

THOMPSON FALLS JUNIOR HIGH



STUDENT-PARENT HANDBOOK 2016-2017

THOMPSON FALLS PUBLIC SCHOOLS



We believe

.. students learn in different ways and at varying rates; we respect and support those differences.

..with the support of the community we can provide a respectful, safe, and caring school environment.

..certain district and societal rules require immediate student consequences.

..with appropriate adult guidance, discipline should be considered an opportunity for student personal growth.

..keeping in mind a student's self-respect and dignity, a student should be provided an opportunity to learn to solve his/her own problem.

..in updating our district curriculum to keep pace with the changing world.

..in integrating technology within every academic area at all levels.

..in the school improvement process to maximize student learning.

..it is important to have ongoing training and inservice for staff so that educational practices will be based upon research, information, and proven procedures.

..with parent, community, and school support, students can become contributing members of society.

..learning is a life long process and is a key to success.

..the school must provide opportunities for students to develop critical thinking by respecting and concentrating on academic, cultural, and life skills as outlined under state standards.

..in celebrating success.

Adopted by Board of Trustees on 10/4/99

Mission of Thompson Falls Public Schools:

To work together as a school and community to provide every child an educational experience that will empower them to grow as a person and discover their individual potential.

Approved by the Board of Trustees on August 18, 2014



THOMPSON FALLS SCHOOLS Core Values

Established 2013

EXCELLENCE
UNITY
COMPASSION
RESPECT
INTEGRITY



Welcome

Welcome to Thompson Falls Junior High, home of the Blue Hawks. We are looking forward to you becoming a part of the outstanding tradition that was started over 100 years ago.

Work hard in classes and take advantage of all the extra-curricular activities that interest you. Participation in all aspects of Thompson Falls School life will give you a richer school experience.

If you have any questions, please feel free to ask. All of the staff at Thompson Falls Junior High is here to help you. Have a great year!



Thompson Falls Junior High School

2016-2017 Handbook

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Thompson Falls Junior High School 2016-2017 Handbook

Board of Trustees

Mrs. Mindi Wilson	Board Chairperson
Mr. Ryan Frields	Board Vice-Chairperson
Mrs. Sandra Muster	Board Member
Mrs. Abby Harnett	Board Member
Mr. Jeff Lundberg	Board Member

District Administration

Mr. Jason Slater	Superintendent
Mr. Don Jensen	High School Principal
Mr. Len Dorscher	Elementary Principal (K-8)
Mr. Merle Farrier	Special Education Coop Director
Mrs. Mary Meyers	District Clerk

Junior High Faculty

Mrs. Melissa Wilson	Secretary
Mrs. Bethany Leeman	Spanish
Ms. Sabre Alderite	Resource Teacher
Mrs. Krystin Slater	Mathematics
Ms. Kelly Wheeler	Social Studies
Mrs. Rochelle Dickson	Supervising Teacher/Language Arts
Mr. Eric Nygaard	Science Robotics
Mr. Doug Padden	Science
Mr. Adam Crow	Band
Mrs. Lisa Mickelson	Choir
Mr. Randy Symon	PE (8)
Mr. Rob Christensen	PE (7)
Mr. Micah Grossberg	Art
Mr. Mike Bruse	Shop
Mrs. Penny Beckman	Gear Up
Mr. Rob Christensen	Counselor
Mrs. Pam Peters	Library

District Telephone Numbers & Addresses

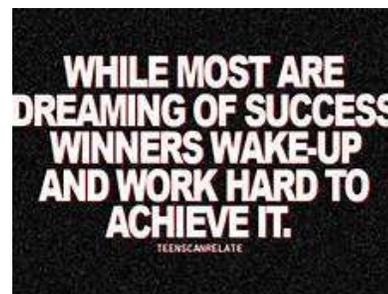
District Administrative Offices	827-3323	307 3 rd Avenue West
Special Education (Dorm)	827-3007	307 3 rd Avenue West
Dorm FAX Number	827-3020	
Elementary School	827-3592	315 Columbia
Elementary School	827-0192	
Junior High School	827-3593	206 Haley
Junior High FAX Number	827-0306	
High School	827-3561	601 Golf
High School FAX Number	827-9463	
Altacare	827-3594	307 3 rd Avenue West

District Web Site: www.thompsonfalls.net

Grading Scale

All grades at the junior high are based on the following grading scale:

90% - 100%	A	Honor Roll
80% - 89%	B	3.25-3.32 Honorable Mention
70% - 79%	C	3.33 and above Honor Roll
60% - 69%	D	
Below 60%	F	



Grade and Point Value

A	4	I-Incomplete grade. Any work due must be turned in within ten school days following the end of the grading period. After that time no further makeup work will be accepted for credit, unless special arrangements have been made. The final grade will reflect the percentage that the student earned after considering all completed makeup work.
B	3	
C	2	
D	1	
F	0	
E		Effort Grade (Below passing but doing as well as possible)

Report cards are mailed out the week following the end of each quarter. In addition, mid-quarter reports are mailed home halfway through each quarter showing the current grades in each class. Students who have library fines, lunch fees, or other overdue expenses will have their grade reports held until those fees have been brought up to date. Please note: parents and students can access grades via the Infinite Campus grade portal.

Assemblies are held following the end of each quarter to recognize high achievement and perfect attendance. Students receive certificates noting their areas of academic success. Parents are welcome to attend these assemblies.

