

# Faculty Handbook

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## Charles M. Russell High School

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This handbook is a summary of practical information in general terms and does not account for scenarios, circumstances, practices, procedures, or consequences for every possible situation that may occur. Teachers are expected to familiarize themselves with the information contained in the handbook. The handbook is intended as a guide, and specific questions or concerns should be addressed to school Administrators.

The faculty handbook will be available on the CMR Drive and in print by request only.

Faculty members are expected to familiarize themselves with the current Student Handbook and District Handbook. The information given to students and parents will assist you in your conversations and work with these groups during the school year.

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# Rustler Traditions

The namesake of C. M. Russell High School is the prominent Western artist Charles Marion Russell, 1864-1926. The Main Office, Field House, and Commons all display his works, and his trademark, the buffalo skull, can be seen on all of his paintings as part of his signature. Since C. M. Russell High School opened its doors in 1965, the buffalo skull has been its symbol. The two terrazzo skulls in the floor of the Commons have become sacred to the Rustlers. The Student Government has roped off these areas, and it is tradition that no-one step on the skulls.

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

Students celebrate CMR’s culture with many traditional events. In the fall, Homecoming is a time of special celebration that includes the homecoming coronation assembly, parade, barbeque, Rustler sporting events, and an after-game dance. A “MORP” (casual prom) is held in the fall, and the Senior Prom is held in the spring. Numerous concerts and athletic activities are held through the school year, which concludes with an all-school Senior Celebration Assembly, highlighted by a video montage of the graduating seniors. As one attends CMR events, one will notice many traditions ranging from the actions that accompany the Rustle Hustle to bringing Pride Field to every home football game, regardless of where it’s played.

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

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

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

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

*Mission: We successfully educate students to navigate their future.*

***CMR: A Better Place to Learn and Teach – Where Relationships Lead to Success.***

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# SECTION ONE: ACADEMICS

## Class Location

Teachers are expected to conduct their classes in the room/area as assigned in the Master Schedule. If you intend to move your class, PLEASE let the Attendance Office and the Advisement Center know where you can be found, and post a sign on the door as to where students should report if they arrive to class late.

Classes may be taken outside ONLY with Administrator's permission AND when the subject to be studied is ONLY available outdoors.

Teachers will NOT arbitrarily change scheduled lunch times. If you think a change is necessary, please see an Administrator.

## Credit Recovery

In some situations, credit recovery is an option for students who have lost credit or who have failed a class. See an Administrator or a Counselor for more information. You may receive Pupil Action Reports or Academic Variances from Associate Principals or Counselors throughout the year with the comment that Credit Recovery is available for a particular student. Teachers are expected to cooperate with Credit Recovery teachers by providing information, grades, and/or missing work.

## Drop/Adds

Teachers will be notified when a student drops or adds a class. Teachers are not to admit a student into a class until proper documentation has been completed.

## Plan Book

Lesson plans must be posted in Plan Book by Monday at 8:00 AM for the week, and updated as necessary to reflect changes. The building template should be used by each teacher, which includes the lesson, homework, and contact information.

## Electronic Grade Book

Teachers use PowerSchool for recording grades. For help, ask a colleague, a department leader, or see an Administrator for names of teachers who are trained to instruct new staff on PowerSchool. You may also call the Help Desk (268-7393) for technical assistance from district Computer Techs.

Please remember: PowerSchool is the official record of **student progress** and **attendance** and **MUST be maintained with accurate daily attendance, and gradebooks updated at least once a week.**

When a student is withdrawn from a class, his/her information will be removed from your PowerSchool view by the system. If you need to see his/her information, click on the link that shows dropped students.

## Exams/Testing

Tests, quizzes, and other types of assessments including performance and alternative assessments are to be given frequently throughout each semester. The final grade for each semester is cumulative, including all grades for class work, tests, projects, etc. Semester assessment schedules are distributed in advance of the testing dates. **All teachers are responsible for administering a semester assessment.**

## Failures

Teachers have the professional responsibility to take every possible measure to facilitate student success. Quality lesson planning, differentiated instruction, recognition of varied learning styles, and other “best practices” are expected from staff. **Frequent and timely communications with students, parents, and colleagues on behalf of the student are reasonable expectations for staff.**

Contact an Administrator or a Counselor if you are trying strategies but are not seeing results with a student. **Teachers are directed NOT to wait until the end of the semester to take action; EARLY communication with parents, students, and school staff is expected. Please document ALL parent contacts in Milepost under the “notes & attachments” tab**

## Senior Failures

Senior failures must be submitted to the Advisement Center **no later than 8:00 AM on the Seniors’ last day of school** in the spring. In order for the printer to get the graduation program done and returned in time for graduation, they need the correct list of names. Seniors who will not be graduating due to failing this semester will not have their names in the program and will not take part in graduation ceremonies. Also, counselors need time to notify the failing seniors that they will not be graduating (**although the teacher should have communicated that prior to this time**).

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

Make sure that all seniors are aware of deadlines and meet them so you are able to determine grades in time to meet the senior failures deadline. Any senior whose name is not submitted by the 8:00 AM on the Seniors’ last day **WILL pass and WILL graduate.**

Also – be absolutely sure that you have contacted parents of any seniors who are in danger of failing – ASAP – and then contact them again if their student does, indeed, fail. With graduation riding on the grade, not having parents involved and aware is indefensible.

## Grades

- Grades are to be earned by academic achievement and class performance only. Grades are issued at midterm and at the end of each quarter.
- District Grading Scale

A = Very Superior Work 90-100 %

This indicates marked initiative, ability, and reflects that a student does more than the required amount and/or quality of assigned work.

B = Above Average Work 80-89 %

C = Average 70-79 %

D = Below Average 60-69 %

Work is inferior and barely passing

F = Failure Below 60 %

Shows very inferior or improperly prepared work.

I = Incomplete

Work is incomplete due to illness and should be made up in a reasonable time. **INCOMPLETE GRADES CANNOT BE GIVEN WITHOUT THE CONSENT OF AN ADMINISTRATOR.**

PG = "Passing Grade"

If a student accumulates more than 12 total excused or unexcused absences in any class period during a semester, he/she is in violation of the absence limit and their grade will show in Power School as **"NG (No Grade)."** At the end of the semester, if the student is passing the class with an "A", "B" or "C", he/she will receive credit. **However, the student must complete the reinstatement process with his/her AP or the letter grade will be reflected as a "PG (Passing Grade)" for that class on their permanent transcript. This "PG" will be calculated as a 2.0 toward the student's cumulative GPA.**

Students who have a **"D" or "F"** will maintain those grades.

- The semester grade is an average of all work done within the semester.

