlled substances, hallucinogens, inhalants or drug paraphernalia. (It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor that is being used in the prescribed manner).

(2) Students participating in school sponsored activities assume a responsibility to fellow students, the district, and the community to be law-abiding citizens.

The administration shall place limits, up to and including restricting a student from participating in school sponsored activities or being awarded school honors, if a student is found by school officials to have violated Board Policy or committed an act prohibited by state or federal law.

An appeal process will be available to all students under the District's "Uniform Complaint Policy". (Board Policy 4.20)

Duration - Except where otherwise stated, these regulations are in effect from the date of the first practice for fall activities, through the academic school year and include any school sponsored activity that extends beyond the academic school year. Violations will be cumulative from the first day of the activity involvement throughout the student's participation as a freshman, sophomore, junior and senior until graduation from Helena School District No.1. A student's suspension from an extra curricular activity may also adversely affect other areas upon return. Upon return from any suspension, the coach

or sponsor will determine varsity letter, playing time, starting position, performance role; and offices held in groups.

All unserved suspensions occurring at the end of the school year will be served the following school year commencing on the first day of the MHSAA fall season.

Disciplinary Procedures: Investigation and Appeal

Any determination that a violation of these regulations has occurred will be made only after a meeting is held with the student and he or she is presented with the information indicating that a violation has occurred. The student must be afforded the opportunity to provide information in response. If a determination is made following that meeting that a violation has occurred, the student will be notified of that determination and of the consequences of that determination. Any determination that results in consequences being administered as per these regulations will be provided to the affected student in writing. If a student disagrees with a determination made by the building administration under these regulations, the student may seek review of that decision by the District Activities Director, and may secure further review of the determination by the District Superintendent and Board of Trustees according to the procedure outlined in the Uniform Complaint Policy.

First Violation: The student will be:

1. required to register for and complete a district-approved education course at his/her parent's expense; and
2. temporarily suspended from competing or performing in extra/co-curricular activities for a period of thirty-four [34] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to twenty (20) calendar days.
3. Suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the education component outlined above; (2) continue to attend and participate in activity practices during the temporary period of suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling all of the requirements set forth above.

Second Violation: The student will be:

1. required to register for and complete a district-approved chemical assessment program at his/her parent's expense; and
2. temporarily suspended from competing or performing in extra/co-curricular activities for a period of sixty [60] calendar days. If a student self-reports a violation to the Activity Leader or designee, the temporary suspension period will be reduced to fifty (50) calendar days.
3. Suspended from team practices for up to five (5) days following notification.

In either situation, the student must (1) provide appropriate proof of completion of the assessment component outlined above; (2) continue to attend and participate in activity practices during the period of temporary suspension; and (3) complete a team/activity service as determined by the administrator and activity leader. The student's return to full participation in the activity is conditioned on fulfilling the requirements set forth above.

Third Violation: The student will be deemed ineligible for participation in activities for a period of one calendar year. The student may, however, submit a petition to the District Superintendent no sooner than ninety (90) days after the incident requesting that he or she to be allowed to re-enroll in activities. Such a request must be accompanied by (1) a post-incident chemical dependency evaluation conducted by a licensed chemical dependency counselor and (2) a demonstration that all recommendations made in the assessment are being or have been satisfactorily met. The District Superintendent has the discretion to grant or deny the request based on his/her consideration of the relevant circumstances. The Superintendent's decision may be appealed to the Board of Trustees as outlined in the Uniform Complaint Procedure.

Extra / Co-Curricular Activities – All Levels

Basketball, Softball, Soccer, Cross Country, Swimming, Tennis, Track, Football, Volleyball, Golf, Wrestling, +student Government, +DECA, +VICA, +Plymouth Troubleshooters, +Skills USA, +Speech, +Annual, +Newspaper, +BPA, +*Band, +*Chorus, +*Orchestra, +*Drama, +Cheerleading, and +Drill Team.

