



## Welcome to C.M. Russell High School!

In lieu of printing 1400 copies of our 58-page handbook, we are instead sending home a few pages, highlighting the “FAQs” of the handbook and directing families to <http://cmrweb.gfps.k12.mt.us> to view the handbook in its entirety (including its new appendix with many blank forms, permission slips, etc...) and the GFPS District Handbook at <http://www.gfps.k12.mt.us/districtinformation/studenthandbook>. **Anyone who wishes to obtain a printed copy of the handbook may indicate such on the sign-off sheet in the back of this packet.** Printed copies will be available upon request in the main office throughout the year.

PAGE	TOPIC
11-12	<p><b>Academic Interventions for Students</b></p> <p>Please see Section Two of the handbook for all types of academic interventions for students. Interventions range from getting help from teachers after school to attending Saturday School to visiting the Math Lab during study hall. Whatever the need, there is a good chance we can meet it! Don't hesitate to contact the student's teacher or counselor to ask for help when needed!</p>
31-32	<p><b>Media Center</b></p> <p>The Library/Media Center is the information center of CMR High School. The Library/Media Center is open Mon, Tues, Thurs 7:00-4:30; Weds and Fri 7:00-3:30. Books for pleasure reading as well as research and reference materials are available for use and/or checkout. Access to databases are also provided through the Library/Media Center webpage. These resources can be utilized at school as well as at home. Check with the Media Center for login and password information. Books may be checked out for a period of three weeks; reference books and calculators may be checked out overnight or an extended period cleared by the staff. Fines are assessed for overdue materials. Books accrue fines of 20¢ per school day, and overnight materials accrue fines of \$1.00 per school day. Fines cap out at \$5.00 per item.</p> <p>Printing and making copies are available in the media center for students. Each Student is given an initial balance of \$2.50 for printing any additional usage will need to be paid by the student at the rate of \$0.05 per black and white and \$0.20 per color print/copies. The money needs to be added in the finance office in increments of \$1.00. Copies and money will not be rolled over for subsequent years. Printing costs are subject to change.</p>
13-19	<p><b>Tiered System for Attendance (For complete details, please see the full handbook on the CMR website)</b></p> <p>At CM Russell High School, our goal is to prepare all our students for success in school and beyond graduation. Employers and post-high school education officials repeatedly report that attendance is one of the top issues they deal with and that many young employees and post-high school students struggle, are fired, or fail due to poor attendance habits. In nearly every case, students who drop out of CMR have a history of poor attendance.</p> <p>CMR employs a tiered system of “triggers” that will alert students, parents, counselors, and administrators when students' absences begin to become excessive. By working as a team, intervening early, and minimizing absences, we believe that this attendance practice will result in improved academic performance and increased learning and that our students will be better prepared for school or work when they graduate.</p> <p>Based on absences in each period or class, students will fall into a “green, yellow, or red” level.</p>

Except for school related absences and verified medical absences, all other absences count in determining a student level. Parents will be regularly informed and involved in the intervention process.

**Following is a description of the 12 – Day Attendance Procedure:**

- If a student accumulates more than 12 total excused or unexcused absences in any class period during a semester, he/she 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.** Replacing a **“P”** with a letter grade on permanent student transcript.
- Students who have a **“D” or “F”** will maintain those grades.

**Reinstatement Process**

- **Replacing a “PG” with a letter grade on permanent student transcript.**
  - When a student accumulates more than 12 total excused or unexcused absences in any class period and wishes to reinstate a letter grade he/she needs to do the following:
    1. **Contact their Associate Principal to initiate the reinstatement process within 3 days of accumulating more than 12 absences.** One of two methods may be used to reinstate a letter grade.
      - **Attendance Contract** – student will have zero excused or unexcused absences for 20 consecutive school days or the remainder of the semester, **whichever is greater.**
      - **Hour-For-Hour Makeup.** For every class period you miss more than 12 (per period), you must make up an academic intervention hour (possibilities include Saturday School, ASAP, teacher supervised time, etc.). If fewer than 20 days remaining in a semester, this is your only option.
    - An appeal for reinstatement can happen once per school year, **regardless of the number of classes affected.** An appeal for reinstatement must be completed during the offending semester. If a student appeals, he/she cannot have any more excused or unexcused absences that semester in that class period.

