Roosevelt Middle School

Parent/Student Handbook 2026-2027



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Welcome to Roosevelt Middle School

ROOSEVELT MIDDLE SCHOOL

"Building a Foundation for Life"

Red Lodge School District

Roosevelt Middle School

RED LODGE SCHOOL DISTRICT MISSION STATEMENT (K-12)

The Mission of the Red Lodge Schools is to support and challenge all students to reach their maximum potential through a rigorous curriculum in a safe, nurturing and orderly environment. We are committed to building positive relationships between students, staff, administration, and community in order to provide effective student achievement through high expectations and frequent assessment.

ROOSEVELT MIDDLE SCHOOL VISION STATEMENT

"Building a Foundation for Life"

OUR APPROACH

Using proven teaching methods and strategies, we seek to offer challenging and relevant academics that implements *the beauty of* **LEARNING**

Using innovation and creativity we seek to create environments that allow students to explore, grow, and experience *the beauty of* **IMAGINATION**

Using a positive school culture centered around respect, integrity, responsibility, and perseverance we seek to help students live the *the beauty of* **CHARACTER**



ROOSEVELT MIDDLE SCHOOL

Core Values, Character, and Culture

RESPONSIBILITY **RESPECT** **INTEGRITY** **PERSEVERANCE** **SAFETY**

HOUSE SYSTEM

Teamwork, Friendship, Leadership, Accountability, Character

Ubunifu	Ujasiri	Wajibu	Urafiki	Ugunduzi	Nguvu
Imagination	*Courage*	*Responsibility*	*Kindness*	*Discovery*	*Strength*



SPECIAL EVENTS

Life Skills, Positive School Culture, Creativity

FOUNDATION THAT HOLDS IT ALL TOGETHER

School Climate and Culture – "heartbeat of a school"

ROOSEVELT MIDDLE SCHOOL

"Building a Foundation for Life"

the beauty of LEARNING - the beauty of CHARACTER - the beauty of IMAGINATION

Dear Roosevelt Families,

Welcome back! We are excited to begin another great year here at Roosevelt Middle School. On behalf of the staff and myself, I would like to welcome you to our school. We believe that our school should to be a place where students are allowed to imagine, create, learn, explore and unlock their full potential. A core value and belief at Roosevelt Middle School is that all kids can and will be learners! Our mission and commitment is to provide a school culture and learning environment that promotes high expectations and standards for academic achievement, as well as being a place that ensures every student belongs, feels welcomed, and is an important part and member of our school community.

Here at Roosevelt Middle School, we strive daily to help our students discover ***the beauty of learning, the beauty of character, and the beauty of imagination.*** This is done strategically, centering our school around strong academics, the value of strong character, and the importance of imagination that brings creativity to the minds of our students and culture of our school.

We take very seriously the privilege and challenge to provide your child(ren) with a quality well rounded education. Our year at Roosevelt Middle School will be full of high-level thinking, academic challenges, skill building, and character development that will challenge each of our students. As we do this, we are committed to open and positive communication with our school families so that you remain very involved in the education of your kids!

The purpose of this handbook is to provide you with important information that will allow you, as students and parents, to be supporting partners in this exciting journey. It is available to all students as a ready reference to information necessary to understand the daily operations of our school.

Please take a few moments to carefully review the procedures, expectations, and information contained in this handbook with your child(ren).

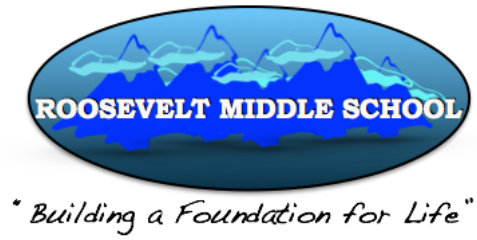
With enthusiasm, I look forward to a great year here at Roosevelt Middle School where we daily put forth our vision to "***Build a Foundation for Life.***"

Sincerely,

Jason Reimer and the Roosevelt Staff

"Education is the most powerful weapon which you can use to change the world."