## Homework

Homework is intended to be a MEANINGFUL extension of classroom activity designed to help the student master skills and subject matter while developing responsibility and independent study skills. Teachers should assign homework which fosters lesson enrichment, application, review, and the practice of skills that have been presented in class.

Homework should be an appropriate extension of classwork. The assignment and its purpose should be clearly stated. Homework should be as carefully planned as any classroom activity ... Although it may not be necessary to correct all homework, it is necessary to ascertain that the desired learning has taken place. The important question is, "Have they learned it?" rather than "Have they done it?" (SB Policy 2430R)

Teachers and Administrators will encourage parental cooperation and support for homework. Parents are instrumental in helping to build good homework habits.

Homework is suggested at all grade levels, with the frequency and duration of assignments being flexible for teachers and students.

At the beginning of the course, teachers need to clarify expectations regarding homework and its effect on grading.

**HOMEWORK IS NOT TO BE ASSIGNED FOR DISCIPLINARY PURPOSES.**

**Regarding homework, teachers should:**

1. Explain the goal of the homework
2. **Provide timely feedback to the student on his/her progress**
3. Create assignments that:
  - a. Strengthen basic skills
  - b. Develop initiative, responsibility, and self-direction
  - c. Build independent study skills
  - d. Teach budgeting of study time
  - e. Promote parents' understanding of the educational program
  - f. Build confidence by **ensuring successful learning experiences** and familiarity with materials and procedures
4. Aim to encourage innovation and creativity through open-ended, individualized assignments.

## Mid-Term/Quarter/Semester Grade Reports

Teachers are expected to issue grades and provide pertinent comments regarding student progress per the instructions provided to all staff. Grade reports will be mailed home. Grades are stored in PowerSchool and students (and their parents) may access their academic status through the Parent Portal. **Teachers are expected to call parents promptly when low grades, behavior issues, or other concerns arise.**

## Saturday School

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

## Summer School

Summer school is available to students for credit recovery and in English, History, Math, Science, and Health. Summer school is staffed by certified teachers. Tuition is charged and is payable prior to the first day of instruction. A strict attendance and behavior code is enforced.

## Credit Recovery

Credit Recovery MAY be offered for students who have failed a required class by 20%, or less. Students may be charged to recover the credit. Students must complete the work required until the course grade is between 60-70% before credit is awarded. The credit recovery grade is recorded as a “semester 3” grade and the “F” grade earned during the regular semester goes in as the semester grade. The student does not avoid the “F” on the report card but does avoid having to re-take the entire course.

## Transition Program

Our Transition program employs one full-time educator, who supervises, tutors, and facilitates progress through the freshman year of high school (and sometimes beyond) for identified at-risk students. The transition teacher collaborates with teachers to help students focus on organizational and study skills. Referrals to the Transition program during the school year should be made to a counselor or the transition teacher.

# SECTION TWO: BUILDING ISSUES

## Accidents

In case of an injury or accident involving you, a student, or another adult at school:

1. Call 911 if necessary.
2. Immediately notify the Main Office (268-6100).
3. Apply first aid if necessary.
4. Contact the Administrative Assistant for the appropriate accident report form.
5. If the accident involves a student, contact the parent as soon as you are able to do so, and document the contact on the accident form.

## Announcements

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

Friday announcements will be presented in video form during 3<sup>rd</sup> period if possible. Submissions for the video format should be emailed to the video productions instructor, Mr. Crosby (preferably one week in advance.) Please specify the dates for the announcements to appear in the video.

## Arrival and Departure

Staff hours are 7:40 A.M. – 3:40 P.M. - All staff is expected to be here every day and arrive on time. All staff members are expected to be in the building at 7:40 a.m. and at their respective teaching station. **With our focus on eliminating student tardies, we need to model punctuality.**

## Assemblies

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. It is the individual teacher's responsibility to instruct students that all talking, whispering, whistling, stamping of feet and booing are discourteous.

Teachers are expected to attend all assemblies held during the school day to assist with the supervision of students. Teachers may be assigned special duties or seating for the purpose of supervision.

## Audio-Visual Equipment/Technology Assistance

Teachers can receive technology support from our media specialists and instructional coach.

## Bell Schedules

Contact the main office for a copy of current bell schedules.

## Bulletin Boards in the Halls

Posted materials need to be pre-approved by an Administrator. Posters should not exceed 11” by 17.” Outside events are not normally advertised here, unless they are non-profit and approved by Administration. Posters should be placed on the bulletin boards rather than on the walls.

## Calendar (Master Calendar)

Scheduling building use outside of the typical school/work day is done using the Master Calendar. Anyone who wishes to schedule a meeting or any other event outside of the school day must log on to the master calendar and submit an event. The event then goes to administration to approve it. If there is a problem with the event or meeting, the person who submitted it will be contacted by administration to work through the problem. If the event or meeting is approved, it will simply appear on the Master Calendar. ***Be sure to check the Master Calendar before scheduling anything to try to ensure no conflicts.*** The Master Calendar can be accessed at: <http://calendar.gfps.k12.mt.us/>. There is a way to subscribe to the calendar to get email notifications of new or changed events and/or to see Master Calendar events in Outlook. If you are interested in learning more, please see the instructional coach.

## Care of the Classroom

Teachers are responsible for the appearance of their classrooms, especially boards, bulletin boards, and desks. The floor should be free of litter. Windows and doors are to be closed and locked by the teacher at the end of the school day. All devices (lights, computers, monitors, fans, radios, etc.) are to be powered down when the teacher leaves for the day.

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers should close and lock all windows and doors when leaving for the day as well as turn off all lights.

Teachers reassigned to new classrooms must have administrative approval and follow established protocols regarding moving technology equipment or furniture.

Teachers are responsible for proper maintenance of their classrooms.

Avoid taping materials on boards or walls; use bulletin boards. Nothing should be done to disturb the ceiling tiles in the rooms.

Computers are to be secure and protected from unauthorized access to student/teacher records.

Do not drive nails into the woodwork, or hooks into plaster.

Teachers are responsible for school property, textbooks, and supplies entrusted to their care and supplied for their use. Any damaged or stolen property must be reported to the main office.

## Club Meetings and Procedures

Club meetings are scheduled several times throughout the school year, usually between periods two and three on an early out day. Teachers who hold club meetings in their rooms may also have students from their Period 2 class there. If this is not possible due to large numbers, the teacher needs to find a colleague (usually, next door or in close proximity to his/her classroom) who can take overflow students to supervise during the club period.

Students are to remain in their Period 2 class if they do not intend to attend a club meeting.

Students who leave a Period 2 class to go to a club meetings need to present a club card and should sign out with their teacher, and sign in with their club supervisor.

## Early Outs

Consult calendar on CMR web site for scheduled early outs.

