

# TOWNSEND MIDDLE SCHOOL

210 N. PINE  
TOWNSEND, MT 59644  
PHONE: (407) 441-3431  
FAX: (406) 441-3475

## MISSION STATEMENT

*Together we inspire, we lead, we excel*

## VISION STATEMENT

*Our vision is to create an integrated learning community that understands the educational needs of our students so that we can prepare them for the challenges and opportunities ahead. Our vision seeks to continuously promote a community that values quality education and helps instill motivation in our students, creating successful lifelong learners.*

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# STUDENT HANDBOOK 2022-2023

## STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right--

1. To an education that is well planned by the teacher.
2. To an educational experience which utilizes interesting and well-prepared materials.
3. To fair and impartial treatment.
4. To an educational experience that helps to build a positive self-image and self-concept.
5. To an educational facility that is conducive to learning.
6. To have recourse to appeal a situation deemed unfair.

Students have the responsibility--

1. To be present and on time unless ill or excused.
2. To follow the rules and regulations established by the classroom teacher, the administration, and the school board.
3. To treat fellow students and teachers with respect at all times.
4. To treat the property of the school and others with respect.
5. To do their own work and try their best at all times.

## ATTENDANCE

Townsend Middle School believes that regular attendance is a shared responsibility of the student, the parent/guardian, and the school. Toward this end the following policies and regulations have been developed. Every student enrolled in this school is subject to all the school's policies and rules, no matter what his/her age may be.

1. The school asks that parents/guardians please call to notify us when the student is absent. In compliance with the Missing Children Information Act the school must make a reasonable effort to notify the parent/guardian by phone of the student's absence as soon as the absence is noted if the school has not already been notified by parent/guardian. This will allow authorities to get an earlier start on tracking missing children.
2. The student must bring a note upon returning to school signed by the parent/guardian and stating the reason for the absence. Students must go to the office before first period. If a student needs to leave class to obtain an admit slip, it will be considered a tardy.
3. All students must go to the office when returning to class following an absence and must obtain an admit slip to return to class.
4. Students must not leave the school building or grounds any time during the day unless they have reported to the office and received permission to do so. Failure to do so may result in the absence being counted as truancy. Parents/guardians who wish to have their student leave the school grounds during the school day must send a note with the student before the student can be released. Only notes for **verifiable** absences such as doctor, dentist or other specific appointments will be honored.

## ABSENCES

1. Any student absent for more than nine (9) days per semester in any class

will earn no credit for that class for that semester. Appeals of this provision may be made to a committee composed of the school principal and three teachers. Only those days missed beyond nine (9) are subject to appeal. The appeal must be made within ten (10) school days of notification of loss of credit.

2. Students will be allowed to make up work for an **excused absence**. An excused absence would be the result of illness, a documented medical appointment, family or other emergency, or an absence that is approved by the parent and school. Students will have two days to make up work for the first day of an absence and one additional day for each additional day of absence up to a maximum of two weeks. **In case of an excused absence, it is the responsibility of the student to obtain make-up work in accordance with the teacher's classroom guidelines. Students will not receive credit for make-up work in the event of an un-excused absence.**
3. Students leaving during the day must sign out in the office and obtain an **excuse form** from office personnel. No one will be allowed to sign out without written notice. Students must check out at the office when leaving and check in at the office upon return.
4. Students will not be allowed to make up work for **unexcused absences**. Unexcused absences are those absences for which the student does not have the permission of the school and parents/guardians.
5. The following absences will not count against the loss of academic credit:
  - a. School related activities - athletic events, band performances, field trips, and any other activities approved by the administration.
  - b. Acts of God - weather that could lead to serious exposure, natural disasters, death in the family.
  - c. Students who receive a medical waiver from the administration for an documented extended or chronic illness.
6. A parent/guardian who believes that an upcoming lengthy absence should not count toward the limits can apply for a waiver by contacting the middle school principal.

Absences resulting in missing all or part of 20 or more days, with the exception of verified medical appointments, will result in loss of participation in the Behavior Code field trip.

## **GRADING AND REPORTING PUPIL PROGRESS**

The purpose and intent of any grading system is to report accurately a pupil's progress to the pupil and his/her parent/guardian.

1. Each 9-week grade will be the weighted average of daily class work, class participation, special projects, effort, tests, and quizzes.
2. Grades on the report cards will be reported as percentages and letter grades.
3. Mid-quarter slips will be completed on all middle school students.
4. If a student experiences continued academic difficulties during any 9-week period, the teacher will notify the principal, counselor, and parent/guardian.
5. A student will have one week to make up an "I" grade after the quarter ends. If that is not accomplished, the student will receive an "F" or a "0" for all

work not completed.

## HONOR ROLL

Students earning a 3.00 or better for a marking period will be listed on the Honor Roll. All course grades will count toward computing for the honor rolls. Directed learning grades will count as well.

<b>TOWNSEND MIDDLE SCHOOL GPA SCALE</b>			
100-97 = 4.0 = A+	89-87 = 3.4 = B+	79-77 = 2.4 = C+	69-67 = 1.4 = D+
96-93 = 4.0 = A	86-83 = 3.0 = B	76-73 = 2.0 = C	66-63 = 1.0 = D
92-90 = 3.7 = A-	82-80 = 2.7 = B-	72-70 = 1.7 = C-	62-60 = 0.7 = D-
			> 60 = 0 = F

## DISCIPLINE

1. A strong and fair discipline system helps to insure safety and order in the learning environment. It can also help to insure that no one will be denied his/her education because of the actions of others in the classroom or school. A discipline system should also be at the heart of our desire to teach students the difference between right and wrong and that they are responsible for their actions and the consequences of those actions. The staff and administration at Townsend Middle School will work together to achieve these ends.
2. It is expected that students will follow our rules and show respect to others around them as well as to school property. When they fail to do so, they are liable for disciplinary action.
3. STATE LAW - It is important to recognize that Montana law clearly establishes guidelines for student behavior:

"Any pupil shall comply with the policies of the trustees and the rules of the school which he attends; pursue the required course of instruction; submit to the authority of the teachers, principal, and district superintendent while he is in school or on school premises, on his way to and from school, during lunch hour or recess.