- Nelson Mandela



ROOSEVELT MIDDLE SCHOOL STAFF 2026-2027

Administrative Staff

John Fitzgerald	District Superintendent
Jason Reimer	Middle School Principal
Kathy Sommerfeld	Administrative Assistant

Teaching Staff

Travis Burdick	Music Projects /Choir
Michael Browning	Physical Education and Health
Ressa Herta	Special Education
Justin Elton	Industrial Arts
Angela Fay	K-8 Library / Media Literacy / Graphic Novels
Tootsie Schrowe	Math
Lindsey Hazen	Counselor / Media Elective
Rachel Herrington	Social Studies
Allyson Lammiman	Agriculture Education
Betsy Lauritzen	Art
Adam White	Technology Coordinator / Activities Director
Taylor Crain	Science
Nicole Nelms	Technology Instructor
Teagan Oliva	Language Arts
Heather Quenzer	Career Exploration
Thomas Ryan	Intro to Spanish
Justin Johnson	Band/Choir
Caitlin Hall	Title I, Reading-Writing Exploration

Support Staff

Bridgett Goettlich	Speech Pathologist
Katie Day	Paraprofessional
Robert Carrington	Paraprofessional
Amy Russell	Food Services Director
Jon Goffena	Facilities and Maintenance

Introduction
Our philosophy here at Roosevelt Middle School is centered around the commitment to having a school that both academically and culturally reaches the needs of all students. In turn, we expect our students to adhere to our set school rules and expectations, to strive diligently to improve daily and maximize their academic achievements, and to actively pursue the *beauty of learning, the beauty of character, and the beauty of imagination.* Each and every student at Roosevelt Middle School matters to us, and our goal is to provide for them a great school and positive middle school experience.

Communication
An essential component of our school climate and culture is keeping parents informed. We do this formally via the following avenues:

- The Roosevelt Minute *(information blast emailed out 2 x per month),*
- Personal letters, emails, and phone calls
- Use of social media Roosevelt Middle School Facebook and Instagram pages
- Parent-teacher conferences *(1st and 3rd quarters)*
- Red Lodge School District Web Site
- In person conferences/meetings

Parents and families are an essential part of our school and therefore we welcome comments, phone calls, emails, and in person visits from parents in order to best service our students.

Academics
We believe it is the role of our school to provide a stimulating environment, which will enable students to acquire not only knowledge and information but also the attitudes, values, understanding, appreciation and skills necessary for responsible participation in a democratic society. We offer a comprehensive academic program for our students to complete during their three years at Roosevelt Middle School.

Curriculum, Grading, and Homework

Each teacher will provide students their set classroom procedures and expectations, curriculum, grading criteria, and homework expectations. When utilized properly, we believe homework can be a valuable aid in helping students make the most of their experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons; extending and generalizing concepts, teaching responsibility and helping students develop positive study habits.

On average middle school students at RMS should not have more than 45 minutes of homework per night.

Curriculum

Each teacher will discuss and clarify with students the standards, content, requirements and procedures for each specific course. Course goals and targeted performance outcomes will be provided for each specific class offered at Roosevelt Middle School.

Grading

The evaluation of students' academic progress will be indicated by means of letter grades, which represent the following numerical values:

A	93% - 100%	A-	90% - 92%	B+	88% - 89%
B	83% - 87%	B-	80% - 82%	C+	78% - 79%
C	73% - 77%	C-	70% - 72%	D+	68%-69%
D	63% - 67%	D-	60% - 62%	F	59%

Homework/Late Paper Policy:

1. Turning work in on time is an important responsibility here at RMS. Students and staff will contact and communicate with parents when missing and incomplete work begins to impact a student's performance and learning**.** It is highly recommended that students stay after school and attend learning lab to complete any work that has not been turned in for that particular day. In some cases, ***(chronic late work/2 or more weeks with a failing grade on weekly grade reports during a quarter)*** students may be asked or required to attend a learning lab until the work is completed and/or the failing grade improves. *(See schedule of available learning labs/academic assistance below).*

Students who are participating in an extra-curricular activity who have a failing grade in a class for a second week or more on the weekly grade report during a quarter <u>will be required to attend the after-school learning lab prior to attending practice each day.</u> This lab will run from 3:30-4:00 PM on Monday-Thursday. Once the grade is no longer failing (0-59.4%), the student will no longer be required to attend learning lab/after school academic assistance.