## E-Mail

Teachers are expected to read their email throughout the day and are expected to respond to messages requiring a response in a timely manner (**the suggested guideline is within 24 hours**). Assistance with email is available from our Instructional Coach or by calling the Help Desk at X7393. Teachers should be aware of the GFPS Acceptable Use Policy as it pertains to email.

## Emergency Drills

Montana State law requires safety and emergency drills throughout the school year. *You may or may not be notified of drills in advance, so please treat each situation as if it is real.* You will receive information on evacuation and other safety procedures. It is critical that all staff know the emergency procedures at CMR and have the information readily available for substitutes who may be in our building. It is critical that this information is available to subs and that directions are clear, maps and rosters are readily accessible.

## Food in the Classroom

Given the positive relationship between nutrition (specifically, breakfast) and performance in school, CMR allows students to bring food to their classes, at each teacher's discretion. Food should be brought to the room at the beginning of the period; students should not be released from class after class begins to obtain food.

**Except in rare circumstances, it is not appropriate to allow students to leave class to purchase items from the DECA store or vending machines.**

If you are planning a "special event" in your classroom that will include food, please take care to:

- Consult the [GFPS Student Wellness](#) page for the nutrition guidelines have been adopted by the School Board to decrease the amount of unhealthy food and beverages available to students during the school day – as well as for a [list of foods approved to be served to students](#).
- Leave the classroom clean. Trash should be taken to one of the large trash containers in the hall, or to the dumpster outside the cafeteria area.

## Inter-School Mail

Correspondence may be sent to colleagues in other buildings within the School District. Please use the manila envelopes in the Main Office for this purpose. A school district employee picks up the inter-school mail daily between 9:15 am and 2:30 pm. Your mail should arrive at its destination by the following day.

## Keys

The Main Office will provide keys to you. See a secretary for more information. Remember – you are responsible for the keys and their use.

## Library/Media Center

The Library/Media Center is the information center at CMR High School. It is open from 7:00 am to 4:30 pm on Monday, Tuesday, and Thursday and from 7:00 am to 3:30 pm on Wednesday and Friday. Books for pleasure reading as well as research, reference materials and computers are available for use. Access to databases are also provided

through the Library/Media Center webpage. These resources can be utilized at school as well as at home. Check with the Library/Media Center for login and password information. Library books may be checked out for a period of three weeks; reference books and calculators may be checked out overnight or if needed for a longer period just let the staff know.

The Library/Media Center specialists invite you to make frequent use of the library. You may schedule lab time for your classes via the Outlook calendar or see a Library/Media Center Specialist for information about how to sign up for Lab usage. You may use the specialists as a resource to discuss a project, make presentations on a variety of topics ranging from use of technology to electronic resources, or ask questions about the resources that are available through the Library/Media Center.

“Classroom libraries” may be arranged for and will be sent to classrooms on request. However, books in demand may not be checked out to any one teacher for a full semester or for the year. “Democratic access” dictates that everyone should have equal opportunity to use all books.

Textbooks and novels are checked out through the library/media center. In the fall a schedule is provided for teachers to sign-up to come and check out textbooks. In the spring, you can either bring your classroom down to return books (we seem to get the most books returned this way) or have students bring their books on their own. There are more than 100 English Novel Titles available for checkout. We do not have enough copies for an entire grade level to use all the same books at the same time. You will need to “reserve” your novel title using the novel google document.

### **Library/Media Center Guidelines**

Students must obtain a pass from a classroom teacher, with specific work assigned to go to the library during their study hall. Once receiving the pass, the student needs to report to their study hall at the beginning of the class period for attendance procedures, then released to the library/media center.

Once in the library/media center the students will place their pass in the sorter and “log in” to the attendance computer located at the circulation desk. The top half of the pass needs to be filled out completely in advance, the library/media center staff will sign, stamp, and time the lower half when they leave. Students need to “log out” five minutes before the bell and return to their study hall with the lower portion of the pass. Failure to report to study hall before the end of the class period may result in an unexcused absence and loss of library pass privileges.

Students with passes are required to stay in the library/media center. If a pass has been sent from counseling, the main office, attendance or if the student needs to use the restroom, the student must check with library/media staff.

We never turn study hall students away unless there are no available computers or all labs are being used to administer testing. If this occurs the students will be return to their study hall with their pass signed, stamped and timed.

### **Mobile Computer Labs**

Several mobile labs with Internet access are assigned to specific departments and available to teachers and their students for classroom use. Members of the CMR Media Center Staff are excellent resources regarding issues that might arise however, depending on the nature of the issue, they may advise you to call the Help Desk (268-7393) for assistance.

### **Printer Locations**

Multi-function, high efficiency printers are located centrally on each floor in the main building. Our intent is to eliminate the smaller, much less cost-effective individual printers that are scattered around the building. The central printers have copy, PDF, and print capabilities as well as features that will store print orders until the sender is actually standing at the printer to pick it up. We no longer provide toner or ink for room printers – if those continue to be

used the toner/ink will need to be provided by the individuals using them. When they wear out, we will also not be replacing them.

### School Resource Officer

CMR High School has a police officer here during the school day. The SRO's office is located in the main office area (268-6156).

### Stage/Auditorium Use/STEM Rooms

The Performing Arts department maintains and manages use of the theatre area. Arrangements for use of the stage or theatre need to be made with the appropriate administrator.

Reservations to use any of the STEM rooms should be made using the online Outlook Calendars. For assistance with accessing these calendars, please see the Instructional Coach.

### Supply Requisitions

Office supplies are kept in the main office vault. Ask a secretary for the supplies that you need.

### Textbooks

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

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

Books are easily lost or inadvertently “traded” by students throughout the year. Students are responsible for turning in the **same book** they checked out or risk being charged for the book. Teachers who find student textbooks in their classrooms should turn them in to the Media Center.

# SECTION THREE: FINANCIAL ISSUES

## Accounting Procedures

All monies (athletic, club, fund drives, school district, student activities of all kinds, etc.) must be accounted for and deposited at the Finance Office immediately. Under no circumstances is money to be kept in rooms or at home.

## Expense Accounts

Teachers or sponsors shall NOT incur any expenses chargeable to CMR High School without authorization from the Principal or the Finance Officer. Sponsors of student organizations are to use the “Requisition-Purchase Order” procedures to obtain supplies and materials; ask for the form in the Main Office.

## Purchase Orders

Purchase Orders are used to make purchases through the School District. When services or supplies are requisitioned through the School District, a work order or Principal’s Requisition must be obtained IN ADVANCE in the Main Office and approved by the Principal.

Whether on the annual order or on a special order during the school year, it is important that you specifically identify the item(s) you need. The following order information is needed:

- A good description of the item, the catalog number, specific quantity, size, color, price.
- The name and address of the supplier, and special instructions, such as the date needed.
- If a substitution would not be acceptable, state “no substitution” and why.
- If the item is being reordered from a canceled purchase order, be sure to give the purchase order number of the original purchase order.

