

# Bigfork Middle School

## Handbook

2023-2024



Best Work  
Best Self

### MISSION STATEMENT

The mission for School District 38 is to help all students acquire the skills, knowledge, and attitudes necessary to be individually successful throughout life. In partnership with students, parents, and community, we are committed to having high expectations for all students by maintaining a safe, nurturing environment that promotes success, learning as a lifelong process, responsibility, and respect for one another.

**BIGFORK MIDDLE SCHOOL STUDENT HANDBOOK**

**BIGFORK MIDDLE SCHOOL  
600 COMMERCE STREET  
P. O. BOX 188  
BIGFORK, MT 59911**

**PHONE: 837-7412  
FAX: 837-7438**

**Charles Appleby, Middle School Principal**

**[www.bigforkschools.org](http://www.bigforkschools.org)**

**Superintendent Tom Stack**

**Board of Trustees  
Zach Anderson  
Dan Elwell  
Carol Field  
Deb Johnson  
Julie Krieman  
Paul Sandry – Chairperson  
Ben Woods**

**Purpose of the Student Handbook**

This Handbook has been prepared to help acquaint the student with the rules and guidelines, which are necessary for our school to operate and function smoothly. It is the student's responsibility to become familiar with the contents and follow the directions given.

**“If your mind can conceive it, and your heart can believe it,  
then you can achieve it!”**  
*John F. Kennedy*

**MIDDLE SCHOOL FACULTY**

**Mr. Charles Appleby, Principal**

**Mrs. Carol Venegas, Secretary**

**Mrs. Jennifer Wood, MS Counselor/ MS Electives**

**Mrs. Bridget Martell 5<sup>th</sup> Grade**

**Mrs. Shauna Pitts 5<sup>th</sup> Grade**

**Mrs. Marissa Meyer 5<sup>th</sup> Grade**

**Mr. Joe Pitts 5<sup>th</sup> Grade**

**Mrs. Elise Van Valkenburg, MS Science**

**Ms. Karen Pogachar, MS Science**

**Ms. Laura Johnson, MS Reading & Social Studies**

**Mr. Bronson Ericksen, MS Social Studies**

**Mrs. Erin Shea, MS Math**

**Mrs. Jessica Johnson, MS Math**

**Mrs. Shannon Appleby, MS English**

**Mr. Rob Ford, MS English**

**Mrs. Elizabeth Fetterhoff, MS English**

**Mr. James Benn, MS Social Studies, Computers and Spanish**

**Mr. Hunter Johnson, P.E. / Health Enhancement**

**Mr. Brandon Piazzola, P.E./Health Enhancement**

**Mr. Brian Phillips, Band/Music**

**Mrs. Julie Bonner, Librarian**

**Ms. Amber Tyrone MS SpEd**

**Mrs. Karen Johnston MS SpEd Paraeducator**

**Mrs. Aleisha Rust MS SpEd/ Study Hall Paraeducator**

**Ms. Mary K Hovland Math Interventionalist Paraeducator**

**Ms. Kecia House, MS Art**

**Mr. Erik Heuchert, MS Choir**

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## **SECTION I – Policies & Legal Requirements**

### **ANNUAL NOTICES**

Federal and state annual notices are located on the school’s main webpage and are updated each year.

### **CLOSED CAMPUS**

Once students enter the school campus in the morning, they must remain on campus until the end of the school day unless:

1. They are excused and checked out through the office.
2. A parent/guardian or principal permission is required to check out.
3. Leaving the campus without following the checkout process any time during the school day will result in disciplinary action.

### **DISCLOSURE INFORMATION**

Student enrollment information is not publicly released without parental/guardian permission. Students’ names and pictures are printed in school publications (newspapers, yearbook) and names are released for awards and recognition to media. A parent/guardian may notify the school to withhold this activity for their student.

### **DRESS CODE**

The school requires that all students will exercise good taste with regard to their personal appearance. Attire that is disruptive or could be a health or safety problem is not appropriate. The school acknowledges that a connection exists between good grooming, personal attire, self-respect and student achievement.

1. Shorts, skorts, dresses, and skirts must be an appropriate length to cover the student. Tights, pantyhose, leggings and bare legs are appropriate leg wear underneath dresses, skirts, etc. Leg wear does not change the defined length requirement.
2. No see-through clothing, including mesh tops or bottoms, leggings, etc.
3. All exposed straps must be at least ½” in width. Clothing with exposed straps must be worn with shirts or dresses that cover chest and midsection. Ex: bralette straps can be showing if the shirt or dress worn covers the entirety of the chest and midsection.
4. No apparel that exposes the mid-section or body below the armpits.
5. No underwear or bra straps showing.
6. No drug slogans, beer/alcohol slogans, sexually explicit or profane pornographic slogans.
8. No “Gang” dress/signs: apparel that identifies a “gang,” i.e., colors, slogans, or other accessories interpreted to symbolize or recognize a “gang.”
9. Pants must be worn at the waist without exposed underwear.
10. Rips or tears in jeans must not show undergarments or body parts. The rips must not be higher than the ends of your fingertips.
11. Footwear must always be worn.
12. No trench coats.