+Because these are yearlong programs the suspension will coincide with the MHSA Fall, Winter Spring calendar.

12. BUS BEHAVIOR CONDUCT GUIDELINES AND CONSEQUENCES

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading or unloading areas. The bus and the bus stop are extensions of the school day. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior according to established district policies, rules and standards. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school, however unacceptable conduct on the school bus may result in suspension or expulsion from school. It shall be the responsibility of the parent or guardian to transport students to and from school when bus riding privileges are revoked. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. (*Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation).

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on district school buses even if they are still being allowed to attend school.

A student shall not:

1. Eat, drink or litter on the bus
2. Leave the seat or stand while the bus is in motion.
3. Use profanity, verbal abuse, harassment, obscene gestures or have possession of unacceptable material
4. Provide false identification
5. Ride an unassigned bus or use an unassigned bus stop.
6. Open windows pas the safety line.
7. Attempt to ride a bus during a bus suspension.
8. Disobedient to the driver.
9. Hanging out the windows.
10. Throwing of any object.
11. Holding onto or attempting to hold onto any portion of the exterior of the bus
12. Unauthorized entering or leaving of the bus through emergency door/tampering with bus equipment.
13. Any activity that distracts the driver from safely driving the bus

Corrective Disciplinary Action

Minimum Corrective Action: Driver identifies the unacceptable behavior and informs the student of the intent to complete a conduct report if the behavior continues.

Maximum Corrective Action: Unlimited transportation services suspension, school suspension, expulsion, and/or police notification.

*** Bus Severe Clause: Bussing Behavior Severe Clause**

If a student performs an act that severely and immediately jeopardizes the safety of students, the district may suspend the student from riding the bus. The district will attempt to notify the parent(s) or guardian of this action by telephone as soon as possible after the route is completed. A written incident report will be prepared and sent to the parent(s) or guardian. Riding privileges will not be reinstated until after a conference is held with the Transportation Specialist, principal, student and parent(s) or guardian. Law enforcement may be notified in the event that criminal activity has transpired or assistance is required by the driver or district. Behavior deemed severe may result in suspension or expulsion from school.

- When less than sixty (60) school days are left in the academic year, the remainder of the suspension shall be served in the next school year.

**CHAPTER III
DISTRICT POLICIES/PROCEDURES AND FORMS**

**1. HELENA SCHOOL DISTRICT NO. 1 BOARD POLICY
UNIFORM COMPLAINT POLICY 1.28**

Individuals should use this complaint policy if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy. This complaint policy is also available to any District employee who is not otherwise covered by a collective bargaining agreement that contains a grievance procedure.

This complaint policy does not apply to individual's whose complaint alleges a violation of Title IX, Title II, Title VII, IDEA, ADA, and Section 504 of the Rehabilitation Act or sexual harassment. The District has a separate policy and procedure for addressing such complaints. Please refer to the District's Civil Rights Policy for information regarding filing a complaint under that policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint policy. If a complaint is filed, the District will address the complaint promptly and equitably. The right of an individual to prompt and equitable resolution of the complaint filed shall not be impaired by the individual's pursuit of other remedies. Use of this complaint policy is not a prerequisite to the pursuit of other remedies, and use of this complaint policy does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the District employee involved. The objective of this Level 1 meeting is to resolve the matter promptly and informally.

Sexual harassment complaints should be discussed with the first line administrator who is not involved in the alleged harassment.

Level 2: Principal or Supervisor

If the complaint is not resolved at Level 1, the individual may file a written complaint stating:

- 1) the nature of the complaint,
- 2) the remedy requested.

The complaint must be signed and dated by the individual. The Level 2 written complaint must be filed with the principal or supervisor within sixty (60) calendar days of the event or incident or from the date the individual with a complaint could reasonably become aware of such an occurrence.

