



**Chief Joseph Middle School  
2019-2020**

We promote academic excellence and social responsibility in a safe learning community  
as all students are guided toward their maximum potentials.

**Chief Joseph Middle School**

4255 Kimberwicke

Bozeman, MT 59718

**Message Attendance Telephone: (406) 522-6310**

Attendance Secretary 522-6301

FAX: (406) 522-6306

Web Site: [www.bsd7.org](http://www.bsd7.org)

**Principal: Brian K. Ayers**

**Assistant Principal: Robin S. Arnold**

Executive Secretary 522-6318

Office Telephone: (406) 522-6301 - This agenda belongs to:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Bozeman Public Schools

Calendar  
2019-2020

|   |   |  |  |
|---|---|--|--|
| <p><b>July</b></p> <p>S M T W Th F S</p> <p>1 2 3 <del>4</del> 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>  | <p><b>August</b></p> <p>S M T W Th F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 <span style="border: 1px solid black;">28</span> <span style="border: 1px solid black;">29</span> <span style="border: 1px solid black;">30</span> 31</p> | <p><b>September</b></p> <p>S M T W Th F S</p> <p>1 <del>2</del> <span style="border: 1px solid black;">3</span> 4 5 K 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 <span style="border: 1px solid black;">27</span> 28</p> <p>29 30</p>                                     | <p><b>October</b></p> <p>S M T W Th F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 <span style="border: 1px solid black;">17</span> <span style="border: 1px solid black;">18</span> 19</p> <p>20 21 22 23 24 25 26</p> <p>27 <span style="border: 1px solid black;">X</span> <span style="border: 1px solid black;">X</span> 30 31</p> |
| <p><b>November</b></p> <p>S M T W Th F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 <del>27</del> <del>28</del> <del>29</del> 30</p>                       | <p><b>December</b></p> <p>S M T W Th F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 <del>23</del> <del>24</del> <del>25</del> <del>26</del> <del>27</del> 28</p> <p>29 <del>30</del> <del>31</del></p>  | <p><b>January</b></p> <p>S M T W Th F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 <span style="border: 1px solid black;">20</span> 21 22 23 24 25</p> <p>26 <span style="border: 1px solid black;">27</span> <span style="border: 1px solid black;">28</span> 29 30 31</p> | <p><b>February</b></p> <p>S M T W Th F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 <del>17</del> 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p>   |
| <p><b>March</b></p> <p>S M T W Th F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 <del>16</del> <del>17</del> <del>18</del> <del>19</del> <del>20</del> 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p> | <p><b>April</b></p> <p>S M T W Th F S</p> <p>1 <span style="border: 1px solid black;">X</span> <span style="border: 1px solid black;">3</span> 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30</p>   | <p><b>May</b></p> <p>S M T W Th F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 <del>25</del> 26 27 28 29 30</p>   | <p><b>June</b></p> <p>S M T W Th F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 <span style="border: 1px solid black;">11</span> <span style="border: 1px solid black;">12</span> 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p>   |

DATES TO REMEMBER

|                |   |
|----------------|---|
| Aug 28 - 30    | K-12 PIR Days<br>(School Not In Session)                |
| Sept 2         | Labor Day Holiday                                       |
| Sept 3         | School Begins 1-12                                      |
| Sept 6         | K Full Day Begins                                       |
| Sept 27        | K-12 PIR Day<br>(No School K-12)                        |
| Oct 17 & 18    | Flexible PIR Days<br>(No School K-12)                   |
| Oct 28 & 29    | K-5 P/T Conferences<br>(No School K-5)                  |
| Nov 27 - 29    | Thanksgiving Holiday                                    |
| Dec 23 - Jan 3 | Winter Break  |
| Jan 20         | MLK Day<br>K-12 PIR Day<br>(No School K-12)             |
| Jan 27         | K-12 PIR Day<br>(No School K-12)                        |
| Jan 28         | 9-12 PIR Day<br>(No School 9-12)                        |
| Feb 17         | Presidents' Day Holiday                                 |
| Mar 16 - 20    | Spring Break  |
| Apr 2          | K-8 PIR Day<br>K-5 P/T Conferences<br>(No School K-8)   |
| Apr 3          | K-12 PIR Day<br>K-5 P/T Conferences<br>(No School K-12) |
| May 25         | Memorial Day Holiday                                    |
| Jun 7          | Graduation!   |
| Jun 11         | Last Day Of School                                      |

GRADING PERIODS

|       |  |
|-------|--|
| K-5:  | Jan 24<br>Jun 11   |
| 6-8:  | Nov 22<br>Mar 6<br>Jun 11                                  |
| 9-12: | Period 1 - Oct 11<br>Period 2 - Nov 22<br>1st Sem - Jan 24 |
|       | Period 1 - Mar 6<br>Period 2 - Apr 24<br>2nd Sem - Jun 11  |

SYMBOL CODES

|   |  |
|---|--|
| <span style="border: 1px solid black; border-radius: 50%; padding: 2px;"> </span> | Dist. Flexible PIR Days<br>(No School) |
| <span style="border: 1px solid black; padding: 2px;"> </span>                     | K-12 PIR (No School K-12)              |
| <span style="border: 1px solid black; padding: 2px;">X</span>                     | K-5 P/T Conf (No School K-5)           |
| <span style="border: 1px solid black; padding: 2px;">/</span>                     | K-8 PIR (No School K-8)                |
| <span style="border: 1px solid black; padding: 2px;"> </span>                     | 9-12 PIR (No School 9-12)              |
| <span style="border: 1px solid black; padding: 2px;"> </span>                     | Holiday and/or Break                   |
| <span style="border: 1px solid black; padding: 2px;"> </span>                     | School Begins                          |
| <span style="border: 1px solid black; padding: 2px;"> </span>                     | School Ends                            |
| <b>K</b>  | Kindergarten Starts                    |

Revised 05/06/19

### Bell Schedule

| 6th |             |              | 7th |             |              | 8th |             |              |
|-----|-------------|--------------|-----|-------------|--------------|-----|-------------|--------------|
| 1   | 8:20-8:48   | Advisory     | 1   | 8:20-8:48   | Advisory     | 1   | 8:20-8:48   | Advisory     |
| 2   | 8:51-9:40   | Core         | 2   | 8:51-9:40   | Core         | 2   | 8:51-9:40   | Core         |
| 3   | 9:43-10:32  | Core         | 3   | 9:43-10:32  | Core         | 3   | 9:43-10:32  | Elective     |
| 4   | 10:35-11:24 | Core         | 4   | 10:35-11:24 | Elective     | 4   | 10:35-11:24 | Core         |
| 5   | 11:27-12:16 | Elective     |     | 11:27-11:57 | <b>Lunch</b> | 5   | 11:27-12:16 | Core         |
|     | 12:19-12:49 | <b>Lunch</b> | 5   | 12:00-12:49 | Core         | 6   | 12:19-1:08  | Core         |
| 6   | 12:52-1:41  | Elective     | 6   | 12:52-1:41  | Core         |     | 1:11-1:41   | <b>Lunch</b> |
| 7   | 1:44-2:33   | Core         | 7   | 1:44-2:33   | Core         | 7   | 1:44-2:33   | Elective     |
| 8   | 2:36-3:25   | Core         | 8   | 2:36-3:25   | Elective     | 8   | 2:36-3:25   | Core         |

Notes:

## **CJMS AGENDA 2019-2020**

This student and parent agenda is presented to you so you can become familiar with CJMS. All information cannot be included here, and you'll receive additional assistance from your teachers. This agenda is also an assignment book and a hall pass. Your teachers will expect you to have this agenda with you every day. We expect all students to be successful at Chief Joseph Middle School. This is going to be an exciting and rewarding year -- get involved!

### **VISION STATEMENT**

**Make connections...**  
**Make a difference...**  
**Make learning real!**

### **MISSION STATEMENT**

We promote academic excellence and social responsibility in a safe learning community  
as all students are guided toward their maximum potentials.