2. Partially completed papers will be graded accordingly by the classroom teacher.

3. **Work Completion Gates:** Work Completion Gates are put in place to hold students accountable to turn in late/incomplete work within a reasonable amount of time. Each 9-week quarter is broken down into approximately three *3-week* sections. Students will be allowed to turn in late/missing work at any point during that *3-week* section. The end of a *3-week* section will be called a ***work completion gate.*** Once we have passed through a ***work completion gate***, unexcused late/missing work from prior to that date will no longer be accepted for credit or a grade without special circumstances granting an exception.

> **Note:** ***Students who have excused absences in the days leading up to a work completion gate <u>will be given the allowed amount of time to get work turned in for credit</u>.***

2026-2027 WORK COMPLETION GATE DATES:

<u>QUARTER 1</u>	<u>QUARTER 2</u>	<u>QUARTER 3</u>	<u>QUARTER 4</u>
September 18	November 20	February 5	April 23
October 9	December 18	February 26	May 14
October 30	January 15	March 25	June 2

4. **Unexcused Late work:** The following framework will be used for student work that is turned in late <u>within an academic gate</u>, and after the assigned due date by the classroom teacher:

- Each classroom teacher will clearly communicate their grading policy for unexcused late work.
- Once an academic gate has passed, late work and missing assignments will no longer be accepted unless a student is granted special circumstances from classroom teacher.

5. **Excused (absence) Make-Up-Work:** Students who miss school for reasons that are excused *(i.e. medical appointments, illness, family trips/emergencies/events, school activities etc.)*

- Students will have ONE (1) day for each day absent, <u>not to exceed 5 days</u> to turn in assignments missed while gone.
- It is the responsibility of the student to obtain the assignments that were missed. The RMS office will provide a make-up work form for students to fill out missing work and due dates if they so request. *(the form is optional – but will be provided for students who miss extended days)*

Note: ***Students who have excused absences in the days leading up to a work completion gate will be given the allowed amount of time to get work turned in for credit.***

Report Cards, Mid-Quarter Reports and Weekly Reports

Roosevelt Middle School Staff will update weekly grades by 10:00 am every Monday on Infinite Campus. In addition, an official mid-term grade will be posted halfway through each quarter to give parents a clear indication of student progress. Report Cards will be issued to parents at the end of each nine-week quarter. *(4 times per year)*

Parents are always encouraged to call the Roosevelt Middle School office with questions concerning how to access updated grades via Infinite Campus.

Parental involvement is extremely important in all aspects of a student's progress, and we urge parents to take an interest in their children's studies, extracurricular and sports activities. If a parent has a question or a concern about their child's grades, it is imperative that the parent contact the classroom teacher.

Parent Teacher Conferences

At the end of the first and third quarters, parent-teacher conferences will be held to discuss student progress. The school will communicate in advance the dates, times, and format for yearly parent-teacher conferences.

Honor Roll

Roosevelt Middle School seeks to recognize the hard work and academic achievement of our students in the classroom. Students with a 4.0 grade average will be selected for the *Superintendent's Honor Roll*. A 3.67-3.99 average will qualify a student for the *Principal's Honor Roll* and a 3.27 to 3.66 average will place a student on the *RMS Honor Roll*.

Learning Lab/Academic Assistance:

Learning Labs *(outside of school academic assistance)* is provided for all students who need tutoring, or time to complete current and/or late and incomplete assignments within an academic gate.

Learning Labs run as follows during the school year:

Monday:	8:00-8:50 am	*no learning lab after school on Monday's*
Tues-Thurs:	7:30-8:00 am	3:30-4:00 pm
Friday:	7:30-8:00 am	*no learning lab after school on Friday's*

Student's may self-select themselves to participate in a learning lab or they may be referred by a parent or staff member. Student's will be referred to the after-school assistance program based on the following issues: (*Poor Grades, not completing/turning in homework, chronic absenteeism, 2 or more weeks with a failing grade on the weekly grade report during a quarter).* Student's may also arrange for academic assistance before school by setting up a direct appointment with the classroom teacher.