Any pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district, or harms or threatens to harm another person or his or her property shall be liable for punishment, suspension, or expulsion under the provisions of this title.

When a pupil defaces or damages school property, as defined above, his/her parent or guardian shall be liable for the cost of the repair or replacement upon the complaint of the teacher, principal,

superintendent, or any trustee and the proof of such damage.”

## **DUE PROCESS**

Courts tend to agree today that in serious disciplinary matters; i.e. those that might result in expulsion or long-term suspension, students have a right to due process. As a rule, then, the more serious the alleged offense, the more thorough and careful our procedures must be. Due process is a legal term that implies procedural fairness. We therefore will:

- a. Tell the student what he/she is alleged to have done.
- b. Tell the student the evidence against him/her and hear his/her side of the story.

If it becomes necessary to pursue the matter beyond simple in-school discipline, the responsibility for assuring the student's right to adequate due process will be assumed by the administration.

## **APPEAL**

1. A basic ingredient of law is that one who is not satisfied with a decision may appeal it to a higher authority - this, too, is an integral part of due process. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent. The superintendent's decision may then be appealed to the Board of Trustees, and if still not satisfied, the student may (through an adult) appeal his/her case to a court.

It is understood that teachers and the administration will always attempt to administer these policies and rules in a fair and equitable manner. It must be remembered by all, though, that each case must be judged on its own merit.

## **DISCIPLINE: Townsend Middle School Behavior Code**

### **Philosophy:**

Our mission at Townsend Schools is to provide each child with the best possible education. To do this requires that the school system maintain an orderly atmosphere that is conducive to learning and free from harmful or distracting behaviors. Clearly defined expectations for behavior and consequences for misbehavior will guide students to make appropriate choices which will help them be successful now and later in life.

### **Policy:**

Townsend Middle School will enforce a point-style reward/discipline system to encourage positive behaviors and discourage negative behaviors. This system will make students more accountable for their actions and more aware of the consequences of violating the behavior code. Students who choose to violate school rules will accumulate points and will move through various levels of consequences. Students who choose appropriate behaviors will be awarded accordingly.

This system will be year-long; however, each student will have the opportunity

to move backwards on the point scale. Occasionally, circumstances will require flexibility and discretion within the point system.

**Rewards:**

Each student will begin the school year with 0 points except those students with ½ point carry over from the previous year.

<b>0</b>	<b>points</b>	Participation in midterm, quarter, and semester drawings
<b>0 - 5</b>	<b>points</b>	Participation in end of quarter & end of semester celebrations
<b>0 -30</b>	<b>points</b>	Middle School Annual Field Trip (See attendance policy)

**Consequences:**

Consequences will be repeated within a point bracket until a student reaches the next bracket level.

<b>5 -15</b>	<b>points</b>	After school detention - ½ hour; parental contact
<b>15-30</b>	<b>points</b>	After school detention - 1 hour; parental contact
<b>31-50</b>	<b>points</b>	In-school suspension (ISS) Conference with parents, staff, administration
<b>51-79</b>	<b>points</b>	Out-of-School suspension (OSS) Notification of parents and/or authorities *No further participation in extracurricular activities **No further admission to school sponsored activities
<b>80</b>	<b>points</b>	Consequences up to and including School Board suspension and/or expulsion (Section 20-5-202 of the Montana Codes Annotated)

\*includes all sports and other extracurricular activities

\*\*includes dances, assemblies, and 8<sup>th</sup> grade awards night

\*\*\*NOTE\*\*\*

Any student accumulating 59+ points will appear before the School Board with his/her parents (guardians) to review behavior problems and be warned of expulsion..

**Point System**

**Point Subtraction:** For each 30 days (not school days) a student has no reported violations, his/her point total will be reduced by 5 points. The point reduction will double for each consecutive 30 day period in which the student has no reported violations. For example, after 60 consecutive days, the student will lose 10 points. After 90 consecutive days, the student will lose 20 points, etc. Students will not earn a negative balance.

**Point Addition:** The following point values may vary based on administrative review of the incident. The designated point values are the maximum for an offense. However,

points for multiple offenses may be part of a single behavior incident. Administration will determine values and category based on the guidelines below. This list is not all-inclusive. **Points are cumulative. An accumulation of points can just as consequential as a major offense.**

**Level I - 5 Points:** Classroom disruption; Inappropriate hall conduct; Inappropriate dress; Missed detention (first offense); Tardy; Inappropriate behavior; Swearing; Inappropriate material; Cell Phone Violation (use of phone, phone makes noise during school hours); Writing/passing notes (copies of notes will be made and sent home to parents); gum, candy, pop violation

**Level II - 10 Points:** Gross misbehavior - vulgar or deliberate action; Minor vandalism; Missed detention (second offense); Harassment/Intimidation; Disruption of assembly; Off campus at noon without permission; Leave school grounds without permission

**Level III - 20 Points:** Cheating; Insubordination; Involvement in a fight; Theft; Truancy; Disrespect of Faculty; Possession of tobacco; possession of endangering material (pocket knife, lighter, matches, etc.); Disruption/endangerment of school bus transportation environment

**Level IV - 35 Points:** Indecent exposure; Major vandalism; Possession of alcohol; Possession of drug paraphernalia; Continued, repeated, or severe harassment

**Level V - 80 Points:** (Recommended Expulsion - No Board of Trustee Warning Necessary): Deliberate action that endangers the life, health, or safety of another person; Possession/use of firearm, weapon, explosives; Physical assault of a staff member; Possession of illicit or illegal drugs

*\*\*\*Possession of tobacco, alcohol, illegal drugs, and illegal paraphernalia will require the contacting of law enforcement.*

*\*\*\*It should be noted that one half of a student's total points accumulated in one calendar year will carry over to the next school year.*

At all levels of the discipline process it is essential that we involve the parents/guardians of our students. It is absolutely essential that school and home work together to help students become responsible young people who know and understand the difference between right and wrong.