### **CJMS SPIRIT**

School Colors - RED AND WHITE  
School mascot - EAGLES

### **SCHOOL-WIDE EXPECTATIONS**

Be safe  
Be responsible  
Be respectful  
Be involved  
Be kind  
Live joyfully!

All CJMS students are expected to maintain academic and behavioral good standing.

### **PARENT ADVISORY COUNCIL**

The Parent Advisory Council (PAC) is an organization for all parents/guardians of CJMS students. PAC's goals are to help provide a sense of belonging at CJMS for students and parents through activities, assisting with enrichment programs and helping to provide scholarships. Meetings are the 1<sup>st</sup> Thursdays of each month, September through May at 8:30 a.m. room 221. They are announced on the reader board, the school newsletter, and by email. PAC encourages all parents to participate in the many volunteer opportunities at CJMS. All parents/guardians are invited to attend PAC meetings. Your input and suggestions are needed.

### **ACTIVITIES**

There are many activities at CJMS. This is a great way to explore new interests and meet new people! Some examples are:

Art Club, Drama Club, Outdoor Club, Geography Bee, Science Olympiad, Ham Radio, Student Council, Spelling Bee, Middle School Forensics (Speech and Debate), Yearbook, and Destination Imagination.

**6th grade intramurals** are school sports activities for 6th graders that take place before or after school. Everyone is welcome!

- 6th: (Girls) Basketball, Track, Co-ed Volleyball (Boys) Basketball, Track, Co-ed Volleyball

**7th and 8th grade participate** in middle school athletics and compete with other schools.

- 7th and 8th: (Girls) Basketball, Volleyball, Track, Softball. (Boys) Football, Basketball, Wrestling, Track.

To find out more about these activities, call the Activities Office at 522-6234. There is something for everyone. Specific information will be available from the sponsors or coaches. In order to provide all Middle School and High School sports information there is a link on the [www.bsd7.org](http://www.bsd7.org) home page under District News. It is item number "1." On the Activities home page there is information for both middle schools and high school sports, camps, schedules, and tryout/season schedules.

**Student Council** is a group of students who assist in governing the school. Students help coordinate school dances, fun nights, talent show and do service learning projects. Student Council representatives are elected in Advisory in the fall.

## **ATTENDANCE Procedures**

### **Attendance 522-6310/522-6301**

1. If you are absent from school, your parent/guardian should call the attendance secretary between 7:30-9:00 a.m. on that day. If you are marked absent and your parent/guardian hasn't called, an automated phone call will be made to your home. Your unexcused absence must be cleared within **48 hours** by phone or note. School officials may periodically confirm telephoned excuses with parents.
2. If you plan to be absent from school for three days or more, your parent/guardian should call or send a note to the attendance secretary at least two days before you leave. You will need to go to the attendance office to pick up a prearranged absence form. Take this form to your teachers and return it to the attendance office when it is completed. The assistant principal or principal must also sign this form.
3. If you have a doctor, dentist, or other appointment, your parent/guardian should send a note or call the attendance secretary on the day of the appointment. A pass to leave the building will be prepared, and will be ready for you at the office. Show this to your classroom teacher when it is time for you to leave and **meet your parent at the office**. When you return from your appointment, provide a note from the care provider to the attendance office before going back to class.
4. If you are going to be absent from school because of a school-related activity, your coach or teacher in charge of the activity will inform your teachers of your absence. It is your responsibility to get assignments in your agenda.
5. If you are tardy first period, report to the attendance office. Late arrival after 8:30 will be counted as an absence. Make-up time for tardies will be assigned by teachers. Chronic tardiness (10%) will result in appropriate disciplinary action.
6. If you become ill during the day, talk with your teacher to call your parent/guardian to come to **the office to pick you up**. One of the secretaries will note that you are going home sick.

## **Attendance Information**

**Tardies:** Students are expected to be in their seat in the classroom by the beginning of each class period. This allows for less disruption in the educational process as well as student safety in the hallways. The CJMS bell schedule allows for a three-minute passing period between classes. Students can avoid tardies by organizing their books, notebooks, locker visits, etc., in the way that best accommodates their class schedule and location of classes. Tardies are counted per class period and at the beginning of each trimester the tardy procedure will start over.

Excused Tardy (X): Late arrival within 10 minutes of the beginning of the school day or after the bell of any class that has either been pre-approved or cleared by a parent/guardian or staff member.

Unexcused Tardy (T): Late arrival to school or to a class that has not been pre-approved or excused by a parent/guardian or staff member. Arrival ten minutes or more minutes after the beginning of the school day is marked as an unexcused absence.

Chronic Tardiness: Defined as late to class 10% or more of the total days school has been in session. A student will be considered chronically tardy if they are late to a combination of class periods equal to or greater than 10%. Within a trimester, any student late to any combination of class periods six or more times will be considered chronically tardy.

**Absences:** Students are expected to attend all assigned classes each day. To reach the goal of maximum educational benefits for each child requires a regular continuity of instruction, classroom participation, learning experiences, and study.

Excused Absences (E): Absence that has either been pre-approved or cleared, within five days of the absence, by a parent or guardian.

Unexcused Absence (U): An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make up work missed during unexcused absences. A student with excessive absences may be cited for truancy by police according to Montana State Law (M.C.A. 41-5-103).

Chronic Absenteeism: Defined as missing 10 or more days (excused or unexcused) for the first 18 weeks and then 10% of days thereafter.

## **CLOSED CAMPUS**

The middle school campus is "closed" all day, meaning that non-students are not allowed on campus unless they check in at the office, and students are not allowed off campus without permission. Students who eat lunch at home are required to have their parents sign a form available in the office. Your parent/guardian may take you off campus during lunch period after making arrangements in the office. Students are released only to their parent, guardian, or other properly-identified adults. For your safety, parents and guardians are asked to sign you out at the office.

## **HALL PASSES**

Students must have a blue hall pass or the Agenda hall pass to be in the hallways during class time.

## **HOMEWORK**

Students have about an hour of homework each night. If you are sick, make sure you check with all your teachers for missing work and/or call. **USE THIS BOOK TO KEEP TRACK OF YOUR ASSIGNMENTS EVERY DAY!** Your teachers will expect you to have this with you each day. Students must have a hall pass to work with teachers before 8:10 a.m.

## **VALENTINES DAY AND BIRTHDAYS**

Chief Joseph Middle School does not accept flower and balloon deliveries for students. Please celebrate with your student at home.

## **LIBRARY**

The library will be open from 7:30 a.m. to 4:00 p.m.. Fines are assessed for lost or damaged books. Report cards are held for students who have overdue books.

## **LOCKERS/LOCKS**

You will be assigned a locker with a lock; lockers are the property of the school and will be inspected as needed. Each lock has a different combination and **only you** should know it. It is your responsibility to see that the locker is kept locked and organized. **Coats, jackets, book bags and backpacks must be kept in your locker.** You are expected to have your locker clean. Some decorations are acceptable as long as they agree with the school mission statement. Students are charged for damage to lockers. Replacement fee for locks is \$10.00. Do not bring costly items to school. If a special item must be brought for class, make arrangements to keep it at the office for the day.

Lost articles are turned in to the office. At the end of each month unclaimed items are taken to a community agency.

## **LUNCH**

For lunch, there are a variety of options from which to choose: you may buy lunch, bring a sack lunch and/or buy individual items (pizza, sandwiches, salads...). Staff in the cafeteria collect lunch money and keep your lunch account; checks are to be made out to Bozeman Public Schools.

**Beverages that are purchased in the cafeteria must remain in the cafeteria. Beverages (soda, coffee, teas etc) brought to school by students must be consumed before entering the building. Drinking fountains are in every classroom.**

You may eat in the cafeteria or outside area. When you have finished eating, return your tray and throw away your trash. You are responsible for cleaning up your own area. Bring your jacket as everyone will go outside for at least 5 minutes of recess after eating lunch. You are not allowed to return to your locker until the end of the lunch period. Breakfast items are available for purchase in the foyer from 7:50-8:15.