Your order can be processed without delay if all the necessary information has been provided.

When the item is delivered, the Main Office will check the order and have it delivered to your room. It is extremely important that you check the item as soon as possible. If you find a product that is not up to your standards, is damaged, or has been mishandled, please return the product to the office immediately. This is essential so that the proper paper work can be processed. Please be sure to leave specific instructions as to why the product is unacceptable and whether you want it reordered, canceled, etc. In this situation, Central Administration’s “Accounts Payable Office” will contact the company.

Many supplies come through the mail, and occasionally, secretaries do not have the chance to check them in; this makes it especially important that you verify all items received and communicate this with office staff.

***If you have any questions regarding any purchase orders, supplies, or procedures, please ask a secretary in the office.***

IMPORTANT NOTE: You must have a purchase order BEFORE you purchase anything (including preview items). A purchase order may be obtained quickly, and it absolutely essential.

Any payment of bills by any **student group or activity** must be made by a check obtained by proper application of the purchase order. The purchase order is to be used to get materials or services requested by the student groups. These purchase orders are obtained by filling out requisition forms, which are available in the Finance Office. These requisitions are to be signed by the teacher sponsoring the activity, not by students or parents. The statement will be

paid when all receipts are turned in to the Finance Office, acknowledging that the order has been received or the services rendered.

Please do not order any item or service unless the Principal and the Finance Office have been informed. This can be done only through the requisition form and the purchase order.

## Requisitions

### Annual Orders:

Requisitions for the next school year for supplies, new equipment, repairs, etc. are due before the end of the calendar year. Teachers will be furnished forms and notified in advance as to the specific due dates.

### Miscellaneous supplies:

Teachers should anticipate the need for necessary supplies a day or two in advance so office staff may have sufficient time to fill these orders. Forms for miscellaneous supplies out of the vault are available in the Main Office.

### Reimbursements:

- Reimbursements must stay under \$150.00 per **30-day period.**
- Itemized receipts must be provided for reimbursements.
- Your signature and student activity account must be labeled on each receipt.
- Please see the finance office for proper paperwork.

# SECTION FOUR: PROFESSIONAL ISSUES

## Administrative Walk-Through Visits

Teachers should expect to have “drop in” visitors, since Administrators and colleagues often stop by to see what is going on in classes throughout the school.

Please do not stop what you are doing when you have a drop-in visitor come into the classroom. If s/he needs your attention, you will be signaled.

During many walk-throughs, administrators will use a digital feedback instrument that addresses learner engagement in the classroom. The purpose of this form is to see how we (as a building) are doing with choosing teaching strategies that increase learner engagement. The form will be returned to the teacher via email and the data will be compiled AS A GROUP. Teachers are encouraged to collect their personal data to see how they are increasing engagement in their own classrooms.

## Classroom Management

Please greet students at the door as they enter your classroom and stand so that you can supervise the classroom and hallway. **Students should not gather at the door, and they are not to be released before the bell.**

Teachers are expected to teach “bell to bell” and employ a variety of strategies and activities during each class period.

Students should have a clear understanding of class expectations (**attendance, homework, grading, behavior, etc.**).

Teachers are expected to teach, facilitate, and work with their students in an environment of mutual respect, exemplary behavior, and academic focus.

Teachers are expected to address issues of concern with students as soon as they are apparent; ***parents should be involved*** to correct any situations where student behavior or performance needs improvement.

Colleagues, counselors, and administrators are available to offer advice or assistance to teachers.

### **Student engagement and classroom management are the keys to having few discipline issues!**

Effectively managing your classroom is an essential part of maintaining control and discipline. Often the number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the policies, routines, and procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day; pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine.

Classroom Expectations - Each teacher should develop a written classroom management plan (classroom expectations) for their classroom. **It is recommended that teachers share this with students and parents at the start of each semester.**

The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, including the use of a progressive discipline model within the classroom, the teacher should ask the appropriate AP for help. **Except in “severe” cases,**

**before a child is sent to the office for constant misbehavior, classroom teachers should have contacted parents, informing them of any behavior concern.**

## Communication

Frequent and timely communication between teachers and parents is a professional expectation. Communicating with parents from the start can make a teacher's job so much easier! It is best practice to contact parents as negative behaviors occur in your classroom. **Please consider calling before using email to communicate with parents.** Waiting to make a phone call until the behavior escalates does not make sense. Most parents will make an effort to help curb unacceptable behaviors if you make the effort to contact them. Think of it like this: if parents were angry about your actions in the classroom and wrote a letter to the superintendent, you would be upset – and rightfully so – that you did not have a chance to address the situation with the parent first. Parents feel the same way; they want to be able to address behaviors with the teacher and with their kid before hearing from administration.

Confidentiality - Comment and discussion regarding student personalities and records should only be discussed with appropriate people in the education setting. Student behavior problems should not be part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

Mail Boxes - The mailboxes are located in the Main Office. Please check your mailbox in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mailboxes contain confidential information.

Telephones - The telephones are our intercom. Please monitor your voice mail regularly. If a response to a message is warranted, do so in a timely manner. Please make every effort to respond to messages within 24 hours.

## Due Process

Due Process shall be afforded to all students, as outlined in School Board policy.

## Lesson Plans

Lesson plans should be completed each week, and are expected to be updated and visible in Planbook each Monday at 8:00 am. Plans may be reviewed at any time by substitutes, administrators, parents, and students. Lesson planning is one of the components monitored in the evaluation process. Lesson plans should follow the building's instructional framework G.O.L.D.

For the convenience of substitute teachers, plans should be detailed, complete, and included in the Planbook sub view. In addition, accommodation plans need to be left for 504 and IEP students.

## Parent Contacts

**Parent phone calls and emails are to be returned promptly, at least within 24 hours.** Try to make your first parent contact a positive one. If it is necessary to call on a negative issue, it always helps set the tone of the call if you start with a positive comment.

Teachers may consider asking for parent email addresses at the beginning of the year to assist in having immediate contact with parents. Parent emails are usually included in PowerSchool.

The vast majority of parents are very supportive of teachers. **Parents have the right to know what is going on.** Be sure to notify them of discipline, attendance, or academic issues AS EARLY AS POSSIBLE, in order to obtain their support and assistance. ***Parents are much more supportive if they are kept in the loop from the start!***

Except for “severe” incidents, **every teacher will make a parent contact (not just leaving a message) before turning over discipline to an AP.**

### **Professional Learning Community Time (PLCT)**

PLC time provides professional development in a professional setting. The PLC time allows school staff to devote time and attention to academic issues and increasing student achievement.