The principal or supervisor shall investigate and attempt to resolve the complaint. The principal or supervisor shall render a written decision regarding the complaint within fifteen (15) calendar days of receipt of the written complaint. If the individual filing the complaint is not satisfied with the supervisor's decision, the individual may advance the complaint to Level 3 by requesting in writing that the Superintendent review the supervisor's decision. This request must be submitted to the Superintendent within fifteen (15) calendar days of the supervisor's decision. The appeal must state how the Board, its employees or agents have specifically violated the individual's rights guaranteed by the State or Federal Constitution, State or Federal statute or Board policy.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent must schedule a meeting between the individual filing the complaint and the principal or supervisor who rendered the written decision at Level 2. The Superintendent has the discretion to include in the meeting any individual involved in the complaint or any individual that might be able to assist in resolving the complaint. During the meeting the parties must be afforded the opportunity to either dispute or concur with the supervisor's report. The Superintendent must decide the matter within fifteen (15) calendar days of the meeting and must notify the parties involved in writing of the decision.

If the individual filing the complaint is not satisfied with the decision of the Superintendent the individual may file an appeal. The appeal must be submitted to the Board in writing within fifteen (15) calendar days of receiving the Superintendent's decision and state how the Board, its employees or agents have specifically violated the individual's rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a violation of an individual's rights as listed above.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent the Board Chair shall consider the matter for placement on the Board agenda. If the Board Chair determines that the appeal should be heard by the full Board, the matter shall be placed on the agenda of the Board for consideration at the next regularly scheduled meeting that complies with the public notification requirements. The appeal must state how the Board, its employees or agents have specifically violated the individual's rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board Policy. A decision shall be made and reported in writing to all parties within thirty (30) calendar days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 5: County Superintendent

If the complaint falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) calendar days after the final decision of the Board, pursuant to the Rules of School Controversy, MCA 20-3-210.

2. DISTRICT BUS SERVICES

Helena Public Schools has elected to provide student transportation services as allowed by the Montana Codes annotated (MCA 20-10-121). The District's Transportation Department strives to provide safe, reliable, and professional transportation services to its students. The primary mode of transportation offered is on school busses that are operated by First Student, a private vendor under a contract managed by the District's Transportation Department. This section of the student handbook is designed to provide overview and reference information for the bus services offered. For information regarding bus behavior conduct guidelines and consequences, please refer to the section of the handbook entitled "Student Responsibility and Codes of Conduct – Section 9.0". Do not hesitate to contact the District's Transportation Department if you have questions or require additional information. Our contact information is:

Transportation Department
Helena Public Schools
3020 Big Sky Loop
Helena, Montana 59601
Phone: 324-2100
Fax: 324-2101
Email: transportation@helena.k12.mt.us
Web Site: www.helena.k12.mt.us

Bussing Eligibility

A) Eligible for District-Provided Transportation

1. Live in Attendance Area and greater than 3 miles from School of Attendance or beyond the K-8 Walk Zone
2. District Overflow and live greater than 3 miles from School of Attendance or beyond the K-8 Walk Zone
3. Attend Montessori Program and live beyond the K-8 Walk Zone
4. Transportation is condition of an Individual Education Program (IEP – Special Needs)
5. District-to-District Tuition, per the agreement in place (Trinity, Wolf Creek, Craig, Augusta, Cascade County)
6. K-5th grade student enrolled in the SACC (School Aged Child Care) Program. A transportation fee is included in registration fees.

B) Ineligible for District-Provided Transportation*

1. Live less than 3 miles from School of Attendance (or within K-8 walk zone)
2. Student resides in a District with which the Helena Public Schools does not have an applicable transportation agreement (East Helena, Jefferson County, Broadwater County, Powell County)
3. Student resides beyond his/her school's attendance boundary as the result of a Parent Choice Boundary Exception, regardless of mileage to school of attendance.
4. Temporary placement in a District program (less than 15 days).
5. Student loses riding privileges for discipline reasons.

