

**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.

TABLE OF CONTENTS

Student Rights and Responsibilities	3
Attendance & Absences3,4,5
Grading & Reporting Pupil Progress	5
Honor Roll	5
Discipline & Due Process	5,6
Appeal	6
Discipline: Behavior Codes.....	7,8,9
Detention & Guidelines for In-School Suspension	8, 9
General Conduct Guidelines	...9,10
Weapons Policy.....	10,11,12
Activities	12,13
Homework	14
Accelerated Reader	15
Lockers	15
Morning/Noon Playground & Football Field Areas	15
Hallways	15
Breakfast & Hot Lunch	16
Middle School Library Policy	16
Telephones	16
Dress Code	16,17
Visitors	17
Enrollment Requirements	18
Fire/Earthquake Regulations	18
Students Services	18,19
Transportation	17
Student Records	19
School Field Trips	20
Medicine At School	20
Head Lice & Nits	20
Lunchroom Guidelines	20
Bicycles & Skateboards	21
Townsend Middle School Retention Policy	21
Townsend Middle School Bell Schedule	21
Sexual Harassment Grievance Procedure	22,23
Asbestos Management Plan Notification	23
Harassment (policy, complaint process, education, EEO)	23,24
Training Rules	24
Attendance at School	24
Physical & Insurance	24
Academic Eligibility/Attendance at Practice	24
Student Council	25
Student Educational Records	25-28
Technology Acceptable Use Policy.....	28-35
Important School Dates	36,37

STUDENT HANDBOOK 2023-2024

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.

Parental and Family Engagement

Townsend Middle School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

Student and Family Privacy Rights – Policy 2132

Parent/Family Engagement and Involvement in Education – Policy 2158

Student Health Instruction – Policy 2335

School Activities and Clubs – Policy 3233 and Policy 3510

Student Records and Confidentiality – Policy 3600

Student Health – Policy 3410

Student Immunization – Policy 3413

SCHOOL DAY

The school day is from 8:00 AM to 3:48 PM. Students will be allowed to enter the building at 7:45 AM. Only students who are in practice/activity or are supervised by a teacher may enter the building before the doors are unlocked.

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.

District Absences Policies: 3122, 3123

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.

TOWNSEND MIDDLE SCHOOL GPA SCALE			
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 ensure safety and order in the learning environment. It can also help to ensure 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

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.
- c. 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 in accordance with law.

2. 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.

The consequences associated with points assigned through the discipline grid level may be adjusted by the superintendent consistent with District Policy to comply with law.

Rewards:

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

0 points

Participation in midterm, quarter, and semester drawings

0 - 5 points

Participation in end of quarter & end of semester celebrations

Consequences:

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

5 -15 points After school detention - ½ hour; parental contact

15-30 points After school detention - 1 hour; parental contact

31-50 points In-school suspension (ISS)

Conference with parents, staff, administration

51-79 points Out-of-School suspension (OSS)

Notification of parents and/or authorities

*No further participation in extracurricular activities

**No further admission to school sponsored activities

80 points 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 8th 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/marking 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.

Discipline District Policies: 3300, 3310, 3311

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.

Before holding a hearing to determine if a student has violated this Policy, the Board shall, in a clear and timely manner, notify the student if the student is an adult or notify the parent or guardian of a student if the student is a minor that the student may waive the student's privacy interest by requesting that the hearing be held in public and invite other individuals to attend the hearing.

Before expelling a student under this Policy, the Board shall hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly, as defined in Section 1-1-204, MCA, brought a firearm to school or possessed a firearm at school.

When a student subject to a hearing is found to have not violated this Policy, the student's school record must be expunged of the incident.

The provisions of this Policy do not require the Board to expel a student who has brought a firearm to school or possesses a firearm at school if the firearm is secured in a locked container approved by the school district or in a locked motor vehicle the entire time the firearm is at school, except while the firearm is in use for a school-sanctioned instructional activity.

Possession of Weapons other than Firearms

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.

District Weapons 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

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.

District Activities Policies: 2150, 3233, 3510, 3550

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 experiencesHelps 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 near the track. Students are not to be in the high school, the parking lots, or in or behind the bleachers. 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 students may access the building through the doors on either side of the band room corridor, as well as the main elementary entrance. When accessing a class in the high school or elementary, students will use the routes determined by the teacher of that class. During the school day, Middle School students are not to be in the high school unless they are in a class in that building or have approval from a staff member. Students may be required to sign in and out of class during class times. To help with safety and order in the halls, there is to be no running, pushing, or slamming lockers.

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

1. Personal appearance is primarily the responsibility of the parent/guardian and the student. The mode of dress for Broadwater High School students shall be based off safety and sanitation.
2. Regulations:
 - a. Sexually explicit or suggestive shirts, shirts advertising alcohol or tobacco products or drug use and shirts that are degrading or offensive to others, or are in poor taste, will not be allowed.
 - b. During the regular school day, no hats are to be worn in the classrooms or instructional areas of the building or during assemblies, etc. except for administratively approved special circumstances.
 - c. Sunglasses are not allowed to be worn during school.
 - d. Items which pose a safety concern including but not limited to Spiked accessories, or those utilizing heavy chains, will not be permitted in the building.
 - e. The above guidelines apply to clothing seen through transparent material.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to Policy 3224). The Students at Townsend Middle School are proud of their individual appearance and the freedom to express themselves through the latest fashions. It

is the School District's goal to continue the tradition of our students presenting themselves in a positive manner. We ask that students are well groomed and demonstrate personal hygiene, exemplified by excellent manners and respect for each other. To maintain high standards in health and safety for all of our students, personal dress and grooming standards shall comply with the following guidelines:

- Students shall be appropriately covered and not be a disruption to the educational environment.
- Students may not wear clothing or jewelry that advertises or promotes harmful substances prohibited by district policy.
- Students are prohibited from wearing any clothing, jewelry or other ornaments that could cause personal harm to the student or others.
- Students shall not wear articles of clothing that are adorned with sexually suggestive slogans, profanity, lewd pictures, innuendos, vulgar or obscene displays, or that which may be offensive to another's religion, race or national origin.

- Footwear that is determined to be unsanitary or hazardous in the building may not be worn. Slippers are not appropriate for school.
- Some classes or events may require further dress requirements due to safety concerns or performance dress. Students in these classes will be made aware of these additional requirements.
- Students need to dress appropriately for the weather.
- Students that are attending class or Students who are not meeting the dress code will be asked to change into something else that meets the dress code Refusal to comply will result in additional disciplinary action.

District Policy on Dress: 3224

VISITORS

Visitors are expected to report to the office upon entering the school and will be given a badge to wear while in the buildings. Unauthorized visitors may be considered as trespassers and subject to law enforcement intervention.

District Visitor Policies: 4310, 4320, 4315, 4332

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.

District Enrollment Policies: 3110, 3135

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.

District Safety Policy: 8301

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.

District Transportation Policies: 8100, 8124

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.

District Records Policy: 3600

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:

Bulldog Time	8:00-8:30
1st Period	8:30-9:24
2nd Period	9:28-10:22
3rd Period	10:26-11:20
4th Period	11:24-12:18
Lunch	12:18-12:58
5th Period	12:58-1:52
6th Period	1:56-2:50
7th Period	2:54-3:48

SEXUAL HARRASSMENT GRIEVANCE PROCEDURE

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with the high school principal who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8) or “stalking” as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint

against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P.

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.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F.

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.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

All complaints about behavior that may violate this policy shall be promptly investigated.

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

[See Policy 3226]

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) STUDENT RECORDS

• Release of “Directory Information”

*“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed [within ten school days] of the time this handbook was given to my child. Directory information ordinarily includes the student’s [name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended]. **This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2.***

In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Rights concerning a Student’s School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records, within a reasonable time

from the day the District receives a request for access.

2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the

student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court

order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

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.

All use of equipment and electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to the District's equipment and electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's equipment and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the equipment and network. Some examples of unacceptable uses are:
 - a. Using the equipment and network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the equipment or network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;

- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the equipment or network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the equipment or network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are

published. Printed evidence of the status of “public domain” documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.

d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and principal shall monitor student Internet access.

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.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Townsend School District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks (Policy No.). Should I commit any violation or in any way misuse my access to the District's equipment, computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me including payment of costs associated with damaged equipment.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks for the student's access to the District's equipment computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am signing this Agreement and agree to accept full responsibility for supervision of my child's use of his/her equipment and access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet. I understand any negligence arising out of my student's use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I further accept that any costs to repair or replace damages to equipment or networks in accordance Section 20-5-202, MCA

IMPORTANT SCHOOL DATES

August.....21&22	Teacher PIR Days
August.....23	First Day of school for students
September.....1	
September.....4	Labor Day – No School
September.....15	No school
September.....21	Midterm – 1 st Quarter
September.....22	No school/Teacher PLC
September.....29	No school
October.....3	3-12 Parent/Teacher Conferences
October.....6	No school
October.....13	No school/Teacher PLC
October.....19 & 20	MEA Days – No School
October.....26	End of 1 st Quarter
October.....27	No school
November.....3	No school
November.....10	No school
November.....14	K-2 Parent/Teacher Conferences
November.....17	No school/Teacher PLC
November.....23 & 24	Thanksgiving Vacation – No School
November.....30	Midterm – 2 nd Quarter
December.....1	No school/Teacher PLC
December.....15	School in session
December.....22 to	
January.....1	Winter Break – No School
January.....2	School Resumes
January.....11	End of 2 nd Quarter/First Semester
January.....12	No school
January.....15	MLK, Jr. Day No school/Teacher PIR
January.....19	No school
January.....26	No school
February.....2	No school
February.....9	No school/Teacher PIR
February.....15	Midterm – 3 rd Quarter
February.....16	No school
February.....19	President's Day – No School
February.....20	3-12 Parent/Teacher Conferences
February.....23	No school/Teacher PLC
March.....1	No school
March.....8	No school

March.....15	No School – Teacher PIR
March.....19	K-2 Parent/Teacher Conferences
March.....21	End of 3 rd Quarter
March.....22	No school/Teacher PLC
March.....29	No school
April.....1	No school
April.....12	No school
April.....19	No school
April.....25	Midterm-4 th Quarter
April.....26	No school/Teacher PLC
May.....3	No school/Teacher PLC
May.....10	No school
May.....17	No school
May.....24	No school
May.....26	High School Graduation
May.....27	Memorial Day-No school
May.....28	8 th Grade Awards Night
May.....31	End of 4 th Quarter/Last student day