If the administrator believes the student is breaking a rule or multiple rules, and if the infraction is proven true, the student will be asked to cover/remove/or change clothing item(s) to fit the dress code. If the student cannot fit the dress code with the clothes provided by the school, he or she must have a change of clothes brought to them. Until they are properly dressed the student will remain in the office.

### **DRUG FREE SCHOOL**

All prescription drugs should be checked with the school nurse. Parents must provide medications in their original containers. Over-the-counter medication is available from the school nurse with a completed parent permission form. Illegal use, possession, being under the influence, attempted distribution or distribution of drugs (including prescription medication)/alcohol/narcotic paraphernalia/drug or look-alike substances is prohibited on school premises and at all school functions – 24 hours per day, every day of the year. This includes activities under District 38 Drug Free School Policy requirements.

*Student Presence Rule: Any student party to the use, present where drugs/alcohol are present, being sold, used, or given away, will be suspended pending a discipline hearing and subject to implementation of District 38 policy requirements.*

### **ELECTRONIC DEVICES**

#### **CELL PHONES**

Cell Phones, smart watches and other smart devices are not to be on, out, or used during the school day as per policy 3630. Inappropriate use may result in confiscation of equipment. The principal/staff member will confiscate equipment used during the school day. Parents may be asked to pick up any confiscated systems.

#### **ELECTRONIC SERVICES INFORMATION**

The use of the District’s Electronic Information Services, including the Internet and electronic mail, is a privilege. Inappropriate use will result in cancellation of these privileges and will result in disciplinary action. Additionally, if inappropriate use violates the law, appropriate law enforcement entities will be notified. Students who use the District’s Electronic Information Services should not expect that communications or information sent, retrieved or stored via EIS would be private. The District has the right to review all files and communications and monitor system utilizations at any time without notice or permission. The District may close accounts, and review and delete files at any time.

Consequences for misuse of Chromebooks, Cell phones, and other smart devices at BMS

1. Chromebooks are for school use during class time. Use of other educational sites are at the teacher's discretion.
  - a. Misuse of a Chromebook will result in:

- i. A warning
  - ii. Penalty box for 3 weeks,
  - iii. Penalty box 1 trimester
  - iv. Loss of ability to take the computer home
  - v. Loss of computer privileges at BMS.
2. Phones and other smart devices are prohibited during the school day by the school board.
  - a. Breaking a rule will result in
    - i. Loss of device for the day (student may pick up)
    - ii. Loss of device for the day (parent or guardian will be asked to pick up device)
    - iii. Loss of device for the day and lunch detention (parent or guardian will be asked to pick up device)
    - iv. Loss of device for the day and 1 day of in school suspension (parent or guardian will be asked to pick up device)
    - v. Continued defiance may result in board action.
  - b. Not giving a phone to an adult when asked will result in an in-school detention for insubordination.
    - i. The principal will hear all appeals on a phone being taken, but only if the student hands the phone over without argument or complaint.
3. Students found to be using a computer in any manner other than is deemed appropriate may lose use of the computer for the day. If the computer is taken the student can retrieve it at the end of the day from the office.
  - a. Computer breakage through negligence will result in the student or family paying to have the computer fixed.
4. All other devices students wish to bring to school must be okayed by the school principal before use at the school. Any device not already okayed by the principal will be confiscated for the day and will not be allowed back at the school until it has gone through the proper channels.
  - a. Any devices specifically banned by the principal that show up at school will be confiscated and must be picked up by a parent.

### **RESTRICTED SEARCHES**

Student computer use at BMS is tracked using a system called GoGuardian, which searches for lewd, explicit, dangerous or troubling keywords in student searches, emails, correspondence, or digital assignments. While this system is used to make sure students are remaining safe on the internet, If a student is making those searches intentionally or continues to use language that is not allowed in our school the student may be placed in the computer “penalty box” which limits the student’s ability to go to most websites outside of the sites needed to be successful in their classes. If the behavior continues the student may lose the use of technology on the school campus and/or have other disciplinary action taken.

### **EQUAL ACCESS/OPPORTUNITY TO EDUCATION**

Bigfork Middle School offers academic course work, vocational course work, counseling services, and activity opportunities to all enrolled students without regard to sex, race, color, national origin, or handicap. Bigfork Middle School Title IX Officer is Matt Porrovecchio (837-7412); Civil Rights Section 504 Compliance Officer is the principal (837-7412).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Parents/guardians and eligible students have a right to view a permanent file kept on their student. This request must be directed to the building principal. A time will be set for the review. The principal will make corrections if necessary. The records remain the property of District 38.

### **FIRE DRILLS/EMERGENCY EVACUATION/LOCKDOWN/DRILLS**

The teacher will give specific instruction for the drill. In general, orderly exit and safety are the major concerns. Students must adhere to teacher direction without delay.

### **GRIEVANCE POLICY AND PROCEDURE**

Students (members of the Bigfork Middle School student body) who are in dispute with a District policy, the interpretation of policy, or the application of policy may use the following procedure to have their grievance reviewed. The student (s) will present the grievance in writing to the appropriate school official following the step procedure.