## **MESSAGES/PHONE**

Students are paged for messages at 8:20 and 11:22 a.m. and 3:22 p.m.. Check with your teacher if you need to use a phone. Please limit phone calls to passing periods and lunch. Students who go home due to illness must meet parents in attendance office.

## **REPORT CARDS**

CJMS will no longer be sending report cards home. Student scores can be accessed daily in your PowerSchool Parent Portal. Students will be assessed and their scores reported in two categories: the four Attributes of a Successful Learner - Organization, Perseverance, Engagement, and Universal Expectations and in each content area standards. At the end of each trimester, students/parents may access the Report Card in PowerSchool (there will be a link to click - hard copies of the report card will be available by request only). Student scores on the electronic report card will be reported on major themes that have been studied in each content area. Reports reflect 1, 2, 2.5, and 3 where 3 demonstrates that a student is proficient on the standard. Students can also, at times, earn 3.5 and 4 if their work exceeds the grade-level standards. A full explanation of the grading can be found on our website: (<http://cjms.bsd7.org>).

## **GET-TOGETHERS**

Throughout the school year, afternoon and evening activities, including dances, and fun nights, are sponsored by Student Council. These events are only for CJMS students. Students must be in “good standing” to participate. Entrance doors are closed 15 minutes after the activities begin and admittance is not allowed after this time. Once students leave, they cannot re-enter. Students must be picked up promptly. Appropriate school behavior is expected from all students. The chaperones will monitor and stop moshing, jumping, slamming, and suggestive dancing. Acceptable standards of dance behavior are expected so that students feel safe and respected. The discipline policy is in effect, and students may receive discipline consequences or be removed.

## **SAFETY PROCEDURES**

### **Fire or Earthquake Drill**

When the fire alarm sounds, everyone must leave the building in a quick and orderly manner using the closest & safest exit. In the event of a full evacuation, all students will evacuate to the 10-acre park. Students will then be bussed to the Commons at Baxter and Love Lane.

## **Bus Students**

You should stand well away from the curb until the bus is completely stopped. The school bus and stops are an extension of the classroom: school rules apply to all students from the time they leave home until the time they return, including the bus and stops. If buses don't run in the mornings because of weather conditions, they may not run in the afternoon. Students are not allowed to ride a bus other than their own without pre-approval by calling 556-8039.

## **Medication**-District nurse: 522-6057

Bozeman Public Schools policy requires medications be given at home whenever possible. A written statement from the family physician must be presented to the office secretary indicating the necessity of medication during school hours, and your parent/guardian must notify the principal in writing if you have medication at school. Only bring a single day's supply of medicine with you. It is your responsibility to store the medication and to take it at the right time.

## **Medical Disclaimer**

We do not anticipate any medical problems during school activities. However, should there be a need for medical treatment, parents are responsible for all medical expenses. For a reasonable cost, there is medical coverage available through Northwestern Scholastic Insurers. Application forms are available through the district, school offices, and athletic departments.

## **TEXTBOOKS**

At the beginning of some of your classes your teacher will issue you a textbook. You are responsible for this book for the rest of the school year. The wear and tear brought about by daily use is expected; however, unreasonable damage will result in fines. If you lose a book, you will be expected to pay for it.

## **VISITORS**

In order to maintain a safe environment for all CJMS students, we do not allow school age visitors during school hours. This includes, but is not limited to, lunch and shadowing a student for the day. Parents and guardians are welcome during lunch and must sign in at the front office to obtain a visitor's badge.

### ***Electronic Devices***

**New in 2019-2020--ELECTRONIC DEVICES may NOT be used during school hours. If seen, the device will be confiscated and a parent will need to pick it up in the school office. Electronic Devices must be turned off and stored in the student's locker. Devices are not to be carried in pockets, purses etc.**

## **STUDENT DRESS CODE**

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of distraction. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health.

**General-Guidelines and Restrictions:** Students should not wear clothing, shoes, jewelry, and accessories that disrupt the learning environment such as

- Apparel that denotes affiliation with a group or gang that advocates disruptive behavior or illegal activities such as the sale/use of drugs, alcohol or tobacco products (i.e., bandanas, group colors). Any such articles will be confiscated and returned to parents/guardians upon their request.
- Apparel that creates a safety hazard for said student or other students at school (i.e., spiked jewelry, chains, etc.).



- Apparel that distracts the learning environment due to length and coverage.

**Specific Guidelines and Restrictions - all guidelines are at the discretion of the administrative team:**

- Attire (pants, shorts, shirts, skirts, etc.) must not reveal underclothing or skin.
- Shirts shall have a layer of opaque fabric underneath to fully cover the torso.
- Shoes must be worn at all times.
- Sunglasses or similar eyewear are not to be worn in the building unless for medical purposes.
- Clothing may not display or imply profane or obscene language, or pictures showing crude or vulgar gestures, nor express racial, ethnic or sexual/sexist innuendos or implications. Clothing may not advertise or encourage the use of drugs, alcohol, tobacco or firearms.
- Shirts and blouses must touch the top of pants or a skirt waistband when standing. Revealing, excessive cleavage is not allowed. Straps on all shirts will be at least **2” wide**. Uncovered strapless dresses and tops are not acceptable at school.
- Shirts with large armholes must have a t-shirt underneath them.
- Skirts/dresses must be no shorter than the length of the longest fingertip when the arms are held straight at the sides of the body. (Leggings or opaque tights must be worn if the skirt is shorter than mid-thigh.)
- **Shorts must be no shorter than approximately 7” from the top of the knee cap.**
- Hats, hoods and jackets must be kept in the student locker.

**Guidelines for non-compliance are as follows:**

- Teachers who feel that a student is not adhering to these guidelines will send that student to the office with a “professional dress” pass indicating a need for review.
- Any violation will be in the student’s behavior log on PowerSchool.
- **1st Offense:** Student will correct the violation at school (i.e. immediately changing into appropriate attire, removing jewelry, turning the shirt inside-out, etc.). If the student refuses, they will remain in TOSH until the parent/guardian may be contacted and deliver a change of clothes.
- **2nd Offense:** Zero Period will be assigned, parents/guardians will be notified, and student will correct the violation. If the student refuses, they will remain in TOSH until the parent/guardian may be contacted and deliver a change of clothes.
- **3rd and Following Offenses:** Student will correct the violation and will be assigned ISS or OSS.

**Student Recognition**

- Community Recognition (ex: ski pass & other discounts): Proficient or Above Proficient in all Attributes of a Successful Learner
- 95% attendance in a trimester (medical excusals and pre-approved activity do not count against the student’s attendance):
  - Drawing each trimester for prizes
  - Certificate at the end of each trimester for all students who qualify
  - Super Advisory for those with the highest attendance/behavior performance
- Soaring Eagle: any student who has shown by their words and actions that they possess the qualities and characteristics we hope to instill in all our students. Students are honored for always being prepared in class, having their homework finished on time, volunteering when volunteers are needed, being ready to help others, always playing fair, and treating everyone with respect.
- Individual teams may choose to recognize students for a variety of other behaviors.

**ADVISORY**

All students attend Advisory Monday and Friday. Advisory starts at 8:20 a.m. and comprises the first 28 minutes of the school day. The purpose of Advisory is to ensure each student is understood and championed by at least one adult (the Advisor) who will facilitate interactions between other students, teachers, or administrators. The Advisory teacher will help each student find ways to be successful academically and socially, and promote coordination and communication between home and school.

On Tuesday-Thursday all students attend a Focus period in which students are placed based on demonstrated need. Like Advisory, this period comprises the first 28 minutes of the school day. Placements may be adjusted during the year as the needs of individual students change.