* Service may be available within District boundaries for a fee (the Transportation fee is waived for any student in a quarter that he/she is eligible for the District's free or reduced lunch program).

As defined by MCA 2005, 20-10-101(5) "Transportation" means:

(a) a district's conveyance of a pupil by a school bus between the pupil's legal residence or an officially designated bus stop and the school designated by the trustees for the pupil's attendance;

or

(b) "individual transportation" by which a district is relieved of actually conveying a pupil. Individual transportation may include paying the parent or guardian for conveying the pupil, reimbursing the parent or guardian for the pupil's board and room, or providing supervised correspondence study or supervised home study.

Inclement Weather and Bus Delays or Cancellations

If there are inclement weather delays or canceled bus routes, information will be announced on the following radio stations:

*KMTX-950 *KBLL-1240 *KCAP-1340 or check the District website at: <http://www.helena.k12.mt.us> for weather alert and bus delay/cancellation information.

Bus Routes, Stops and Schedules

The bus stops are selected with safety taking precedence over convenience. Bus routes are developed with safety and efficiency as top priorities. Roads must be publicly owned and maintained for busses to traverse them. The district recognizes the travel time on buses extend the day for students and strive to minimize the time students must ride the bus. Transfer buses are used to minimize ride times for students given the geographic locations and numbers of school sites the district operates. Bus routes, stops and schedules are approved by the Lewis and Clark County Transportation Committee in June of each year. Students are expected to be at the bus stops 5 minutes prior to the scheduled time of arrival. Bus drivers are instructed to stay at a bus stop until the students picked up there are on board or the scheduled departure time has arrived. If the bus does not arrive as scheduled, please call the First Student dispatcher at 227-7400. The individual students, and their parents, are responsible for the student's behavior and conduct until the student has boarded or departed the bus.

Transportation of School Related and Non-related Items

Contraband, weapons, flammable liquids, animals or other dangerous, objectionable or nonschool related items shall not be transported on a school bus. School related items transported on the bus shall be small enough to be transported on the students lap, adjacent seat or under the seat of the bus. School related items that would block exit isles or extend above the back of the seat will not be transported on the school bus. If you are unsure if an item is allowed, please contact the Transportation Department prior to the day your child plans on transporting the material or object.

Video and Audio Observation

Students and parent(s) or guardian(s) are hereby notified that all busses are equipped with video and audio surveillance devices to monitor activity on the buses. The purpose of these devices is to promote safety and provide information regarding activities that take place on the bus. The district and contractor shall not be responsible for equipment failure or the legibility of the recordings. These recordings are not released to unauthorized personnel; however parents may review these tapes with a representative of the Transportation department upon request.

3. TECHNOLOGY USE AGREEMENT

Helena School District #1 2014-15 Student Technology Use Agreement For Students in Grades 6-12

Helena School District No. 1 uses voice, data, and video electronic communication systems that allow educational opportunities for students and staff to communicate, learn, and publish information. These network resources must be used to support education or research, and all student use must *adhere to* the educational goals and objectives of Helena School District No. 1. Communication over district networks is not private. Network supervision and maintenance may require review and inspection of network activity, including student files and email.

Internet Filtering Statement:

To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Use Agreement.

Appropriate Use of the Internet, network, and technology equipment:

Students are responsible for appropriate behavior when using district technology resources and work areas. The lists below do not cover every possible situation. If you have any question about appropriate behavior, ask your teacher, librarian or technology teacher.

DO:

- Use the district and school technologies for educational pursuits.
- Use caution when giving out personal information on the Internet.
- Take care of equipment.
- Remember your user name and password.
- Follow instructions of teachers, librarians, technology teachers and computer lab assistants.
- Ask for help with equipment or software problems and report any equipment or software malfunctions.
- Conserve technology resources including network space, bandwidth, etc. Only print what is necessary or assigned.
- Immediately back out of any questionable site and report it to your teacher or the technology coordinator.
- Log off when you are finished.
- Cite your digital sources correctly.
- Return all borrowed technology equipment promptly and in the same condition as you received it.
- Use your personal email for school related tasks and assignments.