Junior High Promotion/Retention Policy

Students will be expected to demonstrate a satisfactory level of performance during their junior high years in order to earn promotion to the next grade. If students fail two or more core classes in a given year, they will be required to either attend summer school the following summer or complete an approved correspondence course, at parent expense, to remediate their skills in an appropriate core area. Failure to complete either option will increase the likelihood of retention. Each student's case will be given individual consideration, and decisions will be based on the following factors: age, prior retentions, physical development, social skills, academic progress and potential, attendance, and behavior. Parents will be notified of concerns as early as possible. To help the student progress at a satisfactory level for the remainder of the course the parents, student, and staff should develop a plan jointly. It is recognized that retaining some students may create problems related to their physical size and social maturity. As a result, some students may be assigned to the next grade level even if they have not met promotion requirements. A committee made up of the junior high supervising teacher, the teachers of math, science, social studies and language arts, a counselor, and the parents or guardians of the student in question will make the final decision for any retention.

Students who are on suspension the day of the 8th grade promotion may be denied the opportunity to participate in the promotion ceremony, depending on the nature of the offense. The junior high staff will make the final decision regarding participation.

GENERAL INFORMATION

The Pledge of Allegiance: The Board of Trustees has mandated that the pledge of allegiance be recited daily in the Thompson Falls schools. The junior high school has chosen to begin each day with the recitation of the pledge. If any student has a faith or philosophy that does not permit participating in the recitation of the pledge, they are asked to please inform their classroom teacher of their belief, and they will be allowed to abstain from participating.

Immunizations: - Montana State Law requires that all students meet established immunization requirements before entering school in the fall. Those students whose immunizations are not up-to-date will not be allowed to attend classes until all shots are administered. The school nurse maintains all records and will inform the secretary of any students in need of inoculations.

***HAND, FOOT, and MOUTH DISEASE** – This illness can cause painful sores in or on your mouth, and/or on the hands, feet and sometimes buttocks and legs. The illness lasts usually 7-10 days. Symptoms include fatigue, sore throat, or a high fever. In some cases a rash appears before blisters do. The blisters may break open and crust over and usually last about a week. The disease is most likely to spread within the first week. Wash hands frequently and keep kids home who have a fever or open blisters.

Lunch - The school offers a hot lunch program to its students. Lunch money is to be given to the lunchroom clerk. It is required that lunch fees be paid ahead of time. Notification will be given to students who reach three charged meals, and upon reaching five charged meals students will have their lunch bill mailed home. If excessive charges start to accumulate the administration will be notified. Thompson Falls Junior High is a closed campus and therefore students who wish to eat lunch at home must bring a note from parents/guardians at the beginning of the year, and must also sign out at the office each day before leaving for lunch. Students may only eat lunch off campus at the home of their parents/guardians; they may not eat with other students unless special arrangements have been made. All school rules apply during lunch and recess, whether at home or at school. Other students and all staff are to be treated with respect and courtesy. Eat all food you have taken. Clean up your area at your table. Place silverware, garbage and trays in the appropriate area when finished eating. Wait quietly at your seat until dismissed by the teacher on duty. No food is to be taken outside during recess. Parents are asked not to bring food to students after they have been dismissed to recess. After being dismissed from the lunchroom, students are to walk quietly past elementary classrooms, and to remain on the sidewalk until reaching the recess area. Some sports equipment is available for checkout in the junior high office. An adult will be on duty during recess time to monitor behavior. All directions are to be followed the first time they are given. Students are to remain outside during recess unless given permission to enter the building for a specific purpose. On days that the weather may not permit recess outside, students will be notified by the on duty whether they will be allowed to enter the building. **Inappropriate lunch and recess behavior will result in appropriate disciplinary measures.**

Library Policies: Books and materials in the junior high library may be checked out for **two weeks**, except for encyclopedias, current magazines, and reserve books, which must remain in the library. Materials may be renewed weekly as long as they have not been requested for use by staff or other students. Students are financially responsible for any damaged or lost materials they have borrowed from the library. Lists of overdue materials will be posted periodically. Report cards will be held until all materials are either returned or replaced. (District Policy/Instruction 2309 & 2310)

Field Trips: (INSTRUCTION 2320)

Field Trips, Excursions, and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in and environment beyond the classroom. The Board also recognizes that field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Building principals have the authority to approve all field trips.

Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity.

Computer & Internet Use: Computers are available in the library and in classrooms for use for assigned work. All equipment and software must be used responsibly. Anyone causing deliberate damage, changing settings, or access inappropriate web sites on school computers will be subject to having their privileges revoked and/or restitution. No software may be brought from home to install on school computer. Students will be allowed on the Internet only for assigned work. A staff member must supervise all internet work. Students will not be allowed to visit chat rooms, and no on-line gaming will be permitted.

INTERNET-COMPUTER LAB & CLASSROOM POLICY

Thompson Falls Junior High School has actively pursued making advanced technology and increased access to learning opportunities available to students and staff by providing computer technology and Internet access. The advantages to students and teachers of access to e-mail and the resources of the worldwide community are important and necessary. The school recognizes this and is providing this access with the following guidelines:

Appropriate Use

1. Students are allowed to use the computers and Internet to complete school projects as assigned by teachers.
2. High quality self-discovery during school hours with permission. This work would be of a personal nature but clearly worthwhile.
3. Use of personal e-mail activities, surfing appropriate web sites with teacher permission only.

Offense

1. Students shall not access or transmit material that is profane or obscene (pornographic, etc.) that advocates or condones the commission of unlawful acts (illegal) or that advocates or condones violence or discrimination toward other people (hate literature). Under direct supervision and with parental approval, circumstances may allow investigation of hate literature for research purposes. Blackfoot Telecommunications is providing TFJH Internet filtering to eliminate most of these problems.
2. Transmission of obscene, abusive, or sexually explicit language.
3. Purchasing products or services using the school connection with teacher permission only.
4. Violation of any local, state, or federal statute.
5. Accessing other individual's materials, information, or files without permission.
6. Violation of copyright or otherwise use the intellectual property of another individual. Keep track of your sources. Notification of the teacher.