**STEP 1:** Student(s) – teacher/principal:

The person with whom the grievance has been presented will have a meeting with the student(s). The principal will render a decision. After the decision has been given, the aggrieved party will have three (3) school days to go on to the second step.

**STEP 2:** Student(s) – Superintendent:

After the grievance has been filed at the second step, the superintendent shall render a written decision. Following the decision at the second step, the aggrieved party will have three (3) school days to consider and go on the Step 3.

**STEP 3:** Student(s) – Board of Trustees:

The student’s (or students’) parents may submit an appeal, in writing of the Superintendent’s decision to the Board of Trustees. The Board may or may not hear the appeal depending on the circumstances. If the Board decides to not review the appeal, the Superintendent’s decision stands. Should the Board decide to hear the matter, the appeal will be scheduled as soon as practical.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Bigfork Middle school recognizes that genuine feelings of affection may exist between students; however, students shall refrain from inappropriate behaviors on campus or at school related events. The District Board of Trustees recognizes their obligation to provide a safe and secure learning environment. The school has the duty to protect the morals, health and safety of all pupils of the Bigfork School District. These obligations and

authority include providing all students an environment free of embarrassment or discomfort because of others displaying unacceptable public displays of affection.

Unacceptable public displays of affection include, but are not limited to, any prolonged embracing and/or kissing, inappropriate touching, and touching of a sexual nature. Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention.

### **PUBLIC HEALTH AND SAFETY**

School District 38 reserves the authority to conduct physical searches of classrooms, storage areas, lockers, individual belongings, school building, automobiles parked on school property, and all other sites within the District boundaries in the interest of public health and safety.

### **STUDENT ALERT RULE**

Each student is responsible to immediately report to the building principal any and all instances of dangerous behavior, threats/suicide/weapons/drugs/intruders or situations that may endanger self or others that require immediate response by school authorities.

### **SCHOOL BUS VIDEO RECORDS**

School bus video records are equipped with a video camera capable of recording video and audio of the passengers, driver and staff on the bus. Video and audio recordings may be used as evidence in disciplinary actions.

### **SEARCH OF LOCKERS, VEHICLES, ETC.**

Desks, lockers, and other equipment at any school belong to the district. Any school property and/or student property may be entered and searched by school officials whenever there is reasonable suspicion that some substance or item is contained therein which is illegal, potentially harmful to the safety of the students or disruptive to the overall discipline of the school. The school reserves the right to conduct general searches using animals or electronic means to detect the presence of drugs, alcohol, explosives, etc. School officials may impound any items, which are prohibited by law or by policy.

## **SECTION II – General Information**

### **ACADEMIC RESPONSIBILITY**

Each student enrolled at Bigfork Middle School is here to pursue an educational program that leads towards promotion to high school. Teachers will do the best they can to teach, motivate, counsel, and discipline students to ensure that valuable educational goals can be reached each day. Students are responsible to meet academic requirements, prepare for class, and follow school rules. Students that consistently resist meeting their responsibilities and exhaust remedies the school has to offer should consider selecting alternate educational options.

### **ACCIDENTS**

If you are involved in an accident, no matter how trivial, report the accident to the office. Be certain to fill out a **Standard Student Accident Form**. Complete the form and return the completed form to the school secretary.

### **ACTIVITY CARDS**

Activity cards are \$10 per student. If the card is lost, the student will be charged \$10 to replace the card. Activity cards allow students admission to all extra-curricular events at Bigfork High School and Bigfork Middle School.

### **COUNSELING AND GUIDANCE**

The guidance counselor will help students with schedule planning and assisting with any school-related problems. Should you have a problem, personal or otherwise, feel free to discuss it with the counselor. Counseling services are available to all students.

### **EQUIPMENT AND FACILITIES**

Reasonable and proper care of equipment and facilities is expected from each student. Equipment that is checked out to students is the sole responsibility of the student. They are responsible for its care and return at the end of the activity. Individual(s) responsible will pay for lost equipment or careless damage to the facilities.

### **LOCKERS AND LOCKS**

Lockers are assigned to each student. Students must use the locker assigned by the office. Locks can be checked out from the office. The School District has the right to inspect any locker at any time.

### **LUNCHES AND SNACKS AT SCHOOL**

A breakfast and hot lunch program is provided daily. Meal tickets may be purchased in the cafeteria. Students will not be able to charge lunches. If financial assistance is needed, please fill out a free and reduced lunch application from our office or website. Contact Roger Vanlandingham for further assistance at 837-7409.

### **PARENT VOLUNTEERS**

We welcome parent volunteers in our schools and on our field trips. All volunteers will need to complete a background check at our District Office prior to working with students. Background checks will need to be updated every two years.

### **POWERSCHOOL**

Students and parents may see updated attendance records and grades anytime by going to <https://bigfork.powerschool.com/public> or by visiting the school site at [www.bigforkschools.org](http://www.bigforkschools.org) and clicking PowerSchool. Parents and students will need their PowerSchool login information. Report cards are generally issued the week following the end of each of the trimester grading periods. Report cards are emailed to parents/guardians. If a parent would like a report card printed, please contact the main office.