## **DETENTION -**

1. Detention may be assigned to students for violation of classroom and/or school rules.
2. Detention will be served on the next scheduled detention day assigned unless other arrangements are made with the teacher or office. Bus students may not be kept after school the day of the infraction unless the parent/guardian has been contacted to arrange for a ride.
3. Failure to serve the detention will be reported to the office and the student will be placed on the appropriate level of the discipline code.

**Detention has priority over extracurricular activities.**



## **GUIDELINES FOR IN-SCHOOL SUSPENSION**

The student will be strictly and closely supervised.

The student is to have no speaking privileges with fellow students.

Students placed on in-school suspension will not be counted absent from their regularly scheduled classes. Should their class work involve discussion, debate, or other group work that can be done only in classroom, it is expected that the teacher will find alternative ways of awarding credit for work missed.

Lunch will be eaten in the in-school suspension room.

Students will be held responsible for any damage/markings done to the room.

Parents/guardians will be notified when students are placed on in-school suspension.

In addition to all written policy, students attending Townsend Middle School are subject to and required to follow all state laws as outlined in The School Laws of Montana.

## **GENERAL CONDUCT GUIDELINES-**

**Respect for staff-** It is expected that all students show respect for all school staff. Failure to show proper respect for staff and/or to obey their reasonable directives will result in being sent to the office immediately.

**Care of school property-** It is expected that students be proud of their school and take care of it. Students who damage school property intentionally shall be held responsible for the cost of repairing or replacing said property. Students caught damaging or defacing school property will be sent to the office for disciplinary action.

**Respect for other students-** It is expected that all students show respect for each other. There is to be no harassment of any student including intimidation and physical abuse. Fighting of any kind will not be tolerated.

**Respect for other student's property-** Theft of any nature is unacceptable. Watch out for each other's things. Any student caught stealing will be sent to the office immediately and placed at the appropriate level on the Behavior Code.

**Drugs and alcohol-** A student shall not knowingly possess, use, transmit, or show evidence of being under the influence of any illegal drug or alcoholic product on school property or at a school sponsored function. Students who violate this section of the policy will be disciplined at school and turned over to local law enforcement officials.

**Tobacco, tobacco products, and fake tobacco products-** A student shall not possess or use any tobacco product on school property or at school sponsored functions. This rule applies to all areas of the school grounds as well as in the school buildings and on school or activity buses. Students who violate this section of the policy will be disciplined at school and turned over to local law enforcement officials.

**Pop/food/gum-** Pop is not allowed in classrooms or hallways during the school day. No candy or pop will be allowed in individual classrooms. **Gum will be at the discretion of the teacher.** Lunches are to be eaten in the

lunchroom. Students are expected to keep litter and trash out of the halls and off playground areas. Students may not buy pop during the school day without teacher permission.

**Snowballs**-Snowball throwing is not permitted.

**Inappropriate displays of affection** among students is not allowed.

**Age appropriate interaction**- students are expected to maintain appropriate interaction with other students at their school level: elementary, middle school, or high school. We discourage inter-building student communication during unstructured times of the school day.

**Electronic devices**– Cell phones are not to be used during instructional times or assemblies unless permitted by the instructor. Laser pointers and other electronic devices that may be a disruption are not permitted.

**Weapons**- For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16). It is the policy of the Townsend School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her

Discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances.

Note: Under this option, there is no expulsion hearing unless the administration determines that the circumstances warrant a recommendation of expulsion of the student for a period of one (1) year to the board.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

### **Possession of Weapons other than Firearms**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as

nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon **in a school building**, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361(3b)). This policy does not apply to law enforcement officers acting in his or her official capacity. (45-8-361(3a))  
Policy 3311.

**Items of concealment-** No backpacks/book bags and coats (loose fitting with pockets) will be allowed in the classroom at any time. During cold weather months, you will need to wear proper clothing to stay warmer (long sleeves, sweaters, etc.)

## **ACTIVITIES**

It is the belief of Townsend Middle School that participation in an extracurricular program is a privilege. Sound educational programs must be based on some kind of philosophy which gives them direction and support. This premise holds true even for our extracurricular and athletic programs. All our endeavors with young people teach skills and values either directly or indirectly. We want to provide worthwhile educational experiences for all students participating in our extracurricular activities. We believe students learn to work together toward a common goal and to accept individual responsibility. In athletics they learn the qualities of good sportsmanship. We also believe that athletics should provide enjoyable recreation for all concerned whether the game is won or lost. Students at Townsend Middle School have demonstrated dedication and commitment to activities at the school. We should all be proud of their accomplishments.

**1.PRINCIPAL APPROVAL--** All school sponsored activities must be approved by the principal. The teacher/coach must notify all staff members a week in

advance with a participant list. Students are to make up work in advance whenever possible.

## **2. DANCE RULES**

- a. Appropriate faculty advisors/chaperones must be present.
- b. Only Townsend Middle School students will be allowed at a dance.
- c. The organization sponsoring the dance is responsible for cleanup.
- d. Students not in attendance at school the day of the dance (excluding those on school-related absences and pre-arranged absences, such as a dental appointment) will not be allowed to attend the dance.
- e. If a student leaves the dance, he/she will not be allowed to return.
- f. All school rules will be enforced.

## **3. HIGH SCHOOL ACTIVITY CARDS**

Activity cards may be purchased at the beginning of the school year. Admission prices for high school events: (prices subject to change)

Adults                      \$7.00

Students K-12    \$6.00

Student Activity Ticket - Grades K-4    \$25.00

Grades 5-12    \$40.00

Adult Activity Ticket – contact Townsend Booster Club

In order to maintain a safe and enjoyable family experience, it is expected that all middle school students attending high school events behave and conduct themselves properly at all times. If students become a problem at an event, they will face being penalized on the Behavior Code and their privileges for attendance could be suspended or removed.