7. No chat rooms except under direct teacher supervision.
8. Uses that involve waste of time or resources (paper, toner, etc.).
9. No games (minor).
10. Students may not use the Internet to access web-networking communication such as Facebook, My Space, Snap Chat, Xanga, etc.

Disciplinary Measures

For violations of the Internet library or classroom policy disciplinary measure include, but are not limited to:

1. Students will simply be asked to leave the computer lab for minor offenses and a record will be made of the time and problem.
2. Detention
3. Loss of computer lab privileges for at least nine (9) weeks or to the end of the semester.
4. Recommended suspension.

Bus Routes: Parents need to understand that the buses are owned and operated by Mosher Transportation and not the school district. It is up to them to call and let parents know about route delays. Parents themselves should be aware of road conditions and call Mosher Transportation for information about bus routes.

Lockers - Students will be assigned a hall locker for storing personal belongings and school materials. Lockers may be inspected at any time for cleanliness, and should be kept clean and orderly. They may be decorated, but all decorations must be kept inside the locker and should be of appropriate nature. Students may change lockers during the year, with office approval. Students may use only one locker each. Students may also choose to purchase locks for their lockers, as long as the office is provided with combinations and/or keys for locks. Locker use is a privilege. Misuse or abuse of lockers may result in the loss of this privilege, and any damage to lockers will be charged to the student(s) responsible. (District Policy/Students 3231 on Searches and Seizure)

Stolen Items: It is suggested that students keep valuable items at home, as the school cannot be responsible for items that are lost or stolen while the student is at school or at school-related activities. Please be aware that the school cannot perform random searches without probable cause in the event personal property is stolen.

Use of Telephones and Copier: Students are asked not to enter the office unless given permission. If students need copies for a class they must have permission from the teacher of that class. Copies for personal use will cost 25 cents per copy (this includes class notes). A telephone is provided for use in the hallway. This phone is intended to be used only in cases of urgency. A staff member or student aide must grant permission. Students are asked to keep all telephone conversations to the minimum length necessary. Students will not be taken out of class to come to the telephone except in cases of emergency. In other circumstances a message will be taken and passed to the student as quickly as convenience allows. Excessive phone use may result in use being restricted.

ELECTRONIC DEVICES AND TOYS: All electronic devices (cell phones, iPads, iPods, etc.) are to be turned into the office at the start of the academic day unless the classroom teacher has given permission to use said device(s). Devices may be picked up at the office at the end of the student's academic day. Failure to comply will result in the electronic device(s) being kept at the office until a parent/guardian can pick it/them up. Students are not allowed to have laser lights at school, and they will be subject to confiscation. Students are also requested to leave playthings at home, as they will not be allowed in classes.

Skateboards will not be allowed on school property during school hours (8-4) or during afterschool activities and may be confiscated.

Visiting School: Parents are always welcome guest at school. All visitors must sign in at the office when they arrive. Students visiting must give 24 notice and be approved by the building administrator.

FERPA: The Family Educational Rights & Privacy Act is a Federal law designed to protect the privacy of a student's educational records. Outside of school personnel, only parents and eligible students have the right to inspect or review education records maintained by the school. Schools generally need written permission from parents before releasing any information from a student's records. However, schools may release records to the following parties without parent consent: 1) School employees with a need to know; 2) Schools to which a student transfers; 3) Institutions providing financial aid to students; 4) Organizations conducting studies for the school; 5) Accrediting organizations; 6) Individuals who have obtained court orders or subpoenas; 7) Persons responding to cases of health or safety emergencies; 8) State & local authorities working within the juvenile justice system, according to State law. Schools may also provide, without consent, 'directory' information, such as name, address, date & place of birth, honors & awards, and dates of attendance. Parents may request that the school not provide these types of information. Simply contact the school in writing that you would not like this information made available. For any additional information regarding FERPA, you may call (202) 260-3887, or contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

DISCRETIONARY NON-RESIDENT STUDENT POLICY

Thompson Falls Junior High School is open to all students whose residence is within District #2. The residence of the parents or legal guardian determines a minor child's district of residence. Applications may be made at a building level office. Guardians must provide the office with a notarized copy of Temporary or Legal Guardianship.

A \$10.00 enrollment fee is charged per year. Enrollment is a privilege, not a right granted by law. Admission in one school year does not imply or guarantee admission in subsequent years. A change in resident guardians during a school year will require another application for the non-resident student. There is no guarantee of re-acceptance for this non-resident student who changes placement location and those on a waiting list may have higher priority. Out-of-district students will follow the procedure outlined in District Policy/Students 3141.

Non-Residents are required by school policy to comply with being in good standing with academics, conduct, or attendance while attending TFJH. The criteria listed above will be judged during each quarter. The principal's decision can be appealed to the Board of Trustees. (Policy Revised on July 2007)

Extracurricular Participation: SEE TFJH ATHLETIC HANDBOOK

Attendance Policies and Guidelines: District Policy/Students 3122)

ATTENDANCE POLICY (District Policy/Students 3122)

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education

which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. Teachers will have a list of admits. When a student arrives late or after an absence, the student is required to report directly to the office for an admittance or tardy slip. All absences and tardies will be recorded on the report card.

Activities or Preplanned Absences (District Policy/Students 3122)

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure or immediately upon return to school. The timeline for accepting student make-up work will be done at the building level by the school administrator.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event. Exceptions may be made by the administration.