### SCHOOL DANCES

All school-sponsored dances are organized by working through the student council, teachers, and administration. Bigfork Middle School students, grades 6-8, may attend MS dances. Outside guests must fill out and turn in the school dance guest form at least one week before the dance.

### VISITORS

Parents are encouraged to visit school. Bigfork School District has a restricted access system, all visitors must be buzzed in at the front entrance and check in with the school secretary. All visitors will be asked to wear identification. Students are not allowed to bring friends to visit classes without prior permission from the principal.

## SECTION III - Attendance

There is a direct relationship between school attendance and student achievement. The fewer school days missed during the year, the more successful students are in the classroom. Students must attend school regularly in compliance with Montana Law 920-5-103, Compulsory Attendance.

The **Missing Children Act of 1985** makes it mandatory that the parent call the school immediately to report an absence. Call the school (837-7412) and select attendance from the menu (press 1). Parents can leave a voice message to report an absence by stating his/her name, the student's name, grade, and the reason for the absence. Homework may also be requested at the time of reporting an absence.

Any time you know you will be absent from school for any length of time such as a provisional absence (family vacation, pre-scheduled medical appointment, etc.), please bring a signed note from a parent to the school office prior to the absence.

Students who are tardy must report to the office so the attendance records can be corrected.

### Policy

The school must enforce the required school attendance laws. Parents are responsible for helping students attend school on time according to the absence guidelines established by the Board of Trustees for District #38 Policy 3123.

**Excused Absence (EA):** an absence for (1) illness, (2) medical, dental, (3) bereavement, (4) verifiable family emergencies, and (5) emergency conditions approved by the administration. All excused absences must be cleared within 24 hours of the absence.

**Provisional/Pre-arranged Absence (PA):** The Provisional Absence form is the proper way for students to miss school for any reason other than those listed as excused. The provisional absence allows the student to get their assignments in advance. A provisional absence form can be obtained from the office by presenting a note from the parent/guardian. The student's teacher and Principal must approve provisional absences at least one (1) day prior to the absence.

**Unexcused Absence (UA):** an absence that is considered avoidable by the school even though it may be approved by a parent/guardian or absence that has not been properly cleared through the office. Examples may include: a hair appointment, a shopping trip, sleeping in etc. It is the teacher's discretion how to handle the work to be made up from an unexcused absence.

**Truancy/Skipping (TR):** Truancy is when a student is not in class or in an area without prior knowledge and approval of the parent or school. Discipline consequences will be assigned by the Principal and 0% will be assigned to all schoolwork missed during a truancy.

**Suspension (SA):** A suspension absence is when the student is suspended from school off school grounds. A student will be able to make up worked missed within 2 days of the suspension period.

**School Related (SR):** A School Related absence is when the student is absent because he/she is involved in school sponsored extra or co-curricular activities. It is the student's responsibility to check with each teacher and make sure his/her work is made up to the teacher's satisfaction.

**Tardy:** Four tardies may result in lunch detention.



## SECTION IV – Student Conduct and Discipline Procedure

### CODE OF STUDENT CONDUCT

The purpose of the Code of Student Conduct is to ensure that students are given the opportunity to develop their potential for learning and to interact positively with other students in a safe environment free of disruptions. The Code of Student Conduct explains in detail the types of violations that disrupt the educational process and the formal disciplinary actions that can be taken when a student violates the Code of Student Conduct. It is a list of student rules, responsibilities, and rights to assist students, parents, teachers, and administrators in promoting and maintaining a positive teaching and learning environment.

When students cause disruptions, they deprive the others of their basic right to learn. Students must show respect for their teachers and to other students. Obscene language, threats, intimidation or insubordination will not be tolerated in the classrooms or on the school campus.

Anything that is against a local, State, or Federal Law is against the law at school or school functions. Students who violate local, state, or federal statutes or refuse to cooperate during an investigation by school authorities will be reported to the law enforcement authorities.

#### **DEFINITIONS**

**Detention/Study Sessions:** At the request of the principal or classroom teacher, a student may be required to spend time at school outside the normal school day and during lunch break. Detention may occur in the mornings before school, at lunch time, or after the school day. Failure to fulfill detention may result in additional detention until the detention(s) are complete.

**In-School Suspension:** In-school suspension is removal from the classroom to an alternate setting which will isolate the student from socializing opportunities.

**Suspension:** Suspension is the removal from school for a period of 10 days or less assigned by the principal.

**Expulsion:** The Principal, through the Superintendent, may recommend that a student be expelled. The student will be suspended pending a hearing and/or action by the Board of Trustees. Expulsion is a disciplinary action available only to the Trustees. The right of due process shall be observed during such cases.

**Non-school Conduct Rule:** A student may be disciplined, suspended or expelled from District #38 schools for conduct/behavior that has a direct and or immediate effect on the discipline or general welfare of District #38 schools. Violation of federal, state or local law is included in the rule.