**An appeal can happen ONCE PER SCHOOL YEAR. An appeal must be completed during the offending semester. If a student appeals, he/she cannot have any more excused or unexcused absences that semester in that class period.**

Students who are excused by a parent/guardian for any portion of a period or day will be required to leave campus. When students are excused, they may not be in the Media Center, Commons, or elsewhere on campus. If they are on campus, they must be in their assigned classes or will be considered truant.

**In order to participate in an extracurricular activity, including practice, a student must be in school during the afternoon of the date of the event or during the afternoon on the last day prior to the activity if the activity falls on a non-school day. Exceptions may be made by an Administrator.**

**Tardies.** Students are expected to arrive to class on time, with materials, and be ready to learn. The teacher will handle classroom tardies; excessive tardies may be referred to an

	<p>Administrator. Tardy contracts are an option for teachers and Administrators to use. Chronic tardiness may adversely affect a student’s academic progress. A tardy of more than 15 minutes is considered an absence.</p> <p><b>Disciplinary Action for Truancy.</b> Truancy may result in disciplinary action. Students are to attend every class, every day.</p>
<p>18</p>	<p><b>Automated Calling System</b>  CMR utilizes an automated calling system to keep parents abreast of their children’s whereabouts in the timeliest fashion. The automated calling system will place calls to parents whose children are absent <b><u>only when the absence has not been determined</u></b>. If a parent calls the attendance office to report a student will miss school for a specific reason, a phone call will NOT be made. If a student is missing school for a school-related absence, a phone call will NOT be made. Calls will be made approximately three times per day. If a parent forgets to call the school to excuse the student and receives a phone call, the parent may contact the attendance office to report the excused absence and will not be called again that day.</p> <p>Another use for the automated calling system will be to inform all parents quickly if there is a safety or security situation at school.</p> <p>The calling system cycles through all phone numbers we have on file for a student, starting with the primary phone number (usually the home phone), and stopping once a connection with a live person is made. If you have a specific phone you wish to have dialed first, please call the main office (268-6100) and let them know.</p>
<p>21, 25-27</p>	<p><b>Bullying, Harassment, Hazing</b>  Intimidation, bullying, hazing, or harassment exists when someone hurts or frightens another person or group on purpose. These are aggressive behaviors that will not be tolerated. Intimidation consists of behaviors that cause someone to feel threatened or humiliated. It is denoted by the following behaviors:</p> <ul style="list-style-type: none"> <li>• An imbalance of power exists between the victim and the bully.</li> <li>• The behavior is repeated, and usually repeated often.</li> <li>• One student does not enjoy the behavior while the other student does enjoy it and may categorize it as a “joke.”</li> <li>• A student is humiliated by another’s actions.</li> </ul> <p>The above behaviors will be dealt with through disciplinary consequences. Intimidation, bullying, and harassment will not be regarded as a joke.</p>
<p>21-24</p>	<p><b>Discipline</b>  Disciplinary action may be taken against any students who possess, use, sell, buy, give, or are under the influence of drugs, marijuana, alcoholic beverages, and tobacco in any form, intoxicants, or any other substance defined by law as a controlled substance or dangerous drug. These policies also apply to students who possess alcohol/drug paraphernalia and cigarette innovations. Disciplinary action may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• In-school and/or out-of school suspension</li> <li>• Suspension from extra and co-curricular activities</li> <li>• Completion of a district approved chemical awareness program or tobacco education program</li> </ul> <p>For more complete details reference Board Policy 3310 or District’s Complete Student</p>

Handbook. Additionally, please see the District's Student Handbook at [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us) regarding Self-reporting and Due Process provisions.