Excused Absences (District Policy/Students 3122)

Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments. The school administrator will determine other exceptions that would be accepted as being an excused absence. Verification should be available prior to requesting an admit slip. School work missed during an excused absence can be made up at full credit; even those beyond ten (10) days (see Ten-Day Policy). Time allotted for make-up work is stated in each school's student handbook.

Unexcused Absences/Truancy (District Policy/Students 3122)

Unexcused absences are not acceptable in the District. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections or an absence for which the student did not receive prior approval from the building administrator. Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

Chronic or Excessive Absences (District Policy/Students 3122)

Students who miss more than 10 days of any class per semester will be handled on an individual basis by the building level principal (District Policy 3122). This may include forming a team to include at least the building level principal, parents, student, classroom teacher(s), and counselor to determine a course of action to address the absences at school. Circumstances taken into consideration to determine a course of action for missing class include:

- Absences due to school activity
- Absences due to illness or emergency in family
- Pre-excused absences
- Impact of absences on classroom performance
- Specific class(es) missed at school and/or time of day for absences

Tardies (District Policy/Students 3122)

Students arriving late in the morning or after lunch must first check in at the office. Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the building administrator's office.

Student Discipline (District Policy 3310)

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess. The school staff establishes a set of rules and expectations that are more general in nature as opposed to being specific. What is fair therefore, may not necessarily be equal. Each student and situation will be considered unique and natural consequences will be employed to encourage a sense of responsibility. Students and parents are notified that violations will invite consequences that are based upon several factors, including, but not limited to the severity of the act, the situation in which it occurred, the frequency of the behavior problem, and the needs of the child.

The "9 Essential Skills" of Love and Logic and District Policy 2000, District Mission/Belief Statements, will be used as guidelines for district staff in working with students. Also, Love and Logic principles empower the teacher with input from the students and parents about the process for managing student misbehavior. "Recovery Area" should be a common. Non-disciplinary term that is used in grades K-12, outside the office area. Maintaining excellent communication between the teacher and the parent is a central part of the success of Love and Logic. Misbehavior that is seen by the teacher and /or other staff that requires the student to be sent to the office mean that the parent should be contacted by the person who observed the misbehavior unless cleared by the building level administrator. That contact should be made prior to the student going to the office or ASAP. Students should be seeing teacher consequences and not necessarily office consequences for most misbehavior. Student sent to the office should result in a meeting between the referring staff person, the student, and the administrator.

The successful teacher uses the “90-10 Goal” of using preventative strategies 90% of the time, and 10% of the time using intervention strategies as developed by Charles Fay. Examples of preventative strategies are:

- Building positive relationships with all students
- Teaching routines and procedures
- Setting enforceable limits in respectful ways
- Sharing control limits
- Modeling enthusiasm, compassion, character, and respectful dress
- Providing high levels of friendly supervision and unstructured settings
- Using instructional strategies and content that maximizes engagement and learning
- Intervening with preventative interventions when misbehavior is still small
- Speaking to students as we would want someone to speak to us

- Communicating to students that we value them more than their academic achievement, athletic ability, or appearance
- Guiding students toward solving their own problems and making restitution when they create problems for others
- Reacting with empathy instead of anger, frustration, or sarcasm
- Short term recovery

General Junior High Behavioral Guidelines (District Policy/students 3310, 3200)

Montana School Code 20-50201 states: "All students shall comply with the policies of the trustees and the rules and regulations of the school. Any pupil who continually and willfully disobeys the provisions of the rules and shows open defiance of the authority vested in school personnel shall be liable for punishment, suspension, or expulsion under the provisions of this title." Following the rules of the school and obeying school authorities is an important part of the duties of students at this school. The majority of the rules at Thompson Falls Junior High can be summarized by one general guideline: **Treat others with respect and courtesy**

If you follow this guideline, then things will go more smoothly both for you and for everyone else at the school. Lack of respect and courtesy may take many forms, including:

1. Disrespect, defiance or insubordination
2. Rowdy or loud behavior, whether in class, in the hallways, at lunch, or at assemblies.
3. Fighting, intimidation, bullying or harassment.
4. Dishonesty, cheating, or stealing.
5. Vulgar or inappropriate language, behavior, or clothing.
6. Vandalism or defacing school property.
7. Being in possession of or using illegal or controlled substances.
8. Violating any other classroom or building rules not listed above.

All rules apply during the entire school day, including during lunch break, before and after school, between classes, while at assemblies, school sponsored activities or while on the bus.

Consequences for breaking school rules may take any of the following forms:

1. Warning, either oral or written.
2. Confiscation of inappropriate items.
3. Restitution for broken or damaged items.
4. Supervised school labor.
5. Detentions including Saturday school *or after school.
6. Loss of student privileges.

7. Short-or long-term in-school or out-of-school suspension.
8. Expulsion.
9. Referral to law enforcement.

*For after school detentions, teachers will allow up to, but no more than two school days to serve this time. This will permit students to make arrangements with parents for rides, or to work around any special circumstances that would prevent students from serving on the day of the offense. If a student has not served within the time allowed or agreed upon, then he/she will be considered in defiance of the teacher, and will serve one day of In-School Suspension.

The school rules are listed in this handbook. Read them and know them, as you will be expected to follow them. Each teacher's classroom rules and requirements will be posted in his/her classroom. Discuss these rules with your teachers so that you understand clearly what is expected of you. The classroom teachers, according to their classroom guidelines, will deal with violations of classroom rules. Repeated violations, or serious violations, will result in referral to the Jr High Principal. In the back of this handbook there are a set of behavior rubrics and possible consequences that are meant to be a guide for staff, students, and parents.