## **4. STUDENT RESPONSIBILITIES WHILE ON ACTIVITY TRIPS**

- a. The student should be at the school at least 15 minutes before the bus is ready to depart.
- b. Students are under the full authority of the chaperon and bus driver from the time they are picked up until they return home. Students may be assigned seats on the bus.
- c. When arriving at the destination, the student will conduct himself/herself in such a manner that we can all be proud to say we are from Townsend Middle School. Once the bus unloads, the student is to enter the building and remain there until the activity is over, unless given permission to do differently.
- d. Students are to ride to all away events with the team on the team bus. Students are to return to the school on the team bus under the supervision of the coach unless they have been released to their parent/guardian or have secured administrative approval to go with someone else in advance. Such approval will be given for unusual and special circumstances only. If approval is given, a parent/guardian must come to school and sign a release form. The same restrictions apply to any student who signs up to ride an activity bus. Violation of this rule can

result in the student losing the privilege to ride on further activity trips for the remainder of the year.

## **HOMEWORK**

1. Homework refers to work which the student is assigned to do on his/her own time as an extension of his/her regular work. Homework serves a valid purpose when it:

- a. Provides essential practice in needed skills
- b. Trains students in good work habits
- c. Promotes growth in individual responsibility
- d. Enriches and extends school experiences

Helps students learn to budget their time

Parents or guardians can help the school and the student's teachers by providing time and encouragement for the student to get his/her homework done. If the student experiences continued difficulty in getting homework done on his/her own, let the counselor know.

Wednesday night is family night for the Townsend community. All student activities must be ended and students out of the buildings by 6 p.m.

Students are not allowed to take a zero in place of not turning in an assignment. If a student fails to turn in an assignment in a morning class, that student will stay in at lunch recess and work on that assignment. If a student fails to turn in an assignment in an afternoon class, that student will stay in at lunch recess the next day to complete the assignment. If a student has several missing assignments, he or she may have to stay in the next day to complete the task.

In the event that a student does not show up for the noon recess session, arrangements will be made with the parent so that the student can stay after school to complete assignments.

Students will have two opportunities in each class to turn work in for full credit if completed that day. All other assignments will be awarded 75% of the original credit. If a student fails to turn work in by the end of the quarter, zeroes may be entered into the grading average. For the purpose of grade checks for eligibility and so that students and parents have an accurate representation of

Performance, missing assignments that are past the due date will be entered as zeroes until the work is completed. For eligibility, updates will be in effect at the next grade check.

## **ACCELERATED READER**

The Accelerated Reader Program is currently a part of our language arts classes at Townsend Middle School. Students are required to read at least 2 books during each quarter (one book test is due at mid-quarter and one at the end of the quarter), and acquire points according to grade level. The exact number of required points will be determined by the individual teacher. Some students will have to read more than two books during the quarter in order to acquire enough points since books have different point values. Due dates for book tests will be established by the staff. Book test grades are put into the grading program on the due dates, not on the day the student takes the test. If you have questions regarding AR, please contact your child's language arts

teacher.

## **LOCKERS**

1. School lockers and desks are and shall remain the property of the school district. The school board authorizes the superintendent and/or principal to inspect a student's locker when there is reason to believe that the locker is being improperly used for storage of contraband. These searches include the use of dogs used specifically for the search of drugs, weapons, or other contraband.
2. Articles of value and money should not be left in your locker. If it is necessary to bring such articles or money to school, students should check such items in at the office.
3. If a student puts a lock on her/his locker, she/he is required to give the office a copy of the combination or an extra key.
4. Locker inspections may be held periodically. Students are encouraged to keep lockers tidy at all times.

## **MORNING/NOON PLAYGROUND AND FOOTBALL FIELD AREAS**

Students are required to stay in football field area or the basketball courts. Students are not to be in the high school or in the parking lots.

At this time, access to the playground is restricted to the use of the basketball courts only. In the morning, middle school students are expected to stay on the blacktop between the middle school and the high school or on the football field (only the ends of the football field during football season; not on the playing field during morning or noon hour).

## **HALLWAYS**

Middle School hallway access and routes will be determined as construction progresses. Middle School students will be informed of changes through the bulletin and announcements.

## **BREAKFAST AND HOT LUNCH**

Students pay \$2.45 for breakfast and \$2.85 for hot lunch. Specific procedures for purchasing and charging for meals will be sent home at the beginning of each school year. Students are responsible for knowing their account number. Students who do not know their account number will have to wait at the end of the line.

## **MIDDLE SCHOOL LIBRARY POLICY**

The library will establish hours. A quiet and purposeful atmosphere will be maintained for individual study and recreational reading. Group studying will not be allowed without permission. Students causing disturbances will be asked to leave.

Books must be checked out by library personnel only.

Books may be checked out for a two-week period and renewed for an additional two weeks.

Internet use is available through the library. Guidelines are posted and must be followed. The use of the Internet is limited to those students who have

parental permission forms signed and on file. Use of chat lines/rooms, games, and e-mail is prohibited during school hours from 8:00 am to 4:00 pm. Failure to comply with any library rules will result in suspension from the library and/or computers and will be dealt with on the Middle School Behavior Code. Suspension time will accumulate.

Middle school students will not be allowed in the library during noon hour.

## **TELEPHONES**

No student will be called to the office from class for telephone messages except in the case of emergencies. Messages will be taken and delivered to students as time and available personnel permits. Students are not allowed to use the phone in the office at any time unless they have approval from the principal or emergency approval from the classroom teacher. Students may use personal devices during passing periods and recess times. They are not to be used during class time unless specifically allowed by the teacher. Cell phones cannot be used in the restrooms or locker rooms. Individual teachers have policies for cell phones in his/her classroom.

## **DRESS CODE**

Personal appearance is primarily the responsibility of the parent/guardian and the student. The model of dress for Townsend Middle School students shall be based on safety, sanitation, modesty, and good taste.

The administration reserves the right to define what is excessive or in bad taste and to require the student to correct the problem.

Regulations:

Hair-any style is permitted as long as it is kept neat, clean and controlled.