### **TREATS AND INVITATIONS**

For those parents wishing to send birthday treats, please try to:

- (1) **Check with your child's classroom teacher to make sure there are no children with food allergies.**
- (2) Send individual, healthy treats that can be eaten with little mess and without the need for sending students down to the kitchen or office to borrow utensils.
- (3) Send healthy treats.
- (4) Notify the teacher at least a day in advance so that he/she can coordinate the number of treats brought on any one school day.
- (5) Any parent wishing to provide lunch and/or treats for a group of students must seek pre-approval from the office.

For ideas and tips, please feel free to check out the suggestions on the Student Wellness link on the District webpage. To prevent hurt feelings and other awkward situations, we ask that you please mail invitations to children your child wishes to invite rather than sending them to school for distribution. Your sensitivity and cooperation in finding other avenues for delivery of invitations will be greatly appreciated.

Please feel free to use the PAC-sponsored school directory to obtain student address/phone numbers. Addresses not listed in our school directory cannot be given out.

### **COUNSELING**

The main goal of the Counseling Department is to help students be successful at CJMS. In the process of meeting this goal, counselors may be called upon to access community resources. Counselors coordinate SAT's and 504's, cushion transitions from one school to another through the 6th and 8th grade orientation programs and new student orientation, coordinate the testing programs, and interpret test results. In general, counselors try to meet the needs of each student, by being not only a resource to parents and families, but to work responsibly with the student on counseling/health issues that may be student-referred or teacher-referred. If counselors feel that a student is in harm's way, the counselor will contact parents.

### **HEALTH ENHANCEMENT**

For both hygiene and safety reasons, students are not allowed to wear regular school clothes while participating in activities. CJMS has required procedures and dress in the health enhancement department. You will need: a full-length gray t- shirt with your last name written on the back in block letters; black knee length shorts or sweatpants; athletic shoes or cross-trainers (no step-in shoes), white socks, proper undergarments, and a towel. Students should also have deodorant and long black sweatpants for outside activities. Showers are recommended, but not required, following physical activity. Lockers and locks will be provided.

### **WALKING FIELD TRIP PERMISSION**

Throughout the school year, our teachers will be conducting various field trips; these will be related to the curriculum and be designed to be educationally meaningful. In order to prevent our asking you to sign for permission for each walking field trip, we're using this one form for the entire school year. You will, however, be notified each time your child will be leaving the building for a walking field trip; the classroom teacher will send information regarding the date, approximate time of the trip, the purpose, and the activities. NOTE: Trips involving transportation require an additional signed permission form.

## MUSIC

Band, chorus, and orchestra performance groups are available for all 6th, 7th, and 8th graders. There are weekly opportunities for large and small group rehearsals. It is possible to participate in both instrumental and choral groups. Regular concert appearances for each group are scheduled during the day and in the evenings.

## CJMS GENERAL DISCIPLINE POLICY

Students must exhibit responsibility to themselves and others while being assured a physically and psychologically safe environment. A major responsibility in educating children is to define, implement, and enforce discipline and accountability. Discipline must be fair, firm, and consistent. The following document lists clear expectations for behavior and clear consequences for unacceptable behavior. All discipline will be administered in a caring atmosphere where the child's dignity and self-worth is protected while the inappropriate behavior is addressed. School rules are determined by school and district policies and state law.

### General Expectations

The CJMS Policy has been developed to encourage a positive learning environment. Our **guidelines for success** are based on these principles:

1. Each individual has dignity and worth.
2. A free society requires respect for person, property, and principles.
3. Each individual is responsible for his or her own actions.
4. Each individual has a responsibility to the group as well as to the total society.

Students, staff members, and parents are informed about discipline policy through the Chief Joseph Middle School Agenda. The following procedures will be used when a student is referred for a rule violation:

1. The student will be informed specifically of what rule has been violated.
2. The student will be provided the opportunity to present an explanation.
3. **The consequence for the rule violation will be determined by school or district policy, state law, and the judgment of the person administering discipline.** "Consequences" may include referrals to other appropriate school or community resources such as the counselor, student assistance programs, and Department of Family Services.
4. Parents/Guardians of the student will be contacted by phone and/or mail and the procedure will be outlined for them.

### Consistencies

#### Universal Expectations

- BE SAFE
- BE RESPONSIBLE
- BE RESPECTFUL
- BE INVOLVED
- BE KIND
- LIVE JOYFULLY!

#### Schoolwide Expectations

- BACKPACKS, LARGE HANDBAGS, COATS AND JACKETS GO IN LOCKERS-remember that the reason for not wearing coats and jackets is a safety issue. If the coat/jacket does not appear to be of the size to hide a weapon, then it is okay.
- HATS GO IN LOCKERS (bell to bell)-students may wear hats in the lunchroom & outside during lunch; at all other times hats should be stored in the locker.
- ALL ELECTRONIC DEVICES ARE TO BE TURNED OFF & STORED IN LOCKERS (bell to bell).

- **WATER** IS THE ONLY BEVERAGE PERMITTED IN HALLWAYS AND CLASSROOMS.
- HEALTHY SNACKS are recommended.
- HALL PASSES CONSIST OF BLUE PASSES AND TEACHER designated PASSES– PINK SIGN OUT/IN SHEET POSTED IN ROOM (NEAR DOOR). All students must sign out before leaving the classroom.
- STUDENTS ARE TO BE IN CLASSROOM THE FIRST AND LAST TEN MINUTES OF CLASS.
- STUDENTS WILL BRING A READING BOOK TO CLASS TO USE DURING THEIR DOWN TIME.
- ANNOUNCEMENTS AT 8:20 AM, 11:22 AM AND 3:23 PM/STUDENTS IN ROOM AND LISTENING-students are dismissed immediately AFTER announcements are finished.
- TEACHERS DISMISS STUDENTS/TEACHERS ARE FIRST IN THE HALL.

### **Classroom Discipline Model:**

- a. Teacher and students develop classroom expectations.
- b. Teacher posts classroom expectations.
- c. Teacher informs parents about classroom expectations through distribution of class disclosure documents.  
\*Parental acknowledgement must be signed and returned.
- d. Teacher assigns lunch detention, zero period or other consequence to students who exhibit minor unexpected behavior.
- e. For repeated inappropriate behavior, teacher contacts parents to develop a plan to address behavior.
- f. Teacher refers to the principal students whose unexpected behavior becomes chronic.
- g. Any unexpected behavior that is unsafe, undermines the staff’s authority or illegal will be referred to the administration for consequences based on our progressive discipline policy. Students may also be referred to Time Out Study Hall for any unexpected behavior that is unsafe, undermines the staff’s authority or illegal.
- h. The wearing of hats, during school, is not allowed at CJMS except on designated days.
- i. Laser Pointers are not allowed at CJMS. They will be confiscated and will not be returned.
- j. “Coveted” items such as jewelry, watches, electronic devices and cell phones are discouraged from being brought to school. Students are responsible for any item brought to the school and the school will not be responsible for loss or destruction.
- k. Bikes, skateboards and scooters require safety items such as helmets and may be used in designated areas only. We encourage students to lock these items to avoid theft or damage. Skateboards and scooters must be locked in designated areas and may not be stored in the building. Students may only ride their own bike, scooter or skateboard during lunch recess. Sharing of these items is prohibited.

### **CJMS DISCIPLINARY ACTION**

Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. This list is not intended to be either inclusive or conclusive.

**Confiscation:** Items inappropriate for schools. Confiscated items may not be returned and illegal items may be given to a law enforcement officer.

**Restitution:** Damaged or stolen items need to be replaced or repaired. An estimate for repair or replacement will be furnished to the student. The student and his/her family will be responsible for the cost of repair or replacement. As necessary, arrangements can be made for a student to work to pay a debt.

**Mediation:** A communication process in which people with the problem work together, with the assistance of a neutral third party; cooperating to resolve their conflict peaceably.