Penalties for Drug, Alcohol, and Tobacco Violations

\*\* Please note that Tobacco Violations include tobacco innovations such as e-cigs and herbal chews, etc.

**First Offense - All Students:**

- Parent Notification.
- SRO Notification to determine ticketing, if appropriate.
- Out of school suspension (OSS) or In-school suspension (ISS) for the remainder of the school day and 10 additional days of OSS or ISS or Saturday School.
- In lieu of the 10-day suspension, student may be offered a District-approved chemical awareness class and/or a tobacco education group (TEG) class. Agreeing to participate in this class can reduce the out-of-school suspension to the day of the infraction and up to 3-5 days of in-school suspension and/or Saturday School. Failure to complete the assigned class will result in re-instatement of the 10-day suspension.

All contraband will be confiscated by the school administration.

**First Offense - Additional Penalties for Extra or Co-Curricular Participants:**

**Drugs and Alcohol**

1. Students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended for their activity for one calendar year for drug or alcohol offenses. The one year sanction for drug or alcohol offenses may be reduced to 30 calendar days for the successful completion of the District approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self-reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the District approved chemical awareness class within a 20 day time period from the date of infraction.

**Tobacco**

Students involved in extra- or co-curricular activities that violate the tobacco use policy will be suspended from their activity for 20 calendar days.

**Second Offense – All Students**

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate
- Student will be referred for a chemical dependency evaluation with the District's substance abuse counselor or other approved provider, unless sufficient time has passed that might allow the student to benefit from retaking the chemical awareness class. Consult with the District substance abuse counselor to determine most appropriate course of action for the student.
- Failure to complete the chemical dependency assessment or other assigned consequences will result in 10 days of suspension from school.
- Illegal tobacco violations will result in retaking the tobacco education group.

**Second Offense - Additional Penalties for Extra or Co-Curricular Participants:**

**Drugs and Alcohol**

**Same calendar year**

Students who are repeat offenders for drug and alcohol violations within the same calendar year as their first offense will forfeit the opportunity to participate in all extra and co-curricular

activities for a period of one year.

**Subsequent Calendar years**

1. Students involved in extra- or co-curricular activities that violate the chemical use policy will be suspended from their activity for one calendar year for drug or alcohol offenses. The one year sanction for drug or alcohol offenses may be reduced to 30 calendar days for the successful completion of the District approved chemical awareness class.
2. Students are encouraged to self-report violations to any coach or school official. If a student self- reports within 24 hours of the violation, the principal may reduce the suspension from activities to 20 days if the student successfully completes the District approved chemical awareness class within a 20 day time period from the date of infraction.

**Tobacco**

Students involved in extra- or co-curricular activities that violate the tobacco use policy will be suspended from their activity for 20 calendar days.

**Third and Subsequent Offenses - All Students**

- Parent notification.
- Determine suspension consequences and SRO ticketing response, if appropriate.
- Consultation with the District substance abuse counselor and parent, if appropriate, to determine level of care most appropriate for the student.
- Illegal tobacco violations will result in retaking the tobacco education group.

**Third and Subsequent Offenses - Additional Penalties for Extra or Co-Curricular Participants:**

**Drugs and Alcohol**

Students who are repeat offenders for drugs and alcohol will forfeit the opportunity to participate in all extra and co-curricular activities for a period of one calendar year.

**Tobacco**

Illegal tobacco violations will result in a 20-day suspension from activities and retaking the tobacco education group.

**Student and Parent/Legal Guardian Due Process**

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

Students who are suspended from activities for one year due to a third offense, may appeal the conditions of the suspension before an administrative hearing panel.