**Drug Free School:** Illegal use, party to the use, possession, or distribution of drugs, alcohol, narcotic paraphernalia, or drug look-alike substances is prohibited on school premises and at all school functions, 24 hours per day, every day of the year. This includes activities under District #38 sponsorship held off school premises. Violation of this policy will result in immediate suspension Level III, notification of proper authorities, notification of parents, and implementation of District #38 Drug Free School Policy requirements. If a short-term suspension, long-term suspension, or expulsion action becomes necessary, the student forfeits the right to receive credit for class work missed due to the disciplinary action. Student conduct that is determined to be an extreme violation of policy may result in an immediate recommendation for expulsion.

**Possession Defined:** Possession is defined as having the prohibited items in the possession of the student on campus, at school activities (home or away), or having access to the prohibited items during school time. This includes but is not limited to lockers, book bags, backpacks and vehicles.

**Tobacco Free School:** Bigfork Schools are tobacco-free schools. Possession of tobacco products or tobacco look-alike products (ie. Vaping products) by a minor is against the law. Tobacco use by anyone, or possession by a minor, is not allowed within the boundaries of the school campus. Students found in violation of this restriction will be referred to the principal. She will enforce the initial suspension process at Level II, file a complaint with the proper authorities, and notify parents of the incident.

**Theft/Vandalism:** Any District #38 student found responsible for the theft/vandalism of school property or of a private person's property, on school campus or on a school activity will be suspended, Level II, out-of-school, for a minimum of three school days, referred to the appropriate legal authority and be required to make restitution of all losses. Multiple occurrences or incidents of a serious nature may result in a recommendation for expulsion.

**Hazing/Harassment:** Any act that injures, degrades, threatens, disgraces, or intimidates another student or staff member will result in Level II or III suspension. Multiple occurrences or acts of a serious nature may result in a recommendation for expulsion.

**Legal Definition of Sexual Harassment:** Sexual harassment is unwanted behavior that is sexual or directed at a person because of the person's sex. Examples include unwanted sexual comments, slurs, rumors, notes or visuals, groping, grabbing, strap-snapping, gestures, threats, or attempted or actual assault. It may also include this type of behavior directed toward members of the same sex. Sexual harassment is illegal and a violation of the policies of this school district and will not be tolerated. Violators will be dealt with seriously and discipline may range from warnings, suspension, up to and including expulsion. If you have any questions about sexual harassment, contact the principal.

**Weapons:** It is prohibited to possess, handle or transmit any gun, knife, debilitating spray, or other object that could be considered a weapon or dangerous instrument in any District #38 school building, on any school premises, on any school-sponsored bus, or at any school-related activity, event, or function. Violations of this policy will result in immediate suspension, Level III, notification of legal authorities, parents, and a recommendation to the superintendent for expulsion.

**Plagiarism:** Students may not take ideas, writing, internet information, including artificial intelligence sites (ChatGpt etc.), from another source and submit them as their own for credit. This is to include written documents, art projects, presentations, and/or any other original creation.

**Consequences:** First Offense ‘F’ (0) grade for assignment/project – Second Offense ‘F’ grade for assignment/project, discipline meeting with teacher/principal/student/parent. May result in loss of credit for class.

**DISCIPLINE INFRACTIONS**

Listed are the probable consequences for violating school rules. These consequences are general guidelines, and the school administration may assign lesser or more serious consequences depending upon the circumstances of the incident. The student can expect (1) the parent/guardian will be informed by phone or other means (2) where several options are listed, the administrator may choose any or all the items (3) the student will be moved up on the discipline ladder for future infractions, and (4) a violation listed under one level may under certain circumstances be moved into a more severe level.