PLC time generally occurs on each Wednesday afternoon from 2:40-3:40 pm. Please refer to school calendar on the CMR web site for dates.

### **Professional Reading**

At CMR, a considerable number and variety of professional reading selections are available in the professional library located in the Media Center. New books are being added continually on a broad array of professional topics.

### **Teacher Evaluation**

Our district uses the Montana Educator Performance Appraisal System – EPAS – evaluation model. Teachers who are new to the district, will be evaluated with this model for their first three years. Tenured teachers who are being formally evaluated may choose the EPAS process or may choose from a variety of other options, including peer observations, portfolios, or individualized plans.

# SECTION FIVE: STAFF ISSUES

## Advisor Responsibilities within the Connections Program

Teachers are assigned a group of approximately 20 students. Advisor responsibilities include facilitating Connections sessions, helping students schedule for classes, monitoring their academic progress, and encouraging their advisees regarding effort, accomplishments, and involvement in activities while they are at CMR High School. The goal of each advisor is to ensure that each of their advisees has a clearly articulated plan for after high school. A teacher's advisees remain the same until the students graduate. This is a very important responsibility, and Connections in-services are provided throughout the year.

## Awards of Note for CMR Faculty

Each year, the teaching staff chooses one teacher to receive the Teacher of the Year award, which is presented at the annual Retirement Reception in May.

The staff also chooses a colleague to receive the DuFresne Award for outstanding teaching, involvement in activities outside the primary teaching area, and contributions to the community. This award is presented at our Commencement exercises.

Teacher of the Month is a student-generated, student-chosen award. These awards are typically presented at staff meetings. A student-selected Teacher of the Year is also chosen and is awarded at the Retirement Reception in May.

## Awards of Note for CMR Students

Student awards that involve faculty in the selection process include the Heisey Awards and the Golden Flame Award. The Heisey Award is given to deserving students who have shown improvement in citizenship, effort, and academics. Teachers are asked to nominate students at the end of first quarter, and at the conclusion of the first semester. There is a recognition assembly in May for the recipients of this award. The Golden Flame award is the most prestigious award given to a senior at graduation. The Golden Flame recognizes a senior who has made contributions to CMR High School that will have a lasting impact after the class has moved on. Academic performance, high character, and respect from peers and professionals in the building are considered. Students on two different committees nominate and narrow the field to five finalists; following that, department leaders, counselors, and administrators contribute votes to the process to determine the recipient for the award.

## Change of Address or Phone

Teachers are asked to notify the office of any change of address or phone number. Demographic forms are available in the Main Office and should be filled out to notify Human Resources Office and the main office of any changes.

## Chaperone Duties for Student Activities

Each teacher shall sign up to chaperone at least TWO events (1 Homecoming event, and 1 other event) throughout the school year. A schedule of events is posted in the main office at the beginning of the year so teachers are able to sign up for one event. Teachers are ***asked to find a replacement if they find they cannot fulfill a chaperoning responsibility.***

## Class Sponsors

Teachers are asked to serve as class advisors for four years so that they may follow their class through grades 9-12. For freshman and sophomore class advisors, Homecoming is the primary responsibility (supervising float-building). In addition to homecoming, Junior and Senior class advisors also work with students on planning the MORP dance (Juniors), and planning Prom (Seniors). Additional fundraisers and activities also require sponsors' supervision.

## Parent Conferences

In order to address problems before they become serious, teacher-student-parent conferences are strongly encouraged. Absences, tardies, lack of effort, not completing assignments, emotional issues, and grades are just some of the areas of concern that may prompt a call home and/or a conference.

If a Counselor is setting up a conference, he/she will contact you regarding the time and location. **Your attendance is required.** Parents count on you for helpful information and suggestions.

Parent-teacher conference days are an opportunity for you to meet with your students' parents. Your attendance and participation are required. Parents may request to conference with you – or you may request a conference with a specific parent.

There is no need to wait for formal conference time - **you (or a parent) may request a conference at any time.**

## Contracts

There are several “contracts” available to you for use with students. Tardy and behavior contracts are available from the AP's to use as appropriate with students. You may also use our contract format and adapt it for your use with students. Consult an Administrator before you actually issue the contract. No contract is valid until the **teacher has spoken** with the parent. The date and time of that conversation must be listed on the contract.

## Correspondence

When sending out correspondence on school letterhead or as an official school communication, please check with an Administrator before printing the letters. Correspondence must be cleared before posting. This does not include informal notes sent home to parents.

## Department Leader Responsibilities

Department heads will provide leadership, facilitate communication within their respective departments, and act as a liaison with their department and building administration.

## Department Leader Duties

- Conduct bi-monthly department meetings
- Participate in monthly department leader meetings and report back to department members
- Provide instructional leadership to all members of their department
- Plan department PLCT meetings that are designed to meet and support department goals
- Develop and coordinate district, building, and departmental budgetary requests and submit annual orders
- Facilitate ordering of supplies, books, equipment, and materials as per departmental and building budget
- Have a clear understanding of departmental benchmarks and content standards
- Provide input to building administrators regarding development of the master schedule as it pertains to their department, taking into consideration each teacher's skills and allowing for their professional growth
- Be cognizant of department and district assessment tools and strategies, and assist with their implementation
- Assist in the hiring, staffing, and class placement of teachers within the department
- Model effective teaching practices for other teachers
- Perform other tasks as may be assigned by the principal
- Assist in the mentoring of all staff in the department and provide focused training or mentoring for new staff members
- Communicate with building leadership regarding the needs, wants, and department vision and goals

## Department Leader Qualifications

- Possess strong communication skills
- Be perceived as an individual with credibility who commands respect from members of their department
- Have demonstrated excellent teaching skills
- Play an active role on the building's leadership team
- Be approachable, positive, professional, and possess excellent interpersonal skills
- Be creative, solve problems, and mediate conflicts

## Duplication of Materials for Class (Print Center and Photocopier)

All printing is done through the District Central Printing Office. The following procedures should be followed:

- Please complete a Print Center Order form for each order. This is fillable PDF you get from the main office.
- Create a PDF of your original document.
- Email the PDF and a copy of the completed Print Center Order form to CMR\_Print\_Orders.
- Orders can be emailed any time of the day. Orders are processed in the Main Office all day - every work day. However, if you order after 1pm please plan on an addition day. Turn-around time is approximately 24 hours after the Print Center has received the order.
- Orders are delivered to the office once a day in the afternoon (usually around 2 pm.)

## Photocopier Use in the Main Office

It is far more expensive to duplicate on the office copy machine than to duplicate at the Print Center. Please limit your use of the office machine to ten (10) copies of an item; any items requiring more copies should be sent to the Print Center. Each teacher has a limited number of copies to use throughout the year. Safeguard your copy number to ensure you get to use the copies you have been allotted.