Where the activity due to safety, health, and performance could require special consideration, the supervisor may require a more rigid standard. Facial hair is permitted if it is kept clean and neatly trimmed.

Shirts must have a 2 inch strap above the shoulder and an arm opening just under the armpit.

Shirts must be worn in a way that the stomach is covered.

No sexually explicit or suggestive shirts, shirts advertising alcohol/tobacco products or drug use and shirts that are degrading to others or in poor taste will not be allowed. Pajamas are not suitable for school. Shorts are permitted but length will determine acceptability; shorts must be at fingertip length or longer.

No hats or scarves will be worn in the building between 8:00 am and 4:00 pm.

Pants must be worn in an appropriate manner. This includes having them up on the hips and not exposing undergarments.

## **VISITORS**

Visitors are welcome and are expected to report to the office upon entering the school. Unauthorized visitors may be considered as trespassers and subject to law enforcement intervention. Townsend Middle School does not allow unenrolled students to attend classes. Administration may make certain exceptions.

## **ENROLLMENT REQUIREMENTS**

The Missing Children Act requires that parents/guardians enrolling students for the first time must show a birth certificate or some proof of identity for the student. In most cases immunization records or other school records will suffice for identification.

Students entering school for the first time are required by state law to show proof that proper immunizations have been secured or an appropriate exemption executed.

A student must attend school until he/she reached his/her sixteenth birthday or completes the eighth grade whichever is later.

## **FIRE/EARTHQUAKE REGULATIONS**

Montana law requires at least nine emergency drills, including fire and earthquake, be conducted each year. These drills will be conducted at various times during the school day.

### **Fire--**

During fire drills, students are to remain quiet, walk briskly, and keep to the side of the corridor.

The student seated nearest the classroom door should hold it open until the last person has vacated the room and then close the door as he/she leaves.

Students sitting next to windows should see that they are closed.

All students who leave the building will be directed to move away from the building at a safe distance.

Teachers will keep their classes together outside the building.

The building should not be re-entered until the all-clear signal is given.

Be familiar with the evacuation map in each of your rooms.

### **Earthquake--**

During earthquake drills students are to drop to the floor, cover their heads under a desk, and hold until given instruction.

If the evacuation notice is given, students should follow the fire drill plan.

## **STUDENT SERVICES**

**Resource-** The Townsend Middle School resource room serves students who have special learning needs. In order to be eligible for the services offered in the resource room, the student must have been referred by the parent/guardian, teacher, counselor, or principal for testing. If qualified and it is the opinion of a child study team, the student will be admitted to the program. An individual education plan (IEP) is developed for each student which helps the student learn at this level and rate. Periodic reviews of the student's progress will help insure the awareness of progress and will allow for revision.

**Title I-** Our Title I program is designed to meet the needs of students who have not reached the level of performance in reading or mathematics that they should have attained. It is the objective of the program to have each



identified student increase his/her skills to grade level. In class monitoring and frequent check-ins with students are part of our strategy. In certain situations, our instructional techniques may include teaching students on a one-to-one basis, small groups, and teaching students on their instructional level.

**Section 504 Plan-** When the district determines that a student has a physical or mental impairment which substantially limits one or more major life activities, a meeting is scheduled with the parent/guardian to design a 504 Plan. The purpose of the 504 Plan is to design accommodations for that student so they can benefit fully from their school experience.

**Insurance-** In the fall, envelopes will be sent home to provide parents/guardians with an opportunity to purchase low cost accident insurance for everyday coverage for the student. This insurance is being offered by an insurance company independent of the school. This is not school sponsored insurance. Contact the high school office for further information.

**Guidance services-** Townsend Middle School provides a counselor to assist students with problems, either personal or school related. All staff members will provide assistance to students as well if needed. The purpose of the guidance program is to help students make a satisfactory adjustment to school, obtain information regarding advanced training, to evaluate their own abilities and talents and to help the student plan for the future.

**Speech services** are available for students who qualify as Speech and Language Impaired. The Communication Specialist will:

- Evaluate speech, language, and voice disorders
- Participate as a member of a child study team to determine if a student is educationally handicapped
- Design a speech/language program to be carried out for intervention
- Provide periodic follow-up and re-evaluation for the student

**Child Protection-** School personnel are required by state law to report suspected child abuse when indicators are brought to their attention. After the report is made, the case is under the jurisdiction of the Department of Family Services or local law enforcement agencies. Agencies have legal authority to visit with students at school about reported abuse/neglect. Parental contact should be made by these agencies if visitation occurs.

## **TRANSPORTATION**

The right of students to ride a school bus is contingent upon their good behavior and their observance of established regulations. The driver of the school bus shall be responsible for the safety of all students on the bus. It is the bus driver's duty to notify the principal if any student persists in violating the established rules of conduct. All students who ride school buses operated by or for the district are expected to abide by the rules and directions of the driver.

## **STUDENT RECORDS**

Student records are on file in the main office. All information related to individual students shall be treated in a confidential and professional manner. These records are the property of the school, but will be made available in an orderly and timely manner to students and parents.

No student records will be made public without the permission of the student and/or parents/guardians. Only written transfer requests will be honored.

### **SCHOOL FIELD TRIPS**

A general permission form for participation on all field trips for the school year will be sent home in the Fall. Teachers will then send home notification of each individual field trip before each event.

### **MEDICINE AT SCHOOL**

A doctor must provide written directions regarding dosage, time to be given, etc. A parent/guardian must give written permission for the school to administer the medicine. The can provide the form necessary to document this information. We will keep the form on file during the time of administering the medicine.

The medicine must be brought to school in a container appropriately marked by the pharmacy or the physician.

The medicine will be kept at the office and students will be required to come there to receive the medication.

No aspirin, pain relievers, ointments, cold tablets, etc. will be provided or administered to students without the above procedures having been followed.