**BIGFORK MIDDLE SCHOOL  
DISCIPLINE INFRACTIONS AND CONSEQUENCES**

	<b>Peer Abuse/ Bullying Behavior</b>	<b>General Misbehavior</b>	<b>Academic Behavior</b>	<b>Consequences</b>
<b>Level 1</b> Any behavior may be advanced to a higher level – depending upon the severity.	<ul style="list-style-type: none"> <li>o Pushing/shoving</li> <li>o Tripping</li> <li>o Name calling (less offensive)</li> <li>o Inappropriate, insulting gestures or words</li> <li>o Gossiping or false reporting</li> <li>o Starting/spreading rumors</li> <li>o Teasing</li> <li>o Blocking another’s path</li> <li>o Dirty looks</li> <li>o Writing graffiti on a person</li> </ul>	<ul style="list-style-type: none"> <li>o Hiding other’s possessions</li> <li>o Dress code violation</li> <li>o Public display of affection</li> <li>o Possession/use of electronics</li> <li>o Inappropriate language/tone</li> <li>o Throwing snowballs, water balloons, etc.</li> <li>o Lying</li> </ul>	<ul style="list-style-type: none"> <li>o Skipping class</li> <li>o Plagiarism/cheating/lying</li> <li>o 3-5 tardies</li> <li>o Unprepared for class</li> <li>o Inappropriate noises, comments, and/or questions</li> <li>o Minor class disruption</li> <li>o Possession of disruptive items</li> <li>o Passing notes</li> </ul>	<b><u>TEACHER OR PRINCIPAL</u></b> <ul style="list-style-type: none"> <li>o Warning</li> <li>o Call parents</li> <li>o Lunch detention</li> <li>o After-school detention</li> <li>o Change clothes</li> <li>o Zero on assignment</li> <li>o Referral to Principal</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>o Chronic level 1 behavior</li> <li>o Name calling (offensive)</li> <li>o Minor fighting (no punches)</li> <li>o Threatening</li> <li>o Cyber-bullying (includes text messaging and email)</li> <li>o Encouraging individual/group harassment</li> <li>o Intentional embarrassment</li> <li>o Causing physical harm</li> </ul>	<ul style="list-style-type: none"> <li>o Chronic level 1 behavior</li> <li>o Failure to do detention</li> <li>o Leaving campus</li> <li>o Stealing</li> <li>o Vandalism</li> <li>o Defiance of authority</li> <li>o Insubordination</li> <li>o Inappropriate language with adult</li> </ul>	<ul style="list-style-type: none"> <li>o Chronic level 1 behavior</li> <li>o 6-9 tardies</li> <li>o Major classroom disruption</li> <li>o Disruption with substitute</li> <li>o Visiting inappropriate Internet sites</li> <li>o Lost/damaged school property</li> </ul>	<b><u>PRINCIPAL</u></b> <ul style="list-style-type: none"> <li>o Call/letter, meeting with parents</li> <li>o Counseling referral</li> <li>o Individual behavior plan</li> <li>o Loss of technology privileges</li> <li>o In-school suspension</li> <li>o Report to law enforcement</li> <li>o Reparation for damages</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>o Chronic Level 2 behaviors</li> <li>o Serious fighting</li> <li>o Sexual harassment</li> <li>o Prolonged harassment</li> <li>o Arranging public humiliation</li> <li>o Extortion</li> <li>o Repeated acts of violence</li> </ul>	<ul style="list-style-type: none"> <li>o Chronic Level 2 behaviors</li> <li>o 3 office referrals</li> <li>o Possession of tobacco, alcohol, drugs, and/or weapons (Policy 3300)</li> <li>o Possession of inappropriate material</li> <li>o Arson</li> <li>o False alarms</li> <li>o Major disrespect</li> <li>o Breaking a law</li> </ul>	<ul style="list-style-type: none"> <li>o Chronic Level 2 behaviors</li> <li>o More than 10 tardies</li> </ul>	<b><u>PRINCIPAL SUPERINTENDENT BOARD</u></b> <ul style="list-style-type: none"> <li>o In-school suspension</li> <li>o Out-of-school suspension</li> <li>o Disciplinary hearing</li> <li>o Expulsion</li> <li>o “F” for the semester</li> <li>o Report to law enforcement</li> </ul>

**BEHAVIOR AND EXPECTATIONS**

**BULLYING/ HARASSMENT/ INTIMIDATION/ HAZING**

Bullying (including cyber bullying), harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and will not be tolerated.

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. Any retaliation shall be considered a serious violation of Board policy. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

This policy covers any act 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, or at any official school bus stop, and that has the effect of:

Physically harming a student or damaging another student's property

Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property

Creating a hostile educational environment

Students whose behavior is found to be in violation of the policy will be subject to discipline up to and including expulsion.

\*The substantiation of a threat of deadly force may result in an immediate referral to the school board with a recommendation for expulsion.

## **BIGFORK MIDDLE SCHOOL STEPS OF RESPECT**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

- 1) We will treat all others with kindness and respect. We will not bully!
- 2) We will help others who are being bullied or treated poorly by others.
- 3) We will include and welcome all students.
- 4) We will report bullying behaviors to an adult and expect adults to intervene effectively.

## **HALLWAY EXPECTATIONS**

GOAL: The students will utilize safe and smooth transitions between classes.

### DESCRIPTION OF EXPECTATIONS:

Students will walk on the right-hand side of the hallways and utilize railings for hand support.  
Students will continue walking until completely up and down the stairwells.  
Stairwells are designated no passing zones.  
Students are responsible for holding on to their own possessions at all times.  
Students will have four minutes passing time and must be in the classroom by the tardy bell.  
Students will keep walking and not obstruct traffic.  
Students will obey the "speed limit" in the hallways (walking on the right only).  
Students will keep their hands, feet and objects to themselves.  
Students will have passes to move through the halls before school, during class time, and at lunchtime.

#### Permits Include:

- Signed, dated planners
- Permanent passes
- Signed, dated temporary passes

Students will show pride and responsibility in helping to maintain their school. Floors and locker areas will be free of litter.  
Students will "park" backpacks, coats, hats/scarves winter boots in lockers when not in use.  
Students will not bring backpacks to the lunchroom or outside at recess.  
Students will use low (quiet) voices.