## Duty Assignment Descriptions

Please review the information below as it relates to duty assignments:

- Please be on time for your duty assignment. Duty time is the FULL class period. Go to your assignment at the beginning of the class period and stay until the bell rings to dismiss students.
- Be observant and take action if you see inappropriate behavior.
- Each duty that you have amounts to 1/6 of your contracted pay. You are expected to give the same attention to the duty as you do your teaching responsibilities.
- If you have personal business that necessitates your being away from your duty, it is your responsibility to notify the Main Office AND to find someone to cover the duty while you are away.
- Duty Reassignments: no matter what your duty, please know that it may be reassigned on any given day. If we are short substitute teachers, the office staff may ask that you report to a classroom to substitute for a colleague during your duty period. The expectation at CMR is that you cheerfully comply.
- If you wish to fill in for colleague during your prep period for pay, please let the office staff know. Any prep time, "for pay" substituting, needs to be assigned through the office staff.

### Study Hall Duty

You may provide computer lab passes for serious work. Students who do not return by the end of the period on a pass should be warned the first time, assigned detention the second time, and referred to an Administrator after that.

- All study halls are “no talk” unless students are legitimately working together on an assignment.
- Snacks and beverages other than water are at the teacher’s discretion.
- Students are NOT to be sent into the halls to study or for discipline.
- Students are not allowed to leave study hall without a specific pass.
- Electronic listening devices are allowed in study hall at the teacher’s/supervisor’s discretion.
- Students who arrive to study hall more than 15 minutes late are considered absent.
- Repeated tardies or absences should be reported to an Administrator after teacher has warned the student, assigned detention, **and called home to notify parents.**
- Please check students’ grades on a weekly basis and encourage students in areas where they are struggling – coach them on how to break down and get started on assignments, get additional support on class assignments, projects, etc.

### Cafeteria Duty

- Please be observant of student behavior in the lunchroom. Circulate throughout the cafeteria. There should be at least one other staff member on duty when you are.
- Assist cafeteria personnel if they have difficulty with anyone.
- Check to see that students clean off tables when they have finished eating, and that trash is picked up.
- Check the hallway on the north end of the cafeteria.
- During the lunch periods, **monitor the students in the Breezeway as well as the Commons.**
- Students may NOT go upstairs without a pass until the bell rings to signal the end of the lunch period.
- Do not allow students to go into the Field House during their lunch period since that area has PE classes in progress.

### Hall Duties and “Roamers”

The purpose of these positions is to control traffic and noise and make sure students get to where they belong without loitering in the halls. Restrooms are to be checked several times during the class period. Students out of class need to verify to staff that they have an open period or a pass. Take students’ names if you need to check on this.

### Outside Duty

Please grab a radio from the office, wear a safety vest, and spend most of your time circulating the campus. To help curb vandalism and theft, students are NOT to sit in their vehicles or hang out in the parking lots during the school day. Report suspicious behavior to an Administrator, and bring students to the Office who are observed to be in possession of or using tobacco or other substances in violation of the Student Code.

### Bus and Parking Lot Duty

Teachers who are assigned bus and parking lot duty for the week will wear a safety vest, stop by the mail room immediately after school to get a radio, and then report to their duty station and radio in, letting the office staff know they are on duty. Remain on duty until the last bus has departed. Be visible and circulate among students.

## Duty Day

Teachers are to sign in at the counter opposite the first section of faculty mailboxes and to be on duty from 7:40 am until 3:40 pm each day. The time before your first and after your last scheduled assignment is to be used for giving individual help to your students, for advising them, for conferences, or for other professional purposes.

Teachers are expected to be with students “bell to bell.” Another adult must be in the classroom if you have to leave, even if only for a few minutes. **This is a liability issue.**

Teachers are to notify an Administrator if it is necessary to leave the building during school hours. Teachers should make a practice of stopping in the office to check their mailboxes before going home. Teachers with 0 period classes should arrive by 6:40 am and stay until 2:40 pm.

## Faculty Parking

Please see a secretary for a Faculty parking permit and information on the lots.

## Field Trips

Field trips must be approved by the Principal and advance make-up sheets are requested of students, so that teachers are informed of the upcoming absence. A list of students going on the field trip needs to be turned in to the Attendance Office. Associate Principals should see the list, to determine whether any students would jeopardize credit or overall standing by missing classes for the field trip.

## Graduation

All teachers are encouraged to attend graduation. A special section is reserved for staff members who indicate they will be attending and those in attendance are recognized during the ceremony. ***Celebrating the culmination of four years of work, which all faculty and staff members had a hand in, is a gesture appreciated by graduates and families.***

## Hall Supervision

Teachers are to be in the halls **before and after school and between class periods** to supervise and monitor student behavior. Teacher vigilance is a proactive measure that is a huge deterrent to inappropriate behavior.

## IEP's and Special Education Feedback Forms

Teachers may be given IEP notice forms and will be asked to provide information concerning various students throughout the school year. ***IF you receive an IEP notification or questionnaire, a response is REQUIRED.*** Please return the forms as soon as possible to the person requesting the information.

## Illness, Family or Personal and Substitute Teachers

In case of absence from duty, teachers are **required** to enter their absence in AESOP, the automated sub placement program. It is highly recommended that you enter your absence at least 5 days prior to the start date to ensure timely substitute teacher placement. Absences must be entered before 6:45 AM in order for the absence to be posted on AESOP. **Any absences after 6:45 AM, the teacher MUST call the sub clerk at the DOB at 268-6014 and the sub clerk @ CMR at 268-6248 so that one of them can enter the absence into AESOP for you. Teachers are NOT to arrange for their own substitute teachers.** All subs will be placed through the automated AESOP system. Questions can be directed to the sub desk at 268-6014.

- There are three different ways to create an absence:
  - On the web – <http://www.frontlinek12.com/aesop>

- On mobile – <http://m.aesoponline.com>
- On the phone – 1 (800) 942-3767

## Meetings

Monthly staff meeting times will be communicated to staff and will occur during PLCT. Staff will sign in at staff meetings and regular attendance is expected.

City-wide meetings may be called by the Superintendent of Schools and these will take precedence over all other scheduled meetings.

Department leader meetings are usually held the first Tuesday of each month.

Other meetings for special groups (class sponsors, coaches, etc) will be called as necessary. Teachers will receive notification of these meetings by email and/or announcements.

## Open House Responsibilities

All teachers are expected to be present at Open House. You will receive information as to topics to cover with parents and students in advance of the scheduled Open House. This is an opportunity for you to meet parents, but time does not allow for conferencing. Any conferences should be arranged for another time.