Do not:

- Eat or drink at any school computer.
- Share passwords.
- Access or download any illegal, pornographic, abusive, obscene, or harassing materials.
- Cyber-bully (Cyber-bullying is the willful harm inflicted through the medium of electronic text or images. Examples include but are not limited to: sending threatening emails, posting derogatory or personal comments and/or photos or video about someone on a web site, sending harassing text messages, physically threatening or intimidating someone and/or spreading rumors about someone.) (See Board Policy: 4.22 Harassment, Intimidation, and Bullying Prevention Policy)
- Access or alter other people's files.
- Use your email for inappropriate or non-school related activity.
- Download or install software, shareware or freeware.
- Excessively consume limited hard drive space, network space, or bandwidth.
- Violate copyright laws.
- Create or spread computer viruses.
- Attempt to gain unauthorized or illegal access to district technology resources.
- Change any computer settings or alter hardware and/or cables.
- Connect personal laptops to the network.
- Gamble.

Unless you have your teacher's approval and supervision do not:

- Access, download, or play games; visit game sites, access game cheat codes, or participate in simulations.
- Create or manage a personal web page on school computers.
- Download music, programs or access streaming video or audio.
- Participate in any online for-profit activities.

Consequences for disregarding the rules of this Technology Use Agreement:

Depending upon the age of the student and the severity and frequency of the misuse or abuse, one or more of the following consequences will occur:

- A warning, followed by re-clarification of the rules
- Notification of parents and administrators by phone, personal conference, or discipline referral
- For Internet misuse/abuse, loss of Internet access privileges for not less than 45 school days
- For technology equipment misuse/abuse, loss of access to district technology resources
- For technology equipment misuse/abuse, development of a plan for restitution
- Referral to proper authorities for disciplinary and/or legal action

Note: Students who have lost Internet or network privileges may not use personal equipment in lieu of district equipment.

"The District/School may choose to refer severe infractions to the proper authorities for prosecution as per MCA 45-6-311, "Unlawful use of a computer".

45-6-311. Unlawful use of a computer.

- (1) A person commits the offense of unlawful use of a computer if the person knowingly or purposely:
- (a) obtains the use of any computer, computer system, or computer network without consent of the owner;
 - (b) alters or destroys or causes another to alter or destroy a computer program or computer software without consent of the owner; or
 - (c) obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the computer, computer system, computer network, or part thereof or from any other person.
- (2) A person convicted of the offense of unlawful use of a computer involving property not exceeding \$1,000 in value shall be fined not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 6 months, or both. A person convicted of the offense of unlawful use of a computer involving property exceeding \$1,000 in value shall be fined not more than 2 1/2 times the value of the property used, altered, destroyed, or obtained or be imprisoned in the state prison for a term not to exceed 10 years, or both.

History: En. Sec. 3, Ch. 485, L. 1981; amd. Sec. 4, Ch. 581, L. 1983; amd. Sec. 5, Ch. 616, L. 1993; amd. Sec. 7, Ch. 397, L. 1999.

Conclusion:

Helena School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. The Helena School District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect.

Updates to this agreement will be posted on the School and District web pages and in the student handbook.

Students will be held liable for violations of this agreement. It is understood that the District's computer systems and technology resources are intended for educational purposes. It is further understood that while the District employs an Internet filtering system it is still impossible for the school to restrict access to all controversial materials. The District will not be held responsible for materials acquired on the network. The District will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

4. ANNUAL ASBESTOS NOTIFICATION

Helena Public Schools maintains an asbestos management plan for each of its facilities as required by the Asbestos Hazard Emergency Response Act. These plans contain information regarding the location and condition of known asbestos containing materials, periodic surveillance and inspection activities, repair or removal operations that have been completed and other information required by pertinent codes and regulations. Copies of the asbestos management plans are available for public review at the administrative offices of the school or at the Plant Operations Offices, 1200 Sanders Street, Helena, MT.