### CONSEQUENCES FOR INFRACTIONS:

Give non-verbal or verbal warnings (look/gestures/comment/question)  
Verbalize what behavior is expected and the practice appropriate behavior.  
Issue a detention.  
Issue a "Major citation" (office referral)

## **OUTDOOR CAMPUS EXPECTATIONS**

GOAL: The students of BMS will have a safe, fun, peaceful outdoor campus.

### DESCRIPTION OF EXPECTATIONS:

Hallway expectations are in effect.  
Promptly leave the academic area when bell rings  
Once you are outside at recess, remain outside until the monitors blow their whistle,  
At the end of the school day, remain outside until you leave the campus.  
Food and drinks will not be consumed outside the building.  
Stay within the boundaries of the play area. This is a closed campus. You must stay on the school grounds.  
Students are expected to communicate problems immediately to duty teachers.  
Keep hands, feet and objects to yourself.  
Sports and games will be non-contact.  
Refrain from spitting.  
Use playground equipment appropriately. If you borrow the school's equipment, it is your responsibility to be sure that it is returned to the appropriate storage in the building.  
Clean mud and snow off shoes and clothing before entering the building.  
Stay a safe distance away from the doors. For student safety, do not crowd.  
Stay out of standing water and marsh-like areas.

#### Winter Weather Conditions:

Stay safe, be safe  
Snow must stay on the ground and outside  
No snowballs, ice balls, or slush balls

\*Respectful behavior and Language are expected at all times.

Looks Like:	Sounds Like:
Safe/non-violent	Appropriate Language
Fun for everyone involved	Kind words (no teasing or harassment of any kind)
Respectful Body language	

Consequences for Infractions:

- Give non-verbal or verbal warning (look/gesture/comment/question)
- Verbalize what behavior is expected and then practice appropriate behavior
- Stand on the wall for a period of time
- Issue a detention
- Issue an office referral

**CAFETERIA EXPECTATIONS**

We believe that we are very fortunate to have such a beautiful school. As responsible students at Bigfork Middle School, we appreciate our cafeteria and its pleasant environment. As a result, we pledge to act in a responsible manner, which includes both polite behavior and an emphasis on taking care of the building by cleaning up after ourselves and taking care of our school environment.

Goal: The students of BMS will participate in creating a safe and orderly cafeteria.

Description of Expectations:

- Students are to take coats to the cafeteria rather than returning to their lockers following lunch.
- All backpacks are to remain in lockers or in their classes. No backpacks in the cafeteria.
- Students have the right to sit in any unoccupied seat. Any monitor can move a student to another unoccupied seat.
- No phones or devices will be out or used in the cafeteria.
- All students will go to the cafeteria during the assigned time period.
- Students must be seated in the cafeteria while eating. Food, snacks, and drinks are not to be eaten outside.
- Students are responsible for cleaning up their tables and area.
- Students may assist by cleaning up any messes in the lunchroom and by reporting any unacceptable behavior to the supervising staff.
- Students must be sitting on benches and not walking around.
- Students are to treat peers and adults with respect.
- If serving yourself, PLEASE be mindful of other students and take the appropriate size serving. The remaining students will need food to eat as well.
- If you are asked/required to take food you do not want, please be respectful of the person asking. Your Foodservice “friends” are required by law to make sure you take certain food groups. If you do not want it, please, just leave it clean and unopened on the SHARE TABLE for other students who may still be hungry.
- Students are to properly deposit trash into the appropriate receptacles.
- All students will EXIT through the playground door and remain outdoors. Or exit to the hallway and walk up the main middle school staircase.

\*Respectful behavior and language are expected at all times.

- |                            |                      |
|----------------------------|----------------------|
| Looks like:                | Sounds Like:         |
| Courtesy in the line       | Voices at low levels |
| Use of good table manners  | Appropriate language |
| Cleaning up after yourself | Kind, mannerly words |

Consequences for Infractions:

- Give non-verbal or verbal warning (look, gesture, comment, question)
- Verbalize what behavior is being expected, practice behavior
- Remove offending student to alternative seating area
- Assign cafeteria clean-up
- Issue detention
- Issue office referral
- Assign seats

**GUEST TEACHER EXPECTATIONS**

GOAL: The students of BMS will treat our guest teachers in a polite, respectful and cooperative manner.

DESCRIPTION OF EXPECTATIONS:

- Great the guest teacher politely and respectfully as you enter the room.
- Follow all directions given by the guest teacher.
- Ask the guest teacher if you can do anything to assist him/her.
- Proceed to your assigned seat in the classroom.
- If the guest teacher requests your assistance, cooperate in every way possible.
- Remember that the guest teacher is not your regular teacher, so they may not do things exactly the way your regular teacher does them.
- Remember that you are representing yourself, your family, your teacher, and your school to the guest teacher.
- Follow all the rules and procedures set out by your classroom teacher even though the teacher is not present.
- Thank the guest teacher for being at our school.