## Participation in School Activities

A benefit of teaching at CMR is the opportunity to be involved in/with the many activities. Besides being highly rewarding for you, students, parents, and our community appreciate seeing our teachers participate in the wider CMR community. A variety of opportunities exist, including attending athletic events, concerts, and plays, being a class or club sponsor, working on Homecoming activities, serving on a standing committee, and others. We are proud of CMR traditions and want you to feel a part of our school culture. As we all know, the community includes more than the academic experience. Student achievement remains our primary focus, but again, all aspects of the high school experience nurture achievement potential. All teachers are required to chaperone at least two events during the year. A calendar of events is available on the CMR website (<http://cmrweb.gfps.k12.mt.us>).

## PE Classes

PE teachers will keep students in the gym until the bell rings to release students at the end of the class period. No students will be allowed in the breezeway before the bell.

## Seating Charts

Seating charts are required. They help with classroom management issues and are an asset to substitute teachers. Please keep your seating charts updated.

## Sharing Rooms

We are always “short” on classrooms at CMR, necessitating the sharing of classrooms. Please be courteous and positive, cooperate with storage space, desk arrangement, and classroom organization. ***Each room is part of the school and “belongs” to everyone.***

## Special Assignments

School dances and other student activities require faculty supervision. Assignments will be made for these events. If it is not possible for you to attend the event you are signed up for, you need to find a replacement and notify an Administrator in advance.

## Student Supervision

All out of school special meetings with groups of students or other school-sponsored activities must be properly supervised and approved in advance by an Administrator.

School functions should not be scheduled past 7:00 on Wednesday evenings. That evening has been designated city-wide as “church night” and all school activities must end by 7 PM on that day. Students should be given the option of leaving the school activity in time to comfortably be able to be on time for their other commitment.

## Telephones

Each teacher has access to a telephone in each classroom and will be assigned an individual telephone number. Access to individual teachers’ numbers is available in the District directory. Please follow the following guidelines on phone use:

- Do not unplug any phones. Phones are programmed for specific ports. Programming is lost if phones are unplugged.
- Instruction should not be interrupted with phone use. Please use the forward/voice mail option.
- See the Administrative Assistant in the Main Office if you have questions or problems with phones.
- Students have free access to a phone in the Main Office.
- Cell phone use in the building is discussed in the CMR Student Handbook and the GFPS District policies. For practical purposes, these policies apply also to faculty and staff.
- As a general rule, staff members should NOT be using their personal cell phones for talking or texting during ANY student contact time.

## Travel Forms

You must fill out an Administrative Approval form for any school-related absence that includes a request for money. Any school-related absence that does NOT necessitate a request for money (such as a day-long meeting at the District Office Building) requires filling out an “Alternative Assignment” form. Get the appropriate form from any secretary, complete it, and turn it in to the Administrative Assistant in the office. She will know if there is other paperwork to fill out, and that you plan to be gone and why. Do not just fill out forms and leave them with the Principal. Do not send the forms to the Assistant Superintendent yourself.

Please check to be sure you are submitting the correct forms.

## Travel Regulations

Extracurricular and travel regulations as defined in the District Handbook will be enforced by extracurricular supervisors. Supervisors will turn in a list of students and ID numbers to the Attendance Office at least 48 hours before departure and an itinerary to the Main Office before leaving.

Advance make up work is necessary for absences of two days or more.

Activity sponsors must obtain from each traveling student a “Participation Agreement” form signed by a parent prior to departure. These forms are available in the Main Office

Each activity sponsor is to provide in writing a list of all regulations affecting eligibility and travel regulations to each participant.

If a student is to be released to a parent at the end of an extracurricular event, a “Transportation Release” form, signed by the student, the parent, and an administrator must be submitted to supervisor/coach in advance of the trip. These forms are available in the Main Office as well as on the school’s web site.

# SECTION SIX: STUDENT ISSUES

## Academic Accommodations for Students with Disabilities

In addition to Special Education services, students who qualify may receive special accommodations (504 plan, a Student Health plan, or other). You are required to review all 504's and IEP's for caseload students in Milepost. You are required by law to provide those accommodations.

## Aides

Student Aides must be approved by Counselors or Associate Principals, and the appropriate form must be completed.

## After School Assistance Program (ASAP)

Assistance is available to students after school five days per week (Monday, Tuesday, and Thursday until 4:40 and Wednesday and Friday until 3:40) in the Media Center.

## Alternative High School

Paris Gibson Education Center may be a workable option for some students, based on attendance, academic performance, and personal situations. Referrals are made by Associate Principals and Counselors.

## Attendance

Good attendance is necessary if the school is going to achieve its true purpose and accurate record-keeping is essential. CMRHS has a well-articulated attendance plan that has been widely shared with students, parents, and our community. See the complete practice outlined in the Student Handbook.

Students planning to miss school more than two days should bring a pink Advance Make-up Sheet for you to sign. These forms are available in the Attendance office. Coaches and teachers planning to take a student group out of school must require their students to take these sheets to teachers prior to the trip.

*Teachers should contact a student's parent if his or her absences are negatively affecting his or her academics. In addition to parents, at the first sign of a concern the student's counselor and AP should be notified.*

Unexcused absences carry consequences ranging from the student's grade suffering to detention or ISS, ASAP, or Saturday School. Administrators will keep you informed through Pupil Action Reports and/or emails. Questions or concerns are invited at any time in the progress of consequences.

A student whose grade is negatively affected due to poor attendance in a course may be kept in the class if he/she is under the age of 16 (in accordance with Montana state law). Credit recovery possibilities will be communicated through Pupil Action Reports and/or emails or conferences.

Homebound services are available in some situations. Administrators make the request, based on information about the student involved.

Students who have been suspended in or out of school are allowed to do assigned work and to receive credit for it.

## Attendance/Tardy Procedures

Teachers are responsible for taking attendance using Power School **EVERY PERIOD, EVERY DAY**. This is made even more critical with our use of the automated calling system, affectionately known as "Mr. Auto".

Students who enter late must have attendance status corrected in PowerSchool. If a student is more than 15 minutes late, s/he needs to enter your classroom with a pass from the Attendance Office.

Teacher records of student attendance are the official record and are extremely important. Keep accurate, timely records; you may be asked to verify the information at any time.

## **Bullying/Intimidation/Harassment/Humiliation**

Report all incidents to Administrators.

Clarify to students that any ongoing harassment in class needs to be reported to you immediately. "Ignoring it" will not make it go away. These behaviors are NOT tolerated at CMR.

Refer also to the CMR Student handbook and/or the GFPS Board policies for which you have signed a statement regarding your awareness and understanding of the policies.

## **Cell Phones and Other Electronic Devices**

Cell phones may be used in the common areas of the building between classes and at lunch time. Cell phones may be used during open periods in the commons and breezeways only.