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision through the Uniform Complaint Procedure. (See School Board Policy 3215)

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**Insubordination**

Insubordination is defined as defiance to authority. Students are expected to comply with the reasonable request of any staff member in the building including, but not limited to administrators, teachers, paraprofessionals, substitute teachers, teacher aides, custodians, and clerical staff. Failure to comply with a reasonable request is insubordination and is grounds for

	disciplinary action.
27	<p><b>Sexual Harassment</b> Simply stated, sexual harassment is any unwanted attention of a sexual nature. This can be verbal, nonverbal, or physical. It is the expressed intent of CMR High School Administration and staff to protect any student, teacher, or staff member from being subject to any form of sexual harassment. Sexual harassment in any form is against our standards of behavior, against Great Falls Public School Board Policy, and AGAINST THE LAW.</p> <p>To report sexual harassment, contact a Teacher, a Counselor, or an Administrator. If the student is not sure if another person’s behavior is harassment, he/she shall ask one of the above mentioned professionals. The Building Title IX Coordinator will be informed of the activity and may assist in resolving the situation.</p> <p><b><i>STUDENTS ARE ADVISED NOT TO IGNORE THE PROBLEM IN HOPES THAT IT WILL GO AWAY.</i></b></p>
28-29	<p><b>Student Dress</b> Following is a summary of the clothing guidelines at CMR High School. Following these simple guidelines will keep students in school, rather than having them sent home to change. Any exceptions to the dress code for special events at school will be announced in advance. School is the staff and student’s work place, and appropriate dress is a reasonable expectation. Students are expected to present themselves at school with adequate personal hygiene habits and in clothing that conforms to the dos and don’ts listed below.</p> <p>Following is a list of “Dos” and “Don’ts” regarding dress at school:</p> <p>DOS</p> <ul style="list-style-type: none"> <li>• Wear tops with shoulder straps wide enough to cover undergarments and not so low as to reveal cleavage.</li> <li>• Wear tops that provide coverage of the back.</li> <li>• Wear tops that cover the midriff (stomach area). Tops must completely cover the torso at all times, sitting, reaching, or standing.</li> <li>• Wear shorts of appropriate length and are not so short that they are too revealing. A three inch inseam is recommended.</li> <li>• Wear skirts that are long enough that they are not overly revealing when the wearer is seated or climbing stairs. A rule of thumb is that the dress is no more than 5” above the floor as measured when the wearer is kneeling.</li> <li>• Wear footwear at all times; health regulations require it.</li> </ul> <p>DON'TS</p> <ul style="list-style-type: none"> <li>• Don’t wear apparel that feature words, symbols, or logos regarding TOBACCO products, ALCOHOL products, DRUG references, SEXUAL references, or other messages that are interpreted as inappropriate by an Administrator.</li> <li>• Don’t wear “muscle shirts” or undershirts with wide arm holes.</li> <li>• Don’t wear pants that are excessively BAGGY. Undergarments are to be covered at all times.</li> <li>• Don’t wear hats, bandanas, caps, visors, sunglasses, or any other headwear that covers the head or hides the face upon entering school. Headwear may be worn in the building before 7:00 AM and after 3:15 PM. Students may wear theme-appropriate headwear on designated spirit days.</li> <li>• Don’t wear clothing that may be interpreted by an Administrator as “gang” apparel, for example repeatedly wearing all one color, sporting a bandana, or showing gang graffiti or symbols on clothing, personal items, or on one’s person. This will be determined on</li> </ul>