**Detention/Zero Period:** Not to exceed 45 minutes. A one-day verbal notice must be provided by assigning staff; student and parent are responsible for transportation.

**Time Out Study Hall:** Any unexpected behavior that is unsafe, undermines the staff’s authority or illegal will result in the student being referred to TOSH. Administration will assign consequences based on our progressive discipline policy.

**In School Suspension (ISS):** This is administered by the principal or assistant principal. The student is permitted to come to school but is kept in a room apart from other students for 1-5 days. Parents are contacted by the principal or assistant principal and the student. Students will receive credit for schoolwork completed during the suspension and the student will conference with the grade level counselor. Parents are contacted and a letter is sent home.

**Out of School Suspension (OSS):** This is administered by the principal or assistant principal. Short term OSS will be 1-5 days and long term OSS will be 6-10 days. Student is sent home and is not permitted to come to school or be on school property. Parents are contacted and a letter is sent home. Parents and student are required to meet with administration before reentering school. Students may make up work during suspension and get credit for the work. The student is responsible to get his/her assignments.

**Expulsion:** A student is removed from the school for a length of time specified by the superintendent and board action or A2X (Alternative to Expulsion).

### **Basic CJMS Student Rights**

1. The right to develop one's own personality, so long as it does not interfere with the rights of others, without disrespectful criticism or pressure from cliques.
2. Freedom from physical and mental abuse, such as name-calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, culture, handicap, financial status, classroom performance, etc.
4. The right of privacy and the right to be treated respectfully.
5. The right to an education: teachers are free to teach and students are free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have property respected.
7. The right of due process.

## **DISTRICT INFORMATION**

### **Asbestos**

The Bozeman School District, in accordance with federal law, has extensively inspected all of its facilities and located all forms of asbestos used as a building material in all of its schools. Based on the findings of that inspection, a plan has been written for the management and control of the asbestos. That plan shows the location of all asbestos found. It also details what the school district is going to do with the asbestos and a timetable for that activity. This plan is available for you to inspect in the office of the principal during working hours. You may obtain a copy from the Maintenance and Operations Office at 404 W. Main Street for the price of copying. Please direct all questions to the principal or go to the District Maintenance and Operations Office.

**Video Surveillance Policy (#3235)** The district shall notify staff, students, and parents that video cameras may be used by the district to protect students, staff, visitors and property for authorized purposes.

### **Equal Opportunity Statement (BP#3210)**

Bozeman Public Schools District No. 7 is an equal opportunity institution. It is the policy of the district not to discriminate in its education programs and activities or in employment on the basis of race, color, veteran status, national origin, age, sex, handicapping status, or religion. Inquiries concerning any of these matters may be referred to the Title IX Coordinator at Willson School (522-6006).

**Non-Discrimination of the Handicapped (BP#3210)** Bozeman School District No. 7 does not discriminate against any person on the basis of handicap in the educational programs or activities which it operates in compliance with Section 504 of the 1973 Rehabilitation Act. For more information, contact the Director of Special Services and 504 Coordinator at Willson School (522-6054).

### **Protection of Pupil Rights (BP#3202)**

- (a) Inspection of instructional materials by parents or guardians:

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program, shall be available for inspection by the parents or guardians of the children.

(b) Limits on survey, analysis, or evaluation:

No students shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning: (1) political affiliations; (2) mental and psychological problems potentially embarrassing to the student or his family; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of other individuals with whom respondents have close family relationships; (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or (7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

#### **School Records (BP#3600, 3600F1)**

Parents/guardians have the right to review and inspect all educational records for their children. Students have this right when they turn 18. A copy of the district policy on this matter is available on the district web page..

#### **Search and Seizure (BP#3231)**

- a. The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.
- b. The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.
- c. School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:
  1. A "pat down" of the exterior of the student's clothing;
  2. A search of the student's clothing, including pockets;
  3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
  4. Devices or tools including, but not limited to, breath-test instruments, saliva test strips, and contraband wipe kits.

#### **Sexual Harassment/Sexual Discrimination/Sexual Intimidation (District Policies [#3225](#); [#5012](#))**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Inquiries concerning these matters may be referred to the Human Resources Director at Willson (522-6006).

### **Bullying/Harassment/Intimidation/Hazing**(District Policy [#3226](#))

Bozeman School District has implemented the Bullying Prevention Program - Olweus throughout our district. The goals of the program are to reduce existing bullying problems among students; to prevent the development of new bullying problems; and to achieve better peer relations at school. Expectations include:

- Class meetings will be held on a regular basis in the student's advisory class.
- Filling out the appropriate paperwork in a timely and consistent manner;
- Responding to student behavior immediately as it is witnessed and/or reported and document.

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment or intimidation via electronic communication devices ("cyberbullying"). All complaints about behavior that may violate this policy shall be promptly investigated.

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

### **Distribution of Material** (District Policy [#3222](#))

In addition to school information posted on the website or sent home with students, to facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials. Prior approval from Central Office is required.

### **Health Risks**

Alcohol and drug use can be very harmful to good health. Alcohol abuse can cause alcoholism, liver disease, and nerve damage, as well as problems with friends, family, employment, money and depression. Alcohol and illegal drug use, possession, or distribution is prohibited on school property and at school activities. Compliance with this standard is mandatory. If a student is caught in violation, the parent will be notified. The police will be notified. The student may be suspended, expelled, and/or referred to counseling. An alcohol and drug evaluation may be required. Students will be encouraged to seek help regarding their alcohol or drug issues. All Bozeman schools are tobacco free.

### **McKinney-Vento Act** (BP#3116)

Education of Homeless Children: Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child. Please go to the following link for more information on McKinney-Vento. [http://www.bsd7.org/district/policies/index.php?dir=3000\\_Series/](http://www.bsd7.org/district/policies/index.php?dir=3000_Series/)

### **Tobacco Policy**

All school district buildings and grounds are tobacco free. (Ref Policy #5225)

### **Section 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")** (District Policy [#2162](#); [#2162P](#))

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. The safeguards shall cover students' identification, evaluation, and educational placement. Parents who believe their child may qualify for 504 should contact the building principal to initiate an evaluation.

**Special Education:** The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

**Helping Resources**

All school counselors are willing to talk with students and parents. Student groups are available at all Bozeman schools. Bozeman Public Schools has a Chemical Dependency program; for more information, call 522-6020.

Other helping resources include:

AA Answering Service 586-2909

Alcohol and Drug Services of Gallatin County

Bozeman Schools 522-6013

Cocaine Abuse Hot Line 1-800-COCAINE

Help Center 586-3333

1-800-662-HELP

Tobacco Cessation Information

1-800-LUNG-USA

**Law Assisted Dog Searches**

Periodic, non-intrusive searches of student lockers, health enhancement lockers, and parking areas may be made. A school official will accompany all searches. Searches will be conducted systematically to insure that all student lockers and parking areas are eventually searched. (see CJMS web page for complete description)

**CHEMICAL DEPENDENCY PREVENTION STATEMENT**

**Parents and Student**

Federal law states that parents and students must be told about alcohol and drug laws, health risks, school rules, and helping resources. The Bozeman School District is committed to keeping its schools free of tobacco, alcohol, and other drugs. Students’ use of tobacco, alcohol or other drugs at school and school activities is illegal and harmful. Students will be suspended, expelled, or referred to law enforcement agencies. Violations concerning drugs other than tobacco and alcohol can lead to expulsion. Students may also be required to see a counselor or attend a drug education program. The district does not pay for drug treatment or private counseling.

**BOZEMAN SCHOOL DISTRICT**

**MIDDLE SCHOOL - GROUNDS FOR SUSPENSION AND EXPULSION**

Montana Education Code 20-4-402 and Bozeman Board Policy 6110 allows the superintendent and/or principal of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from, a school sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by 6-8 schools. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 10 days or a recommendation for expulsion/placement in the Alternative to Expulsion program for the first or second offense. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. Students with significant chronic behaviors may be recommended for expulsion/placement in the Alternative to Expulsion program.