Cell phones should not be used, seen, or heard during classes (except for class purposes **at the teacher's discretion**).

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

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

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

Student use of a cell phone or other electronic device with the intent to threaten, intimidate, or harass another student will be considered a serious offense with disciplinary consequences. This activity will not be tolerated.

**Teachers are not expected to confiscate cell phones. If a student is using a cell phone in your class at an inappropriate time, tell him or her you will be referring the violation to an AP, complete a PAR on the infraction, contact the parent, and email the appropriate AP. *It has been our experience that a parent contact by the teacher regarding cell phone issues has been effective in preventing further issues from occurring.***

## **Cheating/Plagiarism**

Please see page 6 of the CMR Student Handbook.

## **Detention**

Teachers are expected to take care of classroom management issues. Progressive discipline is recommended, beginning with a warning, followed by detention, when warranted. **Contact with parents is required**, as well, to inform the parents of the problem that you are seeing in class and to invite suggestions and cooperation to help resolve that problem.

When detention is assigned to a student, a detention form must be signed by the teacher **and the student to ensure the student is aware of the need to serve.** The form must state a deadline for having the time served; if detention is not served by that deadline, **the teacher will inform the parent of the student's failure to serve** and the teacher will complete a PAR for further action.

The original detention is to be served with the teacher who assigned it. Administrative detentions require students to serve the time in the ISS room.

### **Dress Guidelines for Students**

Please see pages 27-29 of the CMR Student Handbook.

### **Fees, Student (Extra- and Co-Curricular Participation)**

Please see the CMR Student Handbook.

### **Fees, Student (Class Fees)**

Great Falls Public Schools offer courses which may require students to pay reasonable fees to cover actual cost of breakage or excessive supplies used. **Teachers may not assign work that requires student expenditures.** See the Principal if you have questions.

The following programs may have additional costs or fees. Future courses or programs may be added as the need arises:

- Athletics: shoes, jerseys, socks, clothing, etc.
- Art: supplies, materials
- Business: breakage, etc.
- Computer: calculators, etc.
- Debate: files, nonspecific materials, etc.
- Family and Consumer Sciences: material, food, breakage, etc.
- Health Enhancement: medical physicals, gym clothes, etc.
- Industrial Technology: lumber, parts, wires, metal, etc.
- Music: special clothing, etc.
- Science: lab fees, film, workbooks, breakage, etc.

Examples of courses that may require fees ranging from \$10 to \$30:

- Art: AP Senior Studio, Commercial Design, Painting, and Photography
- Family and Consumer Sciences: All lab classes
- Debate: Debate-Forensics
- English: AP English 7-8
- Health Enhancement: Athletic Weight Training, Physical Weight Training
- History: AP Government, AP US History
- Music: All Music classes
- Photography: Photographic supplies
- Science: AP Biology, Honors Chem, AP Chemistry, Forensic Science
- Industrial Technology: Auto Technology, Construction Tech 3-4, Metals, Welding, Woods, Power Tech

## Fines

All fines will be collected in the Finance Office. Teachers may NOT collect fines from students directly. Diplomas are withheld from graduating seniors who have not paid all fines. A report of fines owed is mailed home periodically.

## Incomplete Grades

All incompletes must be approved by an administrator. Please complete a “Teacher Request to Assign and Incomplete” form and submit it to the student’s AP.

## In-School and Out-of-School Suspension

Administrators may suspend a student in-school or out-of-school.

ISS requires students to spend their school day in the ISS room and to complete assignments that are collected from classroom teachers or posted on Planbook. Teachers need to assign work that is meaningful. If there are missing assignments the student could be working on, that may be the student’s ISS assignment for a particular class. Aides deliver completed assignments to teachers.

It is critical that teachers fill out the ISS assignment sheets/respond to communication about ISS as soon as they receive them so that students have work to do while they are serving.

There is an ISS supervisor that will contact Administrators if they need more cooperation from other teachers in getting assignments.

As a rule, students are NOT released from ISS to come to a class for a presentation, a test, etc.

Students assigned OSS (out of school suspension) are allowed and encouraged to get all assignments before leaving school or to contact individual teachers by phone or email. Work is expected to be turned in upon return to school, or within a reasonable length of time as arranged between student and teacher. Credit is earned for work done. Students may make arrangements to come in before or after school for help from teachers.

## Initiations

Initiations for ANY school-sponsored club or activity are NOT allowed.

Any activities required for membership in any group must be approved by the Principal.

## Math Lab Assistance for Students

Please see page 8 of the CMR Student handbook.

## PAR or Pupil Action Report

Pupil Action Reports are for serious, or repeated behavioral infractions.

**Do NOT submit a Pupil Action Report (PAR) to an Administrator unless you have already addressed the problem with the student, assigned a consequence, and contacted the parent.** The exception to this is an incident of violence against another person, or “extreme case” behavior, language, or actions. For clarification about “extreme cases,” see an administrator.

## Pass Slips

Students should NOT be out of the classroom without authorization and possession of a pass. Passes should be filled out completely and in ink. Do not have students write their own passes, and make one pass per student

## Scheduling Classes

Student class selection is done one time per year, in February. Counselors visit English classes prior to that time, and Advisors will also receive in-service as needed. Advisors work with their Connections advisees on scheduling. Information is given to teachers in advance of the scheduling dates. Advisors are expected to know their students and their students' career aspirations to advise them on which classes to take.

## Smoking, Tobacco Products, Alcohol, Drugs

Teachers are expected to report the names of students suspected of having used or being under the influence of illegal substances at school to an administrator first, not to the SRO.

Students found to have used these substances during the school day or at school activities will be disciplined according to the Student Code and the policies of the Great Falls Public Schools.

Great Falls Public Schools buildings AND GROUNDS are tobacco-free (smoke **AND** smokeless), for **all employees** as well as students and the public. This definition was extended to electronic cigarettes and any other tobacco or nicotine innovation.

## Student of the Week

All staff and faculty members will be asked to nominate two students throughout the school year. Criteria for selection may include, but it not limited to: random acts of kindness, academic improvement, behavioral improvement, etc. The student will be awarded a certificate that will be signed by the nominating adult. In addition, the student will receive a small token such as a "free food" card from a local restaurant.

## Tardies

Classroom instruction time is negatively impacted by student tardiness; therefore, **teachers will have a plan to deal with tardiness in their classroom discipline plans**. Following teacher consequences and a parent contact, a discipline referral may be made to an Administrator for continual tardiness. A tardy contract or other strategies for eliminating tardiness can be implemented when appropriate.

## Telephones

For cell phone rules, see page 50 of the CMR Student Handbook.

There is a free phone for student use on the counter in the Main Office.

## Truancy

See above, Attendance.

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