### **HEAD LICE AND NITS**

We ask all families to check their children for head lice on a weekly basis. This is the best procedure for reducing the incidence of head lice at school. We will conduct periodic head checks at school throughout the year. **When lice or nits are found, parents are notified to come and pick up their children. Treatment and the removal of all nits are required before a student may return to school. Upon return to school, the student must be checked again at the office before returning to class.**

### **LUNCHROOM GUIDELINES**

Students are expected to maintain appropriate behavior in the lunchroom by responding to the directions of the supervising personnel. Appropriate conversational voices are to be used, students are expected to pick up after themselves, be polite and use good table manners. Should students be unable to maintain these behaviors, they may be required sit in a separate area to eat for a period of time and be subject to consequences of the Behavior Code. Townsend Middle School has a closed campus for lunch. Students are not permitted to leave school grounds.

### **BICYCLES AND SKATEBOARDS**

For the safety of others playing, students must walk their bicycles and skateboards onto and off the school grounds. Locks are recommended. Bikes must be kept at the bicycle rack. Skateboards are not allowed in the building. Heelies (shoes containing wheels) are not to be used with the wheels down.

## TOWNSEND MIDDLE SCHOOL RETENTION POLICY

A successful education program requires a certain degree of accountability by students. As in real life, students must feel that they are responsible--at least in part--for their own educational progress. Students need a system whereby they can demonstrate their academic responsibility and prove that they are prepared for the rigors of secondary school.

Students should earn at least 49 credits out of a possible 56 credits in a year. They must earn the designated number of credits for a class each quarter that they achieve a minimum quarter average of 60%. This number is designed to guide conversation with parents about readiness for the coursework in the next grade and help determine a plan for addressing deficits.

Students will be reminded of their credit status at the end of each quarter. **Any student in need of remediation** will be so advised during a conference with parents, teachers and the student. At that time, a plan will be formulated so that the student may complete the year successfully. Accommodations may include the school counseling program, creation of a 504 plan, extended school day tutoring, or other arranged alternatives at parental expense (private tutoring, correspondence courses, etc.) and approval by the administration.

Credits may be earned as follows:

Core subjects are worth 2 credits per quarter (Language Arts is worth 4 credits) for a possible 48 credits per year. Exploratory subjects are worth 1 credit per quarter for a possible 8 credits per year. Students can earn up to a total of 56 credits per year.

This policy is in no way intended to punish those students with learning difficulties who struggle to succeed. Rather it is a plan to demand effort and accountability by students who presently lack the reason or the motivation to succeed.

## TOWNSEND MIDDLE SCHOOL CLASS/BELL SCHEDULE:

Monday – Thursday		Friday	
<b>Bulldog</b>	<b>8:10-8:40</b>	<b>1<sup>st</sup> Period</b>	<b>8:10-8:56</b>
<b>1<sup>st</sup> Period</b>	<b>8:40-9:30</b>	<b>2<sup>nd</sup> Period</b>	<b>9:00-9:46</b>
<b>2<sup>nd</sup> Period</b>	<b>9:34-10:24</b>	<b>3<sup>rd</sup> Period</b>	<b>9:50-10:34</b>
<b>3<sup>rd</sup> Period</b>	<b>10:28-11:18</b>	<b>4<sup>th</sup> Period</b>	<b>10:38-11:23</b>
<b>4<sup>th</sup> Period</b>	<b>11:22-12:12</b>	<b>5<sup>th</sup> Period</b>	<b>11:27-12:12</b>
<b>Lunch</b>	<b>12:12 -12:52</b>	<b>Lunch</b>	<b>12:12-12:47</b>
<b>5<sup>th</sup> Period</b>	<b>12:52-1:42</b>	<b>Advisory</b>	<b>12:47-1:05</b>
<b>6<sup>th</sup> Period</b>	<b>1:46-2:36</b>	<b>6<sup>th</sup> Period</b>	<b>1:09-1:39</b>
<b>7<sup>th</sup> Period</b>	<b>2:40-3:30</b>	<b>7<sup>th</sup> Period</b>	<b>1:43-2:30</b>

### 1:30 Release Day

<b>1<sup>st</sup> Period</b>	<b>8:10-8:47</b>
<b>2<sup>nd</sup> Period</b>	<b>8:51-9:28</b>
<b>3<sup>rd</sup> Period</b>	<b>9:32-10:09</b>
<b>4<sup>th</sup> Period</b>	<b>10:13-10:50</b>
<b>5<sup>th</sup> Period</b>	<b>10:54-11:31</b>
<b>6<sup>th</sup> Period</b>	<b>11:35-12:12</b>
<b>Lunch</b>	<b>12:12-12:52</b>

### 12:00 Release Day

<b>1<sup>st</sup> Period</b>	<b>8:10-8:39</b>
<b>2<sup>nd</sup> Period</b>	<b>8:43-9:12</b>
<b>3<sup>rd</sup> Period</b>	<b>9:16-9:45</b>
<b>4<sup>th</sup> Period</b>	<b>9:49-10:18</b>
<b>5<sup>th</sup> Period</b>	<b>10:22-10:52</b>
<b>6<sup>th</sup> Period</b>	<b>10:56-11:26</b>
<b>7<sup>th</sup> Period</b>	<b>11:30-12:00</b>

## **TITLE IX AND GRIEVANCE PROCEDURE**

No student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in admission to, any phase of the instruction program or activity on the basis of race, color, religion, national origin, sex, handicap, marital or parental status. Inquiries concerning Title IX, or Section 504 in the case of a handicapping condition, may be referred to the principal, Title IX Coordinator, or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC. Title IX complaint forms are available in the office.

Grievance procedures-A Title IX Grievance Procedure has been developed and accepted as the standard procedure for all student and/or public complaints. The following grievance procedure should be used by those persons who feel they have a grievance.

**LEVEL 1**--If one has a grievance, the first step is to try to resolve it in an informal manner by talking or communicating with the responsible person about the grievance.