- (1) Caused, attempted to cause, or threatened to cause **PHYSICAL INJURY** to another person (**BP# 3240**) Students who by their presence &/or actions encourage disruption, fights, or physical injury are subject to disciplinary action.

| OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
|---------|-------------|-------------|---------------------|
|         |             |             |                     |



|   |   |  |  |
|---|---|--|--|
| <p>1.1 Willful Disregard for the safety of others or self (MCA 45-5-207) Committing acts that may endanger other students, including throwing snowballs, potentially dangerous objects, rubber bands, running in crowded areas, or pushing and shoving.</p> | <p>Zero period -3 day suspension and parent notification. Additional interventions as assigned.</p>   | <p>1-3 day suspension and parent notification. Additional interventions as assigned.</p>   | <p>3-5 day suspension and parent conference. Additional interventions as assigned.</p>   |
| <p>1.2 Abusive, threatening, willfully defiant, gang-related behavior or verbal/physical altercation. (MCA 45-8-101). Typically this is a mutually joined altercation or conflict between students.</p>   | <p>Zero period -3 day suspension and parent notification. Possible mediation and additional interventions as assigned. ^</p>  | <p>3-5 day suspension and parent notification and additional interventions as assigned. ^</p>  | <p>5 day suspension and/or placement into the Alternative to Expulsion program. Parent conference. Referral to law enforcement. Additional interventions as assigned. ^</p>  |
| <p>1.3 Fighting and/or inciting a fight. (MCA 45-8-101) Typically this is a mutually joined altercation between students.</p>   | <p>3-5 day suspension and parent notification. Possible mediation and referral to law enforcement. Additional interventions as assigned. ^</p>                                  | <p>5-10 day suspension and parent conference. Possible mediation and referral to law enforcement. Possible recommendation for expulsion up to 45 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^</p> | <p>5-10 day suspension and parent conference. Referral to law enforcement and possible mediation. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^</p> |
| <p>1.4 Assault (MCA 45-5-201, 202, 206, 207, 208, 210, 211, 212, 213, 214); Sexual Assault (MCA 45-5-503)</p>   | <p>5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 45 days/placement in the Alternative to Expulsion program. ^</p> | <p>5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. ^</p>  | <p>5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^</p>   |

(2) Possessed, sold, threatened the use of, or otherwise furnished any **FIREARM** of any kind on school grounds or at school functions. These weapons include, but are not limited to pistols, revolvers, rifles and shotguns.

(BP# 3311; MCA 45-5-623; 45-8-316, 328, 334, 335)

|   |
|---|
| 1ST OFFENSE   |
| Confiscation of device(s), 10 day suspension, parent conference and possible recommendation for expulsion for up to 180 days. Referral to law enforcement. Parent/student liable for damages. ^ |

(3) Possessed, sold, threatened the use of, or otherwise furnished any **KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT** used as a weapon or that could be used as a weapon unless, in the case of any object of this type, the pupil had obtained written permission to possess the item from a certified school designee of the principal. (BP#3311; MCA 45-8-334, 335, 361)

| OFFENSE  | 1ST OFFENSE   |
|--|---|
| 3.1 Explosives   | Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Parent conference and referral to law enforcement. |
| 3.2 Weapons (including knives and objects used as weapons or that could be used as weapons). | Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Parent conference and referral to law enforcement. |

(4) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any **CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND** on school grounds or at school functions. (BP#2334, 3330, 4313)

| OFFENSE   | 1ST OFFENSE  | 2ND OFFENSE/ADDITIONAL OFFENSES   |
|---|--|---|
| 4.1 Under the influence of any alcoholic beverage or illegal drugs.                         | 5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^ | 10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^ |
| 4.2 In possession of any alcoholic beverage or illegal drugs.(MCA 45-5- 624; 45-9-102, 121) | 10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^   | 10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^          |

|   |  |  |
|---|--|--|
| 4.3 To distribute, receive, or engage in any transaction involving the exchange of drugs or alcohol; or the intent to distribute or receive any drugs or alcohol. (MCA 45-5-622, 623, 624; 45-9-102, 121) | 10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^ | 10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^ |
|---|--|--|

(5) Possessed, offered, arranged or negotiated to sell any controlled substance listed in the MCA, an alcoholic beverage, or an intoxicant of any kind; sold, delivered, or otherwise furnished to any person another liquid, substance, or material; represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant. (MCA 45-5-622-624; 45-9-102, 121)

| 1ST OFFENSE  | 2 <sup>ND</sup> OFFENSE/ADDITIONAL OFFENSES   |
|--|---|
| Confiscation. 5-10 day suspension. Parent conference and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^ | Confiscation. 5-10 day suspension. Parent conference and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^ |

(6) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any **DRUG PARAPHERNALIA**, as defined by MCA 45-10-103. (BP#8124; MCA 45-5-101-105)

| 1ST OFFENSE   | 2 <sup>ND</sup> OFFENSE/ADDITIONAL OFFENSES   |
|---|---|
| Confiscation of device(s). 5-10 day suspension. Parent conference and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^ | Confiscation. 5-10 day suspension. Parent conference and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^ |

(7) Possessed or used tobacco, or any products containing or mimicking the use of **TOBACCO OR NICOTINE PRODUCTS**, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco (snuff, chew packets and betel), and e-cigarettes/hookah pens. (BP#2334; MCA 45-5-637)

| 1ST OFFENSE   | 2ND OFFENSE   | ADDITIONAL OFFENSES   |
|---|---|---|
| 1-3 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned. | 3-5 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned. | 5 day suspension, parent conference, and referral to law enforcement. Additional interventions as assigned. |

(8) Caused or attempted to cause **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY** [crime against property including, but not limited to, arson and vandalism] (BP# 3260, 9321, 8124; MCA 45-6-101, 102, 103)

Due to the breadth of infractions in this category, site administration may use alternative discipline programs to intervene. Recommended referral to law enforcement and/or fire marshal. Due to the potential

seriousness of these offenses, infractions of this rule may result in suspension, recommendation for expulsion/placement in the Alternative to Expulsion program.

| OFFENSE  | 1ST OFFENSE  | 2ND OFFENSE   | ADDITIONAL OFFENSES   |
|--|--|---|---|
| 8.1<br>Arson-Lighting a fire on school property.   | 1-10 day suspension and parent conference. Referral to law enforcement, restitution, possible recommendation for expulsion for up to 45 days/placement in the Alternative to Expulsion program. ^              | 10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. ^            | 10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^   |
| 8.2<br>Vandalism-Willful damage to, or destruction or defacement of, school property or personal property of other students or adults. | Zero period-3 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 45 days/placement in the Alternative to Expulsion program. ^ | 3-5 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 90 days/ placement in the Alternative to Expulsion program. ^ | 5-10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^ |

(9) Stole or attempted to **STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY (BP#3240, 8421; MCA 45-6-301, 302)** Due to the potential seriousness of this offense, infractions may result in 10 day suspension, recommendation for expulsion/placement in the Alternative to Expulsion program, and referral to law enforcement.

| 1ST OFFENSE   | 2ND OFFENSE  | ADDITIONAL OFFENSES  |
|---|--|--|
| Zero period-2 day suspension, restitution, and parent conference. Possible referral to law enforcement. | 3-5 day suspension, restitution, and parent conference. Referral to law enforcement. | 5-10 day suspension, restitution, and parent conference. Referral to law enforcement . Recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. |

(10) Committed or attempted to commit **ROBBERY OR EXTORTION** [crime against a person] (**BP# 3240; MCA 45-5-401**)

| 1ST OFFENSE   | 2ND OFFENSE  |
|---|--|
| 5-10 day suspension, parent conference, and restitution. Referral to law enforcement. Possible recommendation for expulsion for up to 90 days/ placement in the Alternative to Expulsion program. ^ | 10 day suspension, parent conference, and restitution. Referral to law enforcement. Recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^ |