\*RESPECTFUL BEHAVIOR AND LANGUAGE ARE EXPECTED AT ALL TIMES

Looks Like:  
Calm and friendly  
Respectful body language

Sounds Like:  
Quiet and respectful  
Kind Words

#### CONSEQUENCES FOR INFRACTIONS:

- Note to teacher with consequences defined
- Loss of privileges for repeat offenses
- Issue a detention
- Issue an office referral

## SECTION VI – Student Activities

### EXTRA-CURRICULAR ACADEMIC ELIGIBILITY

At Bigfork Middle School, we are committed to the success of all our students. Because of this, we have a good standing policy for all extra-curricular activities. In order to be in good standing, the following standards must be met:

1. Students must be enrolled in a minimum of seven (7) classes.
2. Students must have no missing assignments.
3. Students must have a C or better in their classes
4. Students must attend study backs if their grades fell below a C or if they had missing assignments.

### EXTRA-CURRICULAR AND CO-CURRICULAR BUS TRIPS

Students who attend school-sponsored activities or functions via bus are representing the school. No student shall smoke, use drugs, or bring alcoholic beverages on a bus or on a school trip of any kind. Student dress will be appropriate, clean and well kept. Those who depart from Bigfork by bus are expected to return to Bigfork by bus, unless through prior arrangements the chaperone is provided written permission by the parent/guardian allowing the student to return other than by bus. **Students will be released to adults only.** The chaperone and the bus driver are in charge, and their discretion is to be followed.

### SEARCH AND SEIZURE

The Board of Trustees has a policy which allows us to search a student's bags before departure on trips. We will do some searches on single events and will check baggage on all overnight trips.

### EXTRA-CURRICULAR AND CO-CURRICULAR RULES

The following activity rules/penalties are in addition to rules/penalties that govern regular student behavior. The student participant acknowledges and accepts the responsibility to adhere to the additional rules/penalties in order to participate in school activity programs. Bigfork Middle School students who participate in inter-school clubs represent the school in activities covered by the rules.

**Co-curricular activities defined:** those courses that involved activities inside or outside the classroom.

**Extra-curricular activities defined:** those activities beyond the immediate scope of grade requirements.

### TRAINING RULES: Alcohol/Drug/Tobacco

All violations of established training rules will follow the student throughout his/her school career (grades 6-12), regardless of the participant's activity, i.e. speech, music, football, etc. The rules are in effect from the first day of the activity until the end of the season.

Students will not be allowed to attend any gathering or function (either school-related or non-school-related) where illegal drugs and/or alcohol are present. Non-compliance with this prohibition will invoke all the stated consequences for disciplinary actions. Should a student attend a gathering or function without prior knowledge that illegal drugs and/or alcohol will be present and, therefore, learns that illegal drugs and/or alcohol are present; the student must leave the gathering or function immediately. If such student remains at such gathering or function after having knowledge that illegal drugs and/or alcohol are present, such students will be subject to disciplinary action.

**Rule 1:** Participants will not use, be party to the use of, or have in their possession, buy/sell or give away tobacco, alcohol, marijuana, or any other substance defined by law as an illegal drug. If the violation falls under the Drug Free Policy, that policy will be applied first.

**Penalty:** Students who violate Rule #1 will be suspended from all activities until a hearing with the principal is conducted.

If the student is found to be in violation of the rule:

- 1<sup>st</sup> time: The student will be suspended for eleven (11) school days from all activities. The student will be allowed to practice but not participate in any interscholastic event during that time.
- 2<sup>nd</sup> time: The student will be suspended for thirty (30) school days from all activities. The student must attend and complete an approved chemical dependence program at the parents' expense. If the student self-reports, they will be suspended from the activity for fifteen (15) school days, and the student must attend and complete an approved chemical dependence program at the parents' expense. The student will be allowed to practice but not to participate in any interscholastic event during that time.
- 3<sup>rd</sup> time: The student will be suspended from all activities for the remainder of his/her school career.

**Rule 2:** Participants will not violate any school rules resulting in any type of school suspension.

**Penalty:** Students will not participate in activities for the length of the school suspension. This means no practice, traveling, or participation of any kind.

1<sup>st</sup> time: Students will not participate in activities for the length of the school suspension. This means no practice, traveling, or participation of any kind.

2<sup>nd</sup> time: The second violation of **Rule 2** will bring suspension from all activities for forty-five (45) school days.

**Rule 3:** Participants must be in attendance at least five (5) classes during the day of a practice, on the day of a contest, and/or the Friday before a single Saturday contest. This rule excludes doctor or dentist appointments. The participant must notify the coach/sponsor and the principal in advance and present a note from the doctor on return to the school.

**Penalty:** The student will not participate in the next practice/event/game nor travel with the activity group.

**Rule 4:** On all trips, all students will travel together on the transportation provided for them by the School District. All participants must ride home from events taking place under 100 miles from Bigfork. If for some reason a parent would like to check out their child from local trips, this must be approved by the activities director prior to departure for that activity.

**Penalty:** Failure to travel in transportation arranged by the School District will result in the student not being eligible to participate in the event.

**Rule 5:** Coaches/directors may add additional participant rules for their activity. The activities director must approve all additional rules.

School Calendar PDF

WIN/Advisory Calendar PDF

Bell Schedule