2014-2015 Helena Public School Parent Permission Form
6-8 Middle School Students

Student Name: _____ Grade: _____

This form will be signed and will be in effect for the 2013-2014 academic year in the Helena School District. If at any time you would like to make changes please contact your child's school.

Parents: Please read the Handbook information related to the topics below before completing this form. Once you have read the information provided please mark your choices, sign the form and return to the school.

___ Yes ___ No I have read, understand, and give permission for my child to attend and participate in field trips.

___ Yes ___ No I have read and understand the information regarding weapons in school.

___ Yes ___ No I have read and understand the Technology Use Agreement and I give permission for my child to use the Internet.

___ Yes ___ No I have read and understand the policy regarding cell phone, personal listening devices and tablets.

___ Yes ___ No I give permission for photographs and/or filming by the news media or the District.

___ Yes ___ No I give permission for my child's work to be published on the District and/or School web site.

___ Yes ___ No I give permission for my child's name to be published on the District and/or School web site.

___ Yes ___ No I give permission for my child's picture to be published on the District and/or School web site.

___ Yes ___ No I give permission for the release of directory information as defined by FERPA. Directory information includes name, address, telephone number, gender, grade level, birth date & place, parent/guardian name and address, academic awards or honors, student photograph, school activities and period of school attendance.

___ Yes ___ No I have read and understand the Student/Parent Handbook.

Parent Signature

Date

6. VOLUNTEER INFORMATION AND REGISTRATION FORM

Parent, Student, Community and School Engagement

The Helena Board of Trustees and employees believe that meaningful engagement of students, parents, families and the community in our schools contributes to the success of all students. The Helena Board of Trustees and employees further believe that sustained engagement throughout all levels of school ensures a lasting and positive impact on lifelong student achievement and attitudes about learning.

The Helena School District commits to building partnerships by conducting outreach, supporting multi-directional communications, encouraging participation in each school's improvement planning process, and creating opportunities to volunteer and collaborate at all levels in support of student achievement. (See Volunteer Registration Form in this section.)

Volunteers

Helena Public Schools encourage parents to consider volunteering. If you are interested please duplicate the Volunteer Registration Form below and return it to the principal.

This form is also available on the District web site:

Helena Public Schools



Volunteer Registration Form

Name: _____ Date of Birth: _____
 Mailing Address: _____
 Home Phone: _____ Email Address: _____
 Available Start date: _____ Certified in First Aid/CPR? YES NO
 Experience: Please list any previous paid/volunteer experience with students.

Grade Preference (circle all that apply): PRIMARY (Pre-3) INTERMEDIATE (4-6) MIDDLE (7-8) HS (9-12)

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before School							
Morning							
Lunch							
Afternoon							
After School							
Special Events							

Areas of Interest (circle all that apply):

Classroom/small group assistance Mentoring Tutoring Special Events Sporting Events
 Speech/Debate Guest Speaker Music Theatre Clerical Parent Council
 Other: _____

Please answer:

Have you ever pleaded guilty to, or have you ever been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted)? _____ Yes _____ No

If Yes, describe in full on a separate sheet and attach to this application. Answering 'yes' may not prevent approval. All circumstances will be considered.

I understand I will be working as a volunteer with Preschool - 12 grade students and know of no reason why I should not work in this capacity. I agree to fulfill the volunteer responsibilities outlined on the back of this application. I affirm the information I have provided is accurate.

Signature _____

Date _____

My School Contact will be: _____

To be completed by School Personnel.