(11) Knowingly **RECEIVED STOLEN SCHOOL PROPERTY** or private property (**BP# 3240, 8421, 9321; MCA 45-6-301, 302**)

| 1ST OFFENSE   | 2ND OFFENSE  | ADDITIONAL OFFENSES   |
|---|--|---|
| Zero period-2 day suspension, restitution, and parent conference. Possible referral to law enforcement. | 3-5 day suspension, restitution, and parent conference. Referral to law enforcement. | 5-10 day suspension, restitution, and parent conference. Referral to law enforcement. |

(12) **DISRUPTED SCHOOL ACTIVITIES** or otherwise **WILLFULLY DISOBEYED THE VALID AUTHORITY** of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties (**BP# 3200, 3240, 4313; MCA45-8-101**)

| OFFENSE   | 1ST OFFENSE  | 2ND OFFENSE  | ADDITIONAL OFFENSES   |
|---|--|--|---|
| 12.1 False fire/emergency alarm.  | 1-3 day suspension, restitution, and parent conference. Referral to law enforcement. ^                         | 3-5 day suspension, restitution, and parent conference. Referral to law enforcement. ^   | 5-10 day suspension, restitution, and parent conference. Referral to law enforcement. ^   |
| 12.2 Willful disobedience- disrupting school activities; failure to follow directions. (MCA 45-5-201, 202; 45-8-101)            | Zero period-1 day suspension and parent notification.  | 2 day suspension and parent notification.  | 3-10 day suspension and parent conference.  |
| 12.3 Unauthorized use of cell phone.  | Confiscation of devise, and parent must pick up the device from administrator.                                 | Detention(s) or 1 day suspension, confiscation of devise, and parent must pick up the device from administrator. Possible confiscation until year end. | 1-3 day suspension, confiscation of devise, and parent must pick up the device from administrator. Possible confiscation until year end.                    |
| 12.4 Possession of disruptive devices (beepers, pagers, unapproved electronic devices, or other nuisance items). (MCA 45-8-101) | Confiscate device and parent must pick up the device from administrator. Possible confiscation until year end. | Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end. | Saturday School or 1-3 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end. |

|  |   |   |   |
|--|---|---|---|
| 12.6 Refusal to cooperate in an investigation and/or impeding an investigation | 1–3 day suspension and parent notification. Possible referral to law enforcement. | 3-5 day suspension and parent conference. Possible referral to law enforcement. | 5-10 day suspension and parent conference. Referral to law enforcement and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion Program. ^ |
|--|---|---|---|

**(13) Committed an obscene act or engaged in PROFANITY OR VULGARITY. (BP# 3220, 3222, 3240, 8124)**

| OFFENSE   | 1ST OFFENSE  | 2ND OFFENSE  | ADDITIONAL OFFENSES   |
|---|--|--|---|
| 13.1 Profanity/Unacceptable language. (MCA 45-8-101)                                      | Zero period-1 day suspension and parent notification.  | 1-3 days suspension and parent notification.   | 3-5 days suspension and parent conference.  |
| 13.2 Profanity, obscene acts or gestures toward STAFF, habitual profanity. (MCA 45-8-101) | 1-3 day suspension and parent notification. Possible referral to law enforcement.                        | 4 day suspension and required parent conference. Possible referral to law enforcement.   | 5 day suspension and parent conference. Referral to law enforcement.  |
| 13.3 Obscene gestures or unsanitary acts. (MCA 45-8- 101, 45-5-504)                       | 1-3 day suspension and parent notification or conference.  | 3-5 day suspension and parent conference.  | 5-10 day suspension and parent conference. Possible referral to law enforcement. (continue  |
| 13.4 Lewd Acts (MCA 45-8- 201)  | 1-3 day suspension and parent notification or conference; possible referral to law enforcement and DPHHS | 3-5 day suspension and parent conference; possible referral to law enforcement and DPHHS | 5-10 day suspension and parent conference; referral to law enforcement and possible citation by law enforcement; possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program |

**(14) ATTENDANCE RELATED** offenses including tardies and absences. **(BP# 3122, 3123, 3200)**

| OFFENSE   | 1ST OFFENSE   | 2ND OFFENSE  | 3RD OFFENSE   |
|---|---|--|---|
| 14.1 Attendance Violation. (MCA 20-5-103, 20-5-106) | Teacher assigned detention, zero period-1 day suspension. Parent contact. | 1-3 days suspension. Attendance letters, parent conference, detention, and suspension. (See BP#3122) Citation by law enforcement, possible recommendation for expulsion up to 45 days/placement in Alternative to Expulsion program. Possible referral to Truancy Council. | 3-5 days suspension. Attendance letters, parent conference, (See BP#3122) citation by law enforcement, and possible recommendation for expulsion for up to 90 days/placement in Alternative to Expulsion program. Possible referral to Truancy Council. |
| 14.2 Closed campus policy violation.                | 1-3 day suspension and parent notification.                               | 4 day suspension and parent conference.  | 5 day suspension and parent conference.   |

**(15) Unauthorized making, duplicating or possession of a KEY TO A PUBLIC BUILDING.** **(BP# 8421; MCA 45-6-205)**

| 1ST OFFENSE   | 2ND OFFENSE   |
|---|---|
| 3-10 day suspension, parent conference, and restitution. Possible recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. | 5-10 day suspension, parent conference, and restitution. Recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. |

**(16) ACTS OF DECEPTION.** (MCA 45-6-325; 45-7-205, 302)

| OFFENSE  | 1ST OFFENSE   | 2ND OFFENSE   | ADDITIONAL OFFENSES   |
|--|---|---|---|
| 16.1 Lying or presenting false information.        | 1-5 day suspension and parent notification.   | 2-5 day suspension and parent notification.   | 5 day suspension and parent conference.   |
| 16.2 Academic Dishonesty: Cheating and Plagiarism. | Zero period-1 day suspension. Parent conference and recording of incident in disciplinary file. | 1-3 days suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class. | 3-5 days suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class. |

**(17) Presence in UNAUTHORIZED AREAS; parking lots and other out of boundary areas.**

| 1ST OFFENSE  | 2ND OFFENSE   | ADDITIONAL OFFENSES  |
|--|---|--|
| Detention(s) or 1 day suspension; and parent notification. | Saturday School or 1-3 day suspension; and parent notification. Possible referral to law enforcement. | 3-5 day suspension and parent conference. Referral to law enforcement. |

**(18) Violation of SCHOOL DRESS CODE. (BP#3224)**

| 1ST OFFENSE  | 2ND OFFENSE  | ADDITIONAL OFFENSES  |
|--|--|--|
| Change clothes, possible zero period, and parent notification. | Change clothes, 1 day suspension, and parent notification. | Change clothes, 2 day suspension, and parent notification. |

**(19) Failure to serve SCHOOL DETENTION PROGRAM.**

| 1ST OFFENSE   | 2ND OFFENSE   | ADDITIONAL OFFENSES                         |
|---|---|---|
| 3-5 lunch detentions or 1 day suspension and parent notification. | 1-2 day suspension, combination suspension/lunch detentions, and parent notification. | 3-5 day suspension and parent notification. |

**(20) Failure to serve ISS.**

| 1ST OFFENSE   | 2ND OFFENSE   | ADDITIONAL OFFENSES                                |
|---|---|--|
| 1 day additional suspension (reverts to original day of suspension when appropriate) and parent notification. | 2 day additional suspension or reverts to original days of suspension. Parent notification. | 4 day additional suspension and parent conference. |

**(21) Misuse of the INTERNET. (BP# 8422; MCA 45-6-311)**

| 1ST OFFENSE   | 2ND OFFENSE  | ADDITIONAL OFFENSES   |
|---|--|---|
| Loss of school computer privileges, parent notification, and restitution. | 1-3 day suspension, parent conference, banned from school computer use, and restitution. Possible referral to law enforcement. | 5-10 day suspension, parent conference, banned from school computer use, and restitution. Possible referral to law enforcement. |

**(22) BULLYING, HARASSMENT, INTIMIDATION, HAZING, AND SEXUAL HARASSMENT.**

**(BP#3226, 5012; MCA 45-5-203, 220, 221)**

Bystanders who by their presence and/or actions encourage bullying, harassment, intimidation, hazing and/or sexual harassment are subject to disciplinary action as outlined in 22.1 through 22.4. Students who



retaliate against another student for reporting the above mentioned behaviors are also subject to disciplinary action outlined in 22.1 through 22.4.