8th Grade Trip

The spring trip taken as part of the end-of-year activities for the 8th grade class is considered a privilege to be earned through good behavior and by remaining current on coursework. All students will be judged on an individual basis.

Student Discipline (District Policy/Students 3310, 3200, 3215, & 3300)

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess. The school staff establishes a set of rules and expectations that are more general in nature as opposed to being specific. What is fair therefore, may not necessarily be equal. Each student and situation will be considered unique and natural consequences will be employed to encourage a sense of responsibility. Students and parents are notified that violations will invite consequences that are based upon several factors, including, but not limited to the severity of the act, the situation in which it occurred, the frequency of the behavior problem, and the needs of the child.

The “9 Essential Skills” of Love and Logic and **District Policy 2000**, District Mission/Belief Statements, will be used as guidelines for district staff in working with students. Also, Love and Logic principles empower the teacher with input from the students and parents about the process for managing student misbehavior. “Recovery Area” should be a common non-disciplinary term that is used in grades K-12.

The Board of Trustees has established a set of district expectations dealing with student safety, such as violence, drugs, alcohol, bullying, etc. All students will be treated as individuals. In the event that the actions of the staff appear to be unfair, the student/parent need only to visit with the staff member involved and present his/her case. In the event that the case has merit, the consequence will be adjusted accordingly. This is the school’s written guarantee that the right of due process will be observed and respected at school. (See **District Policy 3215** for Uniform Grievance Procedures)

Engaging in any of the following activities could result in notification of the police, at minimum an out-of-school suspension, and possibly, expulsion by the Board of Trustees (See **District Policy 3300** on Corrective Action and Punishment):

The infractions listed below are grouped into categories and not intended to be all inclusive. Some infractions may not be included here and modifications may be made if necessary at the discretion of the administration.

Category A: Classroom Discipline

Classroom Offenses:

1. Unexcused tardiness.
2. Minor disruptive behavior (excessive talking, disrespect, disruptive behavior, note writing, etc.).
3. Nonparticipation.
4. Cheating, copying, and forgery.
5. Inappropriate language.
6. Food and drinks in class without permission.
7. Other rules that violate posted classroom rules.

Teachers will document all offenses and their consequences. Serious or repeated misbehavior may be referred to the building administrator. Parents will be notified of repeated misbehaviors and parent conferences may be requested before referral to the building administrator.

Category B: School-Wide Discipline (District Policy/Students 3310, 3200, & 3224 student dress)

1. Any clothing displaying drugs, alcohol, nicotine or tobacco products, which expresses obscenities, pornographic, or suggestive material, or which immodestly exposes a student's chest, abdomen, buttocks, or undergarments is prohibited. This includes spandex garments, pajama bottoms, sweat pants, spaghetti straps and see-through materials. Pants must be worn above the hips; no sagging pants allowed. Caps are not to be worn in the building, and are subject to confiscation. (District Policy/Students 3224)
2. Vandalism. Damaging or defacing any private belongings or school property, including books. Parents will be held liable.
3. Theft of personal or school property. This includes stealing while on any school-sponsored activities.
4. Trespassing: Any unauthorized entry into school buildings before, during, or after regular school hours.
5. Littering on school grounds or in buildings.
6. The use, possession or selling of alcohol, illegal drugs, tobacco, nicotine or controlled substances, or drug paraphernalia while at school or at a school-sponsored activity. This includes, but is not limited to, the following: Over-the-counter or prescription drugs, glue, paint, paint thinner, correction fluid, or other similar substances. Distribution of any type of pills tablets, capsules, or other materials, regardless of actual composition, will be grounds for disciplinary action. Students who must take a prescription medication during school hours must do the following:
 - a) Have parents fill out the school's prescription medication form. (District Policy/Students 316)
 - b) Provide a doctor or pharmacist's authorization specifying the type, dosage, and purpose of the medication.
 - c) All medications must be kept in the office and taken under office supervision.
7. The sale or distribution, or possession with intent to sell or distribute, any of the substances listed above in item 6.
8. Displaying slogans or drawings promoting drug or alcohol use on school property, including lockers.

9. Forgery of absence notes, or tampering or altering of school records.
10. Providing false information to school officials or hindering an investigation.
11. Truancy
12. Inappropriate displays of affection. Physical contact that is not generally acceptable in a school setting, dictated by common sense and decency.
13. Harassment. This includes bullying (verbal or physical), sexual harassment, hazing, threatening others in any manner or retaliation and reprisal. Definitions can be found in **Board Policy/Students 3325F and 3326**.
14. The use of profanity, spoken or written, and including inappropriate gestures. In addition to the automatic detention for each offense, beginning with the third violation, students will receive one day of In-School Suspension for each subsequent offense during a given semester.
15. Profanity directed toward teachers
16. Throwing objects, including rocks and snowballs, or any other objects. Fighting in school, on school property, or at a school function, to include pushing or shoving matches. Being present during a fight, including observing, encouraging, or assisting in any way. Assault on another student, or on any staff member, on school property or at a school-sponsored activity. Tripping the fire alarm system
17. Using, possessing, transferring, any object that could be reasonably be considered or used as a weapon, a look-a-like weapon, including (but not limited to) knives (including pocketknives) and firearms (loaded or unloaded) on school grounds.
18. In accordance with the Gun-Free Schools Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the board of trustees. A firearm is defined to be any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive the frame or receiver of any such weapon, a muffler or silencer for any such weapon, or any explosive, incendiary or poison gas. (District Policy/Students 3310)
19. Harassment, assault or threatening of any school personnel, including teachers, administrators, substitute teachers, custodians, lunch room workers, bus drivers, parent volunteers, or any other persons working in any capacity within the district., on-or off-campus. Any and all threatening statements will be taken seriously and dealt with accordingly.
20. **Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event and/or denied admission to school events for up to a year, after a Board hearing. (Board Policy/Community Relations 4315)**
21. Engaging in any activity forbidden by law while on campus or at any school-sponsored activity.
22. Defiance towards any district employee.
23. Students shall not access or transmit obscene, abusive, or sexually explicit material on computers and internet.