C. R. Anderson Middle School 2014-2015 Bell Schedule

6th GRADE

Period 1	8:05	-	8:56
Period 2	9:01	-	9:52
Period 3	9:57	-	10:48
Period 4	10:53	-	11:44
Lunch	11:44	-	12:23
Period 5 (advisor)	12:28	-	12:58
Period 6	1:03	-	1:54
Period 7	1:59	-	2:50

7th GRADE

Period 1	8:05	-	8:56
Period 2	9:01	-	9:52
Period 3	9:57	-	10:48
Period 4	10:53	-	11:44
Period 5 (advisor)	11:49	-	12:19
Lunch	12:19	-	12:58
Period 6	1:03	-	1:54
Period 7	1:59	-	2:50

8th GRADE

Period 1	8:05	-	8:56
Period 2	9:01	-	9:52
Period 3	9:57	-	10:48
Lunch	10:48	-	11:27
Period 4 (advisor)	11:32	-	12:02
Period 5	12:07	-	12:58
Period 6	1:03	-	1:54
Period 7	1:59	-	2:50

C. R. Anderson Middle School Monday Professional Release Day Schedule

6th GRADE

Period 1	8:05	-	8:51
Period 2	8:56	-	9:42
Period 3	9:47	-	10:33
Period 4	10:38	-	11:24
Lunch	11:24	-	12:03
Period 5 (advisor)	12:03	-	12:33
Period 6	12:38	-	1:24
Period 7	1:29	-	2:15

7th GRADE

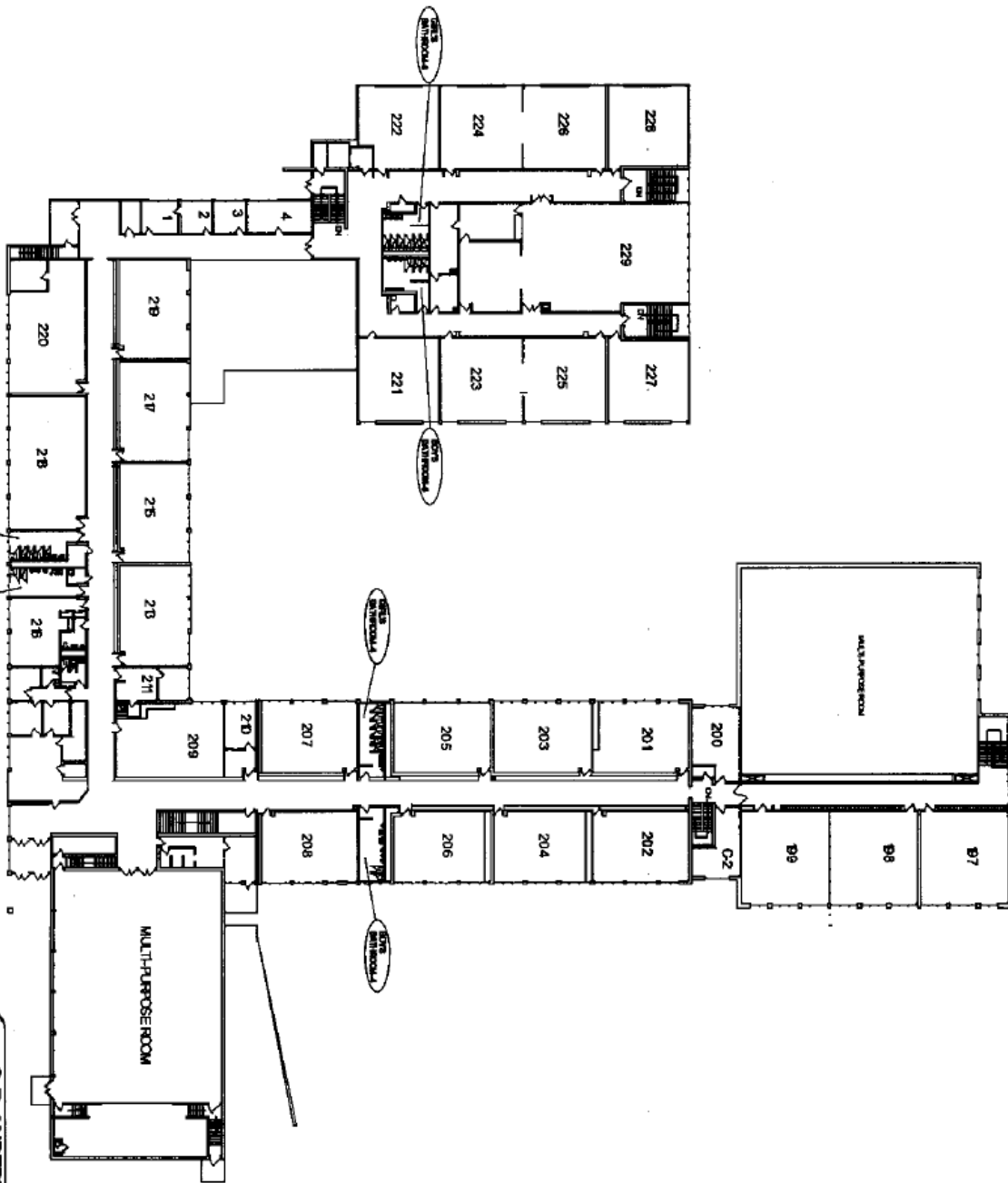
Period 1	8:05	-	8:51
Period 2	8:56	-	9:42
Period 3	9:47	-	10:33
Period 4	10:38	-	11:24
Period 5 (advisor)	11:29	-	11:59
Lunch	11:59	-	12:33
Period 6	12:38	-	1:24
Period 7	1:29	-	2:15