	<p>an individual basis, following District guidelines pertaining to gangs.</p> <ul style="list-style-type: none"> <li>• Don't wear clothing judged to be disruptive to the educational process or to create a safety issue (such as spiked accessories). If you wonder, ask.</li> <li>• Don't wear PAJAMAS or SLIPPERS; they are not appropriate for school as the students' workplace.</li> </ul> <p>Students who arrive at school wearing clothes deemed inappropriate for school may choose to:</p> <ul style="list-style-type: none"> <li>• Remove the offending item (hat, sunglasses, inappropriate shirt, etc.).</li> <li>• Change clothes, cover the offending clothing item with another item of clothing, or turn the offending clothing item inside-out.</li> <li>• Borrow a laundered item of clothing from the school laundry's loaner box.</li> <li>• Have a parent bring other clothing to school for the student to wear.</li> <li>• Drive him or herself home to change clothes, at the parent's request.</li> </ul> <p><b><i>Students who continually disregard clothing expectations are considered insubordinate and their consequences will reflect that.</i></b></p>
<p>30</p>	<p><b>Buses</b></p> <p>Bus transportation is provided by School District #1, contracted through Big Sky Bus Lines, Inc. for all students living two miles or more from school. Students who live a distance fewer than 2 miles may be able to ride a school bus if there is space available. The driver of the bus is responsible for managing student conduct. Failure to comply with rules may result in parent notification and <b>eventual loss of bus privileges</b>. The District Transportation Office (268-6017) may be contacted for more information. The complete list of bus rules and expectations is given to riders at the beginning of the year and can be found online at the transportation section of the GFPS website: <a href="http://www.gfps.k12.mt.us">www.gfps.k12.mt.us</a></p>
<p>33-34</p>	<p><b>Lockers</b></p> <p>Lockers are provided free of charge for students' convenience but remain the property of the school. Each locker is equipped with a combination lock; students are not to place their own locks on lockers. Students are responsible for taking care of their lockers. Loss of locker privileges and/or fines will be assessed for physical damage, defacing of lockers, and/or sharing lockers or combinations. Due to the damage it causes to the locking mechanism, students rigging/jamming or "fixing" their lockers to automatically open without using the combination are subject to damage fines. Custodians check lockers on a regular basis to ensure they are in good repair and will write up a fine report if they find a locker has been rigged.</p> <p>PE lockers are assigned individually by the PE department with individual combination locks. It is expected that students treat these lockers in the same manner as their regular lockers to provide security for their personal belongings. If a student finds that his or her PE locker is broken or otherwise defective, it is his or her responsibility to alert a PE teacher to get a new locker. Just as with all lockers, the Administration reserves the right to inspect these lockers periodically to ensure the safety of other students.</p> <p><b><i>Because of the risk of theft, students are advised not to leave high-value items in lockers. The school is not responsible for replacement of lost, damaged, or stolen items.</i></b></p> <p><b>STUDENTS MUST LOCK THEIR PE LOCKERS TO HELP PREVENT THEFT.</b></p>
<p>34-35</p>	<p><b>Parking</b></p> <p>CMR High School offers students the privilege of free parking on campus. There are two lots west of the school reserved for student parking (the lower lot is for seniors only). Part of the Field House parking lot is available to students; there are signs designating student and faculty sections of this lot. There is a small lot north of the vocational building that is reserved for</p>

	<p>Faculty and Staff only. The speed limit in parking lots is 10 mph, and vehicles must travel in the direction indicated by the arrows and the alignment of the parking spaces. For everyone's safety, there are parking and driving guidelines that must be followed. Students must park in the proper manner, obey all driving rules and regulations, and remember to lock their vehicles when leaving them in the lot. Parking at school is at students' own risk. The School District assumes no liability for accidents or loss of property. Students must register their vehicles with the Main Office, providing proof of insurance and a copy of their driver's license. Student must display their CMR parking permit hooked over the rearview mirror. Vehicles without a displayed parking permit risk being ticketed with an accompanying fine. Students who drive more than one vehicle to school should have a permit for each vehicle. If they use a vehicle temporarily, a temporary permit can be obtained in the main office.</p>
<p>50-52</p>	<p><b>Technology</b>  Cell phones may be used in the common areas of the building between classes and on the first floor at lunch time. Cell phones may be used during open periods in the commons and breezeways only</p> <p>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</p> <p>Please see <b>Internet Acceptable Use Policy – Page 51 of CMR Handbook</b></p>