**LEVEL 2**--If the informal approach does not resolve the complaint, then a written statement should be submitted, by the grievant, to the Title IX coordinator within 10 school days of the event giving rise to the grievance, and to the person who may have caused the grievance. The written statement should explain who was grieved; in what way; by whom; when the grievance took place; who was harmed by the grievance; who can be contacted for further information; the name, address, and telephone number of the grievant/complaint; and as much background information as possible. The coordinator shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the coordinator will be sent to all concerned parties within 15 school days after receipt of the written grievance.

**LEVEL 3**--If the grievance is not resolved at Level 2, either party may submit a written appeal to the Superintendent within 10 school days of receiving the report from the coordinator. The superintendent will be charged with the fair and impartial investigation and hearing of the grievance. The basic principles of due process will be adhered to during the hearing, including the rights of confrontation, cross examination and the presentation of witnesses necessary to develop facts pertinent to the grievance. The hearing shall be held within 10 days of receipt of request. Within 15 school days of the request for the hearing, the superintendent will present his/her findings to all parties. After reviewing the superintendent's findings and recommendations, the grievant must respond within 10 school days.

**LEVEL 4**--If the decision reached by the superintendent is not satisfactory to the grievant/complainant, the grievant/complainant may file the grievance with the Townsend School Board of Trustees. The appropriate forms can be obtained from the Title IX coordinator. The board will hear the matter at their next regular meeting. A decision shall be made and reported in writing to all parties within 30 days of said meeting.

**LEVEL 5--**Either party may appeal the decision of the school board by filing a Notice of Appeal with the county superintendent within 30 working days after the final decision of the board pursuant to the Rules of School Controversy (ARM 10.6.103).

### **Asbestos Management Plan Notification**

In accordance with federal law, our facilities have been inspected for asbestos-containing materials by Envirocheck, Inc., a certified asbestos inspection consulting firm. The inspection results were evaluated and a management plan for asbestos was developed by a certified management planner at Envirocheck. In addition, Horizon Engineering, Inc. conducted the mandatory three year reinspection during the 2011 fiscal year.

We have copies of the management plan and the follow-up inspection report in our administrative office and our maintenance office. You are welcome to review the plan at your convenience.

Risk of exposure to asbestos is virtually non-existent for students and staff at Townsend Schools. What small amounts of asbestos that were found have been removed or shielded in accordance with federal regulations. The district will continue to comply with all relevant EPA and OSHA regulation in this area and will be closely monitoring all asbestos activities.

If you have any questions concerning asbestos, please contact the superintendent.

### **BOARD POLICY 3225/3226—HARASSMENT**

The Board believes that all employees and students are entitled to work and study in school-related environments that are free of harassment. Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment of employees and students will not be tolerated in the school district. This harassment may include, but not be limited to, physical actions, comments, jokes, stories, pictures, or objects that are offensive, tend to alarm, threaten, annoy, abuse or demean.

School district includes school district facilities, school district premises and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trip or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees whose behavior is found to be in violation of this policy will be subject to an investigation procedure which may result in discipline, up to and including discharge or other appropriate actions. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board up to and including expulsion from school.

## **Sexual Harassment**

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of school-related activity; or
  - b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; orSuch conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display in the work place or school areas (including student lockers) of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees, prospective employees, or students.

It is possible for sexual harassment to occur at various levels: co-worker to co-worker, supervisor to employee, employee to student, student to student, or non-employee to employee or student. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

### **Complaint Process**

1. In the event that anyone believes that he/she is being or has been harassed, he/she should bring the matter to the attention of the applicable designated administrator as indicated below.
  - a. Students - Report Incidents to the Building Principal

If the building principal is the alleged harasser or a witness to the incident, the superintendent shall assume the role of investigator. If the superintendent is the alleged harasser or a witness to the incident, one of the building principals will assume the role of investigator and will report directly to the board.

Upon listening to the facts and allegations, the designated administrator will advise the person bringing the complaint on how to attempt to resolve the matter directly and informally, or to present the complaint in writing with supporting detail. The administrator will then proceed to investigate the matter and will attempt to resolve it in an expeditious manner. The administrator will notify the superintendent as soon as possible after a complaint has been made. Upon completion of the initial investigation, a thorough report on the incident shall be given to the superintendent who

shall complete such further investigation as is necessary and take such final action as deemed appropriate.

If for any reason, the complainant is not satisfied with administration's response, he/she may file an appeal with the board.

Information regarding and investigation harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against and employee or student because they have filed a harassment complaint, assisted or participated in an harassment investigation, proceeding, or hearing regarding an harassment charge or because they have opposed language or conduct that violates this policy.

### **Awareness Education**

It shall be the responsibility of the superintendent to inform and educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment.

### **Equal Opportunity**

Townsend Middle School is committed to equal educational opportunities for all students. Townsend Middle School is an equal opportunity employer.

**TOWNSEND SCHOOLS 7-12 TRAINING RULES:** Training rules have been established for all students participating in extra-curricular activities at Townsend Schools. Students participating in extra-curricular activities that represent the school are subject to these rules. These rules and guidelines are fully outlined in the Activities Handbook available in the principal's office or from the activities director.

**ATTENDANCE AT SCHOOL:** A student must be in attendance the entire day of a game, practice, or other extra-curricular event if he/she is to participate. If the game is played on Saturday, the participant must be in attendance the Friday before the game. The participant may gain permission to participate if he or she is excused prior to the absence. If a student is involved in an in-school suspension, the student will be allowed to participate after the suspension is completed.

**PHYSICAL AND INSURANCE:** Every participating athlete must have a physical examination plus medical insurance coverage. The athlete must have passed a physical after August 1 of the current school year, and show proof of insurance before he/she will be allowed to participate in practice or games/meets.

**ACADEMIC ELIGIBILITY - MIDDLE SCHOOL:** Eligibility checks will be made every two weeks for participants in middle school. The student is ineligible to participate if failing in one or more subjects. Determination of ineligibility must be based on actual percentage grade average computed by the teacher for all assignments, tests, etc. that have been due to that point. Students will be

ineligible for competition and/or travel until the next grade check and all grades are above 59%. The student may continue to practice. Middle school students who have reached a total of 51 or more cumulative discipline points will not be allowed to participate in any extra-curricular activities.