8th GRADE

Period 1	8:05	-	8:51
Period 2	8:56	-	9:42
Period 3	9:47	-	10:33
Lunch	10:33	-	11:12
Period 4 (advisor)	11:12	-	11:42
Period 5	11:47	-	12:58
Period 6	12:38	-	1:24
Period 7	1:29	-	2:15

6th, 7th and 8th Grade Team Advisors

Team 1		Team 2		Team 3	
Teacher	Room	Teacher	Room	Teacher	Room
Mr. Lyndes	SHOP	Mrs. Williams	226	Mrs. Fabian	205
Mr. Sheridan	120	Mrs. Reed	224	Ms. Graham	208
Mrs. Preshinger	118	Mrs. Murphy	217	Ms. Mitchell	204
Mr. McMahon	116	Ms. Ziegler	221	Mrs. Schluter	222
Mr. Muir	115			Mr. Christensen	207
Ms. Cooper	114			Mrs. Thomas	213
Team 4		Team 5		Team 6	
Teacher	Room	Teacher	Room	Teacher	Room
Mr. Peterson	119	Mrs. Hagengruber	101	Ms. Sprott	218
Mr. Wall	106	Mr. McGinley	99	Mrs. Rillahan	97
Mr. Dellwo	103	Mr. Heun	B1	Mr. Sather	98
Ms. Rieley	104			Mrs. Cohn	102
Mr. Madsen	220			Mrs. Lane	117
Mrs. Cleveland	109			Mr. Cleary	B5/ 122/123
Team 7		Team 8		Team 9	
Teacher	Room	Teacher	Room	Teacher	Room
Mrs. Noble	223	Mr. Elder	202	Ms. Richards	203
Mr. Helseth	215	Mrs. Sheridan	204	Mr. Troyer	219
Mrs. Hanson	227	Mrs. Currier	206	Ms. Peach	215
		Mrs. Bisom	201	Ms. Pancich	105
		Mrs. Molloy	109	Mr. Nevinski	123
		Ms. Douglass	197	Mr. Weller	209
Team 10					
Mrs. Gunn	130				
Mrs. Helmbrecht	107				
Mrs. Patterson	B8				
Mrs. Keeler	C2				
Mrs. Garman	M-1				
Mr. Bouchee	109				



C.R. ANDERSON MIDDLE SCHOOL
UPPER LEVEL FLOOR PLAN
RUSSELL ENGINEERING