Due to the potential seriousness of these offenses and the requirements of the sexual harassment section of the Montana Education Code, any infraction of this rule may result in suspension and/or recommendation for expulsion/placement in the Alternative to Expulsion program.

| OFFENSE  | 1ST OFFENSE  | 2ND OFFENSE  | ADDITIONAL OFFENSES  |
|--|--|--|--|
| <p>22.1 Creating a Hostile Environment<br/>- Remarks and/or actions directed toward a student or staff member designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. Can be either physical or verbal.</p>   | <p>Zero period-1day suspension and parent contact. Possible additional interventions as assigned.</p>  | <p>1-2 days suspension and parent conference. Additional interventions as assigned.</p>  | <p>3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program. Additional interventions as assigned.</p>                            |
| <p>22.2 Inappropriate display of affection.</p>  | <p>Possible zero period and call to parents.</p>   | <p>Zero period -1 day suspension and parent conference.</p>  | <p>1-3 days suspension and parent conference.</p>  |
| <p>22.3 Sexual Harassment-Sexual remarks or physical actions directed at and/ or perceived by the receiving student(s) or staff as designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. The conduct described in section 3226 and 5012 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.</p> | <p>Principal conference, 1-3 days suspension, parent conference, possible referral to law enforcement. Additional interventions as assigned.</p> | <p>3-5 day suspension and parent conference. Possible referral to law enforcement. Possible recommendation for expulsion up to 90 days/ placement in the Alternative to Expulsion program. Additional interventions as assigned.</p> | <p>5-10 day suspension and parent conference. Referral to law enforcement and recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned.</p> |

|   |   |  |  |
|---|---|--|--|
| 22.4 Bullying - Repeatedly doing mean or hurtful things (see 22.1 description) and the targeted party has a hard time defending himself or herself. | Principal conference; zero period-2 day suspension and parent contact. Possible additional interventions as assigned. | Principal conference; 1-3 days suspension and parent conference. Additional interventions as assigned. | 3-10 days suspension and parent conference. Possible referral to law enforcement; and/or recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program. Additional interventions as assigned. |
|---|---|--|--|

The following is an explanation of the symbols and abbreviations used throughout this document: BP# = Bozeman Policy Number

MCA = Montana Code Annotated

^ = Social Probation. Prohibited from attending any non-mandatory school function, activity, or event during the suspension and/or contract period, including graduation ceremonies/activities.

Revised 4/13/05; 07/01/06; 8/1/11; 7/1/12, 05/23/13, 02/05/14, 07/01/15, 02/01/16, 05/12/16, 05/24/17

Technology Responsible Use/Internet Access Conduct Agreement (6-12)  
Bozeman School District #7

The District expects all students to take responsibility for appropriate and lawful use of Internet access and all electronic communication, including good behavior online. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of the network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

**As a student using district technologies, you are expected to**

- use district and school technologies for educational pursuits;
- practice Internet safety;
- use appropriate language;
- immediately exit any questionable site;
- remember your username and password and keep them secure;
- follow the instructions of teachers, librarians, technology teachers and computer lab assistants;
- acknowledge in your school work, the online sources that you use;
- ask for help with equipment or software problems and report any equipment or software malfunctions;
- take care of equipment;
- return all borrowed technology equipment promptly and in the same condition as you received it;
- conserve technology resources such as network space and bandwidth, etc., and print only what is necessary or assigned;
- tell an adult if you observe online mistreatment of others;
- understand that all communications are monitored and that all student communication files are maintained by the District;
- obtain permission before using a personal device and abide by all district responsible-use policies.

**As a student using district technologies, you are *not* to**

- eat or drink at any school computer;

- share passwords;
- share or reveal your name, personal information, or phone numbers or those belonging to others;
- access or download any illegal, pornographic, abusive, obscene or harassing materials;
- cyberbully, which is the willful harm inflicted on another through the medium of electronic text or images. Examples include, but are not limited to, sending personal emails or text messages of a derogatory, intimidating, harassing or threatening nature; posting photos or video on a web site to embarrass or humiliate someone; and/or using any of the above to spread rumors about another person;
- sell or purchase anything over the Internet;
- access or alter other people's files;
- excessively consume limited hard drive space, network space, or bandwidth;
- download or install software, shareware or freeware;
- violate copyright laws or fail to acknowledge work that is not your own;
- create or spread computer viruses;
- attempt to gain unauthorized or illegal access to district technology resources;
- connect personal electronic devices to the network without permission;
- use online gambling sites.

**Unless you have a teacher's approval or supervision, *do not***

- access or use non-district email, messaging services, or online accounts;
- access or use unauthorized chat rooms, online social environments, blogs, newsgroups or listservs;
- visit game sites; access, download or play games; access game cheat codes or participate in simulations;
- change any computer settings or alter hardware and/or cables;
- create or manage a personal web page on school computers;
- download music and/or programs or stream video or audio;
- participate in any online for-profit activities.
- The above lists do not cover every possible situation. If you have any questions, please ask your teacher or teacher librarian.

“Who to call when . . . . .”

**Principal**

**Brian K. Ayers 522-6318**

- Staff
- Special Education/Gifted Program
- Curriculum and instruction

- ISS and harassment follow-ups
- New student orientation program for students and families
- Testing programs

**Assistant Principal**

**Robin S. Arnold 522-6318**

- Attendance
- Classroom presentations
- Curriculum and instruction
- Discipline matters
- Health and safety issues
- Lunchroom supervision/aides

**Parent Liaison, Betsy Pufahl 522-6311**

- Facilitate partnership between school and home for the common goal of encouraging successful children.
- Assist parents in finding information about school and community resources.
- Can meet with parent at a time and place convenient to them.
- Available to all families

**Lynn Seiger**

**Executive Secretary 522-6318**

- Secretary to Principals
- Appointments for Principals
- Activity funds/student clubs
- Orientation for substitute teachers
- Supervise student announcers
- Information on student activities
- Daily announcementsweb page
- Clubs

**Call Laura St. John 522-6021**

- For communication skills.
- For anger management.
- For social skills, conflict resolution.
- For alcohol/drug/tobacco prevention.
- For bullying/harassment issues.

**Elaine VanDyk 522-6301**

**Attendance 522-6310 Msg Phone**

- Homework after three ill days
- Student-absences, attendance
- Mail distribution

**School Psychologist**

**522-6319**

- Behavior/learning consultation
- Behavior programming
- Counseling needs
- Evaluations
- Parent/guardian consultation
- Program planning Student Advocacy

**Spree Hincks, Secretary**

**Registrar/Student Records 522-6304**

- New student registration
- Cumulative files, grades, scheduling, withdrawals and checkouts
- Web page

**Miscellaneous:**

- **Food Service 522-6380**
- **CJMS Cafeteria 522-6313**
- **Peer Mediation Program –522-6300**
- **Student Activities 522-6234**
- **Traffic Education 522-6012**
- **Transportation – Bus 522-6041**

**Counselors**

**Taylor Gooch 522-6320**

**Brian Mitchell 522-6321**

- 504 case managers
- SAT coordinators
- Classroom presentations
- Community resource
- Coordinate conferences
- Counseling/health issues
- Interpretation of standardized tests