The Board of Trustees has established a set of district expectations dealing with student safety, such as violence, drugs, alcohol, nicotine, bullying, etc. All students will be treated as individuals. In the event that the actions of the staff appear to be unfair, the student/parent need only to visit with the staff member involved and present his/her case. In the event that the case has merit, the consequence will be adjusted accordingly. This is the school's written guarantee that the right of due process will be observed and respected at school. (See **District Policy 3215** for Uniform Grievance Procedures)

Engaging in any of the following activities will result in notification of the school resource officer, at minimum an out-of-school suspension, and possibly, expulsion by the Board of Trustees (See **District Policy/Students 3300** Corrective Action and Punishment):

1. Using, possessing, under the influence of, distributing, purchasing, or selling alcohol, tobacco, nicotine, illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia products. If a student tests positive for drugs while in attendance at school or at a school activity then the student will be treated the same as if the drug was taken at school or at the school activity.
2. Possessing a weapon in a school building or on the school grounds.
3. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
4. Bullying (See District Policy/Students 3226 on Bullying)

Gun-Free Schools (District Policy/Students 3310)

A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, on school grounds or in a school building shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with § 20-5-202, MCA, and Policy 3300.

Possession of a Weapon in a School Building or on School Grounds (District P/Students 3300 & 3310)

Any person who possesses, carries, or stores a weapon in a school building or on school grounds, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, the following terms are defined: "school building" shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" shall be defined as any type of firearm, a knife with a blade four (4) or more inches in length, a sword, a straight razor, a throwing star, nunchucks, firecrackers, or brass or other metal knuckles.

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 shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry, or store a weapon in a school building.

Engaging in any of the following will lead to consequences at the classroom/building level:

1. Involved in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function, or any disruptive activity.
2. Unexcused absenteeism, tardies, and leaving the school grounds without obtaining permission at the school office.
3. Cell phones cannot be taken in the locker room/bathroom. Violators will have the device taken from them and kept in the office until a parent picks it up. Repeat offenders will be considered as defiant and will be treated accordingly.
4. Not dressing appropriately as outlined in building level handbook.
5. The forgoing of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
- Traveling to and from school or a school activity, function or event
- Anywhere at any time during the calendar year, if the conduct may be considered to be a threat to the educational process at school by either harming staff or students (selling drugs, physically or mentally abusing staff/students, etc.)

Disciplinary Measures (District Policy/Students 3310)

Disciplinary measures include, but are not limited to these intervention strategies:

- Logical and natural consequences
- Detention, including Saturdays
- Clean-up duty
- Student grade (for unexcused absence, suspension)
- Loss of student privileges
- Loss of bus privileges
- Restitution for damages to school property
- Suspension
- Notification of juvenile authorities and/or police/school resource officer
- Expulsion

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

This policy does not apply to law enforcement personnel.

Delegation of Authority (District Policy/Students 3310)

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove defiant students from a classroom to be sent home for recovery for the remainder of a period for disruptive behavior that is serious enough to hinder the teaching process.

Bullying /Harassment/Intimidation/ Hazing (District Policy/Students 3226)

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior or a nonverbal, verbal, written, or physical nature, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
5. "Intimidation" includes but is not limited to, any threat or act intended to tamper with, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
- 6 "Bullying" happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skill, verbal ability, or another resource.

Reporting (District Policy/Students 3226)

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying, in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Superintendent. This report may be made anonymously. A student may also report concerns to a teacher, counselor, or online via the school's web site, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the

Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. Whenever an employee sees a violation of this policy then that employee should visit with the parent(s) of the violated student(s) and that employee's immediate supervisor ASAP and preferably that same day.

When appropriate, law enforcement will be notified when a person violates this policy.

Responsibilities

The District Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

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. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

***Recovery:**

The term "recovery" as used in Thompson Falls Public Schools means that an individual is out of control and needs to take time to be calm and ready to comply with the role of being a student. **Recovery may include time at home** and the student may return when he/she is under control. Recovery is a non-disciplinary intervention designed to get the student back into the classroom as soon as possible. (District Policy 3300)

SPECIAL SERVICES (District Policies/Instruction 2160, 2161, 2161P, 2162, 2162P, 2166)

Guidance & Counseling Services: District counselors Rob Christensen and Jodi Morgan are available for those students desiring social, emotional, academic, or career counseling or guidance. These services are available on a one-time or continuing basis. All services are confidential and private, except in cases of abuse, suicide or homicide, which must be referred to the proper authorities. (District Policy/Instruction 2140)

TITLE I SCHOOLWIDE PROGRAM (District Policy/Instruction 2160)

A school wide program is a strategy for implementing comprehensive school change. A school wide program permits a high poverty school (40% or more) to use funds from Title I, Part A and other federal education program funds and resources with regular and state resources to upgrade the entire educational program of the school in order to raise academic achievement for all students. Research has shown that for lowest achieving students in highest poverty schools to meet high standards of performance, their entire instructional program, not just a separate Title I program, (or other programs) must be substantially improved.