**ATTENDANCE AT PRACTICE - HIGH SCHOOL/MIDDLE SCHOOL:**

Attendance at practice is a must to have a good team and to ensure adequate preparation of the participant. There will be times that a student will have to miss a practice for a good reason. However, it is the student's responsibility to let the coach know BEFORE the absence if the absence is to be excused. Punishment for missed practices will be left up to the discretion of the head coach with the aid of the activities director.

**STUDENT COUNCIL:** The Student Council will be organized and conducted according to the Student Council Constitution. The Student Council Constitution is on file in the principal's office.

**STUDENT EDUCATIONAL RECORDS (FERPA)** Townsend Middle School follows all procedures that are designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA) and the Montana School Accreditation Standards. Students may request a copy of the Family Education Rights and Privacy Act and its implementing regulations by contacting the school district administration office. A student has the right to report violations of the Family Rights and Privacy Act to the Family Education Rights and Privacy Act Office, Department of Education, Washington, D.C.

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT TOWNSEND  
SCHOOL DISTRICT #1  
GRADES K-12

Townsend School District provides access to voice, data and video electronic communication systems for educational purposes. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

To comply with the children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Acceptable Use Agreement. If users find themselves in an area on the network that is inappropriate, they should leave immediately. If students receive electronic information that is inappropriate, they should report it to the adult supervisor of the classroom. Communication over district networks is not private. Any files, Internet access or communications on Townsend School District computers or networks may be reviewed or monitored by maintenance and supervision purposes.



Students will not be permitted to access electronic mail through our network unless it is directly supervised and used for educational purposes. Staff will ensure that students abide by the Townsend School District Technology Acceptable Use Agreement, will not leave students unattended while they are using the internet, and will have educationally relevant objectives for each Internet activity.

Parents and guardians have a responsibility to read this policy and convey its meaning and standards to their children when they are using media and technology sources during the school day.

#### DO:

Use district and school technologies for educational pursuits.

Practice Internet safety.

Immediately back out of any questionable site and tell the classroom supervisor. Cite your digital sources correctly.

Respect and take care of equipment.

Ask for help with equipment and report any problems. only print what is necessary or assigned.

#### DO NOT:

Eat or drink at any school computer.

Share passwords

Share or reveal your name, personal information, or phone numbers of yourself or others on the Internet.

-Access or download any illegal, abusive, obscene, harassing materials or confidential information.

Cyber-bully (Willful harm inflicted through the medium of electronic text or images. Examples include but are not limited to: sending threatening emails, posting derogatory or personal comments and/or photos or videos about someone on the web site, sending harassing text messages, physically threatening, intimidating or impersonating someone and/or spreading rumors about someone)

Access or alter other people's files

Violate copyright laws.

#### UNLESS YOU HAVE A TEACHER'S APPROVAL OR SUPERVISION DO NOT:

Connect personal electronic devices to the BHS Staff network. Download or install software.

Access or use any out of district email, messaging services or online accounts.

Access or use any online social networking sites, blogs etc.

Access, download or play games.

Change any computer setting or alter hardware and/or cables.

Create or manage a personal web page on school computers including any social network sites. Download music, programs or access streaming video or audio.

The above lists do not cover every possible situation. If you have any questions, please ask your teacher.

It is understood that a guardian signature is not required for this procedure to be effective. Computer access has become an integral part of the curriculum, and the inability to use this resource may impact your student's educational opportunities. Written notice must be sent by parent/guardian to school principal if you do NOT want your student to have access to district computers. If we receive written notice within 10 days of receiving this Agreement, we will consider that as an "opt-in" and will allow your student to have computer access.

Students will be held liable for violations of this agreement. It is understood that the Townsend School District's computer systems and technology resources are intended for educational purposes. The Townsend School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in an appropriate manner. Townsend School District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect.

The Townsend School District will not be held responsible for materials acquired on the network. The district will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

#### BYOD- Bring your Own Device

The Townsend School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to this agreement. The Student User Agreement will be reviewed and adopted annually. The district will not be held responsible if an electronic device or other item is lost, stolen or misplaced.

#### GUIDELINES

\*The school reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated Board policies, administrative procedures, school rules and/or has engaged in other misconduct while using their personal device.

\*violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or other disciplinary action.

\*The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.

## IMPORTANT SCHOOL DATES

August.....25 & 29	Teacher PIR Days
August.....30	First Day of school for students
September.....5	Labor Day – No School
September.....30	Midterm – 1 <sup>st</sup> Quarter
October....	3-12 Parent/Teacher Conferences (4-7 p.m.)
October.....20 & 21	MEA Days – No School
October .....28	End of 1 <sup>st</sup> Quarter
November.....15	K-2 Parent/Teacher Conferences (4-8 p.m.)
November.....23	Early Release 1:30 p.m.
November..... 24 & 25	Thanksgiving Vacation – No School
December.....2	Midterm – 2 <sup>nd</sup> Quarter
December.....22	Early out @ 12:00
December.....23 to	
January.....2	Winter Break – No School
January.....3	School Resumes
January.....13	End of 2 <sup>nd</sup> Quarter/First Semester
January.....16	MLK, Jr. Day No school/Teacher Inservice
January.....20	No school
February.....17	Midterm – 3 <sup>rd</sup> Quarter
February.....20	President's Day – No School
February.....21	3-12 Parent/Teacher Conferences (4-7 p.m.)
March.....13	No School – Teacher Inservice
March.....17	End of 3 <sup>rd</sup> Quarter
March.....21	K-2 Parent/Teacher Conferences (4-7 p.m.)
April.....5	Early Out – 1:30 p.m.
April.....6-10	Spring Break
April.....21	Midterm-4 <sup>th</sup> Quarter
May.....21	High School Graduation
May.....23	8 <sup>th</sup> Grade Awards Night
May.....26	End of 4 <sup>th</sup> Quarter/Early Release 12:00 p.m.