Special Education: The special education program exists in order to serve students who have been identified as having specific learning disabilities or physical impairments that affect their education. Each student that qualifies for special education services will be placed on an Individual Education Plan (IEP) that addresses the specific needs of that student. Special education students may be offered assistance with class work and tests, individualized instruction, or other services as decided upon during the Child Study Team (CST) meeting. The goals of the program are success in school, and acquiring lifetime learning skills to enable students to become successful members of society. (District Policy/Instruction 2161/2161P)

The Special Education Referral Process

The Special Education Referral Process consists of several steps, all of which must be followed in order to comply with federal guidelines. Generally the referral process includes the following steps:

1. Documentation of academic or behavioral difficulties.
2. Documentation of classroom interventions. During this period parents and special education personnel may be informally consulted.
3. If informal interventions do not succeed, a formal referral may be requested by either school personnel or by parents/guardians. Appropriate testing will be done upon parent request.
4. Following testing, determination of special education eligibility will be decided during the CST.
5. If special education placement is recommended during the CST, an IEP will be developed to help the student succeed.

Referrals or questions about special education may be handled through the junior high special education instructor, Mrs. Sabre xxxxx, or by contacting Mr. Merle Farrier, who serves as the director for the area special education cooperative and who has an office located in the Dorm building.

CATEGORY C: TITLE IX AND SEXUAL HARASSMENT POLICY/TITLE IX COORDINATORS

Any concerns regarding equality in educational opportunities and treatment with regard to race, creed, color, national origin, sex, marital status, sensory or mental handicaps shall be directed to the Title IX/Section 504 Coordinator(s) for Thompson Falls School District No 2: Mrs. Jodi Morgan (District Policy/Students 3225 & Instruction 2162, 2162P))

It is the policy of the district (**Board Policy 700.01-.02**) that all employees and student have a right to work, study and learn in an environment free from all forms of discrimination, including sexual harassment. On-going training will be provided to students and district staff.

Sexual harassment is generally defined as **unwelcome** sexual advances, requests for favors, or any other verbal or physical conduct of a sexual nature.

Examples of conduct that may contribute to sexual harassment and would therefore be prohibited include:

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexual degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about a student enrolled in a predominantly single-sex class.
7. Unwelcome touching of an individual's body or clothes in a sexual way.
8. Purposefully limiting of a sexual nature of a student's access to educational tools.

9. Conditioning academic and or student activity privileges on submission to unwanted sexual conduct from students or staff.
10. Cornering or blocking of a sexual nature of normal movements.
11. Displaying sexually suggestive objects in the educational environment.

Sexual harassment is against the law and School Dist. No 2 is committed to the prevention of all forms of sexual harassment in the schools.

The school district will not accept a reason for sexual harassment as that someone did not "intend" to abuse/harass another. The **impact** of unwelcome behavior on the subject will determine if the behavior constitutes sexual harassment. ***In addition, the district prohibits retaliation against a person because he or she has made a report of alleged sexual harassment or against any person who has testified, assisted, or participated in any manner in an investigation of a report.***

False or fabricated charges will be treated as a serious violation and will be investigated and disciplined.

Sexual harassment is determined on a case-by-case basis and depending upon the circumstances may be referred to local authorities or agencies. Complainants and witnesses have the right to confidentiality if they desire, unless the recommended action involves a loss of educational right for a student or employment for a staff member.

Complaints of sexual harassment or discrimination should proceed following guidelines found in **Board Policy 400.11**. Keep written records of the dates and facts and the names of witnesses. In the event the charges are substantiated, then disciplinary action will be taken, according to policy.)

Note: The district has adopted a Zero Tolerance Policy with regards to the following three violations:

1. Possession, sale, and use of drugs, alcohol, and other controlled substances. This includes being under the influence while under the control of the school.
2. Threatening in any manner to take a life while under the control of the school. This includes spoken or written statements, and includes statements made in anger or as a joke.
3. Attempting to take a life while under the control of the school.

Violation of these items will result in notification of parents and law enforcement, and will result in a period of suspension to be determined by the district Zero Tolerance Team. Penalties for serious violations could result in long-term suspension or expulsion from Thompson Falls Schools. A general rubric of behavior is included at the end of the handbook.

Procedures for Board Expulsion:

Pursuant to **Board Policy/Students 3300**, the following procedure will be followed when a student is considered for possible expulsion: A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion at least three (3) school days before the date scheduled for the hearing. The notice shall include the time and place of the hearing; information describing the process to be used to conduct the hearing; notice of the Board's intent to conduct the hearing in executive session unless the parent or legal guardian waives the student's right to privacy.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Superintendent at least two (2) school days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. Formal rules of evidence are not binding on the Board.

Procedures for Suspension and Expulsion of Students with Disabilities

The District shall comply with the provisions of the IDEA when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion. (District Policy/Students 3300)

A special education student may be suspended for ten (10) days of school regardless of whether the student's gross disobedience or misconduct is a manifestation of the student's disabling condition. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a hearing officer if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others. The student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

Thompson Falls K-8 Peer Abuse Level Behaviors

Verbal Peer Abuse	Non-Verbal Peer Abuse	Physical Peer Abuse	Possible Consequences
LEVEL ONE			
<ul style="list-style-type: none"> * Gossiping * Starting or spreading rumors * Teasing about looks, clothes, possessions, etc. * False reporting (in regards to other's behaviors) * Name calling 	<ul style="list-style-type: none"> * Passing notes * Insulting gestures * Mean looks * Excluding others * Take or hide items from others 	<ul style="list-style-type: none"> * Pushing/showing/poking * In other's space * Blocking another's path * Mean gestures 	<ul style="list-style-type: none"> * Reminder/warning/recovery * Time out on bench/wall /shadowing * Phone call home by adult/student * Loss of recess/lunch * Ask student to solve problem * Student picks kelso Choice * Apologize
LEVEL TWO			
<ul style="list-style-type: none"> * Insults based on size, race, ability, disability, religion, or sexual orientation. * Fighting words or threats * Intimidation through continued teasing, gossiping, or destructive humor. * Threats * Chronic level one behaviors 	<ul style="list-style-type: none"> * Playing tricks to embarrass others. * Threatening gestures * Intimidating posturing * using internet/phone/other electronic devices negatively against others. * Chronic level one behaviors 	<ul style="list-style-type: none"> * Starting fights * Threatening physical harm * Tripping/kicking/hitting * Purposeful scratching/spitting headlocks/biting * Other physical altercations * Throwing another person to the ground * Holding someone against their will Chronic level one behaviors 	<ul style="list-style-type: none"> * Phone call home by adult * Loss of recess/lunch (could be consecutive) * After school time * Development of behavior plan * Parent/teacher/student meeting * Counseling referral if appropriate
LEVEL THREE			
<ul style="list-style-type: none"> * Prolonged verbal harassment * Encouraging total group exclusion of someone by threatening others if they don't comply. * Sexual harassment * Retaliation/retribution * Chronic level two behaviors 	<ul style="list-style-type: none"> * Writing graffiti with a bias against others. * Making repeated or graphic gestures * Obscene gestures * Arranging public humiliation * Chronic Level two behaviors 	<ul style="list-style-type: none"> * Practicing extortion * Physical cruelty * Repeated acts of violence * Major physical assault * Retaliation/retribution * Threatening to keep someone silent * Chronic level two behaviors 	<ul style="list-style-type: none"> * Office referral * Out of school suspension * Restitution * Law enforcement * Team meeting with parents/teacher/administration/counselor * Expulsion

This rubric is in the student handbooks. It is to be used as a guide and is not limited to items printed on this rubric.

Thompson Falls K-8 General Level Behaviors

General behaviors (not limited to this list)	Menu of possible consequences (not limited to this list)
<ul style="list-style-type: none"> * Classroom disruptions such as running, noises or gestures, out of seat during instruction, visiting during instruction, or anything that interrupts the learning. * Throwing items/rough housing * Unprepared for class * Not following teacher's classroom expectations * Disrespectful to others * Unproductive, passing notes or inappropriate pictures 	<p style="text-align: center;">Level one</p> <ul style="list-style-type: none"> * reteach expectations * Reminder/warning/recovery * Phone call home by adult or students * Loss of recess/lunch * Ask student to solve the problem * Student picks Kelso Choice * apologize <p style="text-align: center;">Level two</p> <p>Time out at recess on wall/bench/shadowing</p>
<ul style="list-style-type: none"> * Inappropriate language or tone with an adult or peer * Cheating/Lying/stealing/vandalism * Computer/internet violation * Use of cell phone/electronic device without permission * Minor physical altercation * Non-compliance/ * Dress code violation * No assignment notebook (5th-8th grade) * Chronic level one behaviors 	<p style="text-align: center;">Level two</p> <ul style="list-style-type: none"> * Phone call home by adult * Loss of recess/lunch (could be consecutive days) * After school time * Development of behavior plan * Parent/teacher/student meeting * Counseling referral if appropriate <p style="text-align: center;">Level three</p>
<ul style="list-style-type: none"> * Fighting (mutual) * Drugs/Weapons/tobacco * Leaving school grounds without permission * False reporting (i.e.-fire alarm) * Accessing inappropriate internet sites * Insubordination * Arson * Throwing dangerous objects * Disorderly conduct * Indecent behavior 	<p style="text-align: center;">Level three</p> <ul style="list-style-type: none"> * Out of school suspension * Restitution * Law enforcement * Team meeting with parents/teacher/administration/counselor * Expulsion * Office referral

This rubric is in the student handbooks. It is to be used as a guide and is not limited to items printed on this rubric.



THOMPSON FALLS JUNIOR HIGH SCHOOL
TOM HOLLERAN, SUPERVISING TEACHER
PO Box 129
THOMPSON FALLS MT 59873



RELEASE FORM

As parent or guardian of _____ or for myself,
(name of student)

_____ I execute this release of all the following for
(your name)

my or my child's :

work

Artwork

voice

Music

name

Poems, essay or other literary works

quotes

photograph or likeness

to be used on School District #2 Web site, in handbooks, newspapers and other printed or digital publications and authorize TFJH to use the same. I understand that publications are accessible to the general public. TFJH shall not be responsible for any use of the above by individuals accessing the Internet. If I indicate in writing that I would like any of the above to be withdrawn from use by TFJH, TFJH agrees to do so within sixty (60) days from receipt of my written request.

I am the parent or legal guardian of the above-named minor and hereby approve the foregoing and consent to the use of the above subject to the terms mentioned above. I affirm that I have the legal right to issues such consent.

I authorize TFJH use of the above as stated herein.

Parent's signature: _____

Phone number: _____

Date: _____

Letter of Understanding

2016-2017 Student/Parent Handbook

I, _____, have received a copy of the 2016-2017 student/parent handbook and am aware of its contents. I have discussed it with my parents, and I agree that as a student of Thompson Falls Junior High School I will follow the rules and regulations outlined in this handbook. I understand that it is the student's responsibility to share the handbook and this letter of understanding with parents/guardians.

Please return this form to the TFJH office by the end of the **SECOND WEEK** of school.

Grade: _____

Student: _____ Date: _____

(Signature)

Parent: _____ Date: _____

(Signature)

Students will be held responsible for following the guidelines set down in this handbook whether or not this letter of understanding is signed and returned.