Course Completion/Promotion Requirements

Roosevelt Middle School students must pass/complete 19.5 credits *(details on the following page)* in order to meet graduation requirements.

MIDDLE SCHOOL ACADEMIC REQUIREMENTS

Tier A *(15 credits)*

Language Arts	3 credits	Social Studies	3 credits
Science	3 credits	Math	3 credits
Health/PE	1.5 credits	Technology	1.5 credits

Tier B *(5 credits)*

Art	1 credit *(6th and 7th grade Art fulfills this1 credit requirement)*		
Fine Arts	2.0 credits	Exploration	1.5 credits

Total Credits: **19.5 credits**

Fine Arts Options

Band *(.5 or 1.0)*
Choir *(.5 or 1.0)*
Music Projects *(.5)*
Advanced Art *(.5)*
Media Production *(.5)*
Graphic Novels *(.5)*

Exploratory Schedule

7th Grade:
Media Literacy *(.25)*
Life Literacy *(.25)*

8th Grade:
Agriculture *(.25)*
Industrial Arts *(.25)*
Intro to Spanish *(.25)*
Career Exploration *(.25)*

Failing Grades

Any student who fails *(F – 59.4% or lower)* two or more quarters of a year-long or semester class will be required to make up a semester or work within that content area via an approved and provided online academic program. *(Roosevelt Middle School currently uses APEX Distance Learning)* This work must be completed by August 1st following the end of the academic school year in which they failed two or more quarters.

note: Any student who does not meet this requirement will be asked to do one, or both of the following, to determine whether or not they will advance to the next grade level and/or to determine a plan of action:

1.) Meet with the RMS Academic TEAM
2.) Meet with the Red Lodge School District Board of Trustees

Multi-Tiered Systems of Support (MTSS)

MTSS is an integrated multi-tiered system of instruction, assessment and intervention designed to meet the academic achievement and behavioral needs of all students.

Roosevelt Middle School has in place a SCT (Student Communications Team) Team that meets regularly to make data-based decisions to help aid students both academically and behaviorally.

The goals of our MTSS process and SCT Team are:

- to utilize collaborative efforts to strategically implement ideas, strategies, and processes that best help students master essential grade-level academic skills and behaviors.

- to provide structural support and assistance to teachers in order to help identify and meet the needs of students within the classroom.
- to collaborate and consider alternatives for addressing student needs.
- to advise on the implementation of modified educational plans.
- to assist in implementing behavior and discipline policies at Roosevelt Middle School.
- to review data *(including grades, universal screenings, test scores, progress monitoring, behavior information etc.)* to determine if accommodations, intervention, and further testing would benefit the student.
- to notify parents of students who participate in intervention and/or Title Programs of instructional strategies and general educational services that will be provided.

Assessments, State and Benchmark

Per the administrative rules of Montana *all* students will participate in benchmark and state-level assessments. Montana does not have an *opt out* provision. The following state and benchmark assessments are implemented at Roosevelt Middle School.

TEST	WINDOW	TYPE	PURPOSE
MAST *(Math, Reading, Science)*	Quarterly	Summative Benchmark	State Level-Grade Level Assessment / Provides information on student and schoolwide success and areas needing improvement
MAPS *(Math, Reading)*	Semester	Benchmark	monitors growth identifies learning gaps

Note: MAPS testing is implemented as needed and is <u>not</u> consistently scheduled

Attendance

Regular school attendance is essential for our students to make the most of their education and progress as learners. Regular and punctual attendance helps develop sound character and contributes to an effective learning environment. Class attendance and participation are requirements for successful course completion. Therefore, the maximum number of absences a student may have in any class for any reason is ten (10) per semester. Absences relating to school sponsored activities do not count toward the ten-day total.

Parents are asked to call the school as soon as possible on the morning of an absence. *(Preferably by 9:00 AM)* If a parent fails to call to report their child's absence; the secretary is required by law, to make every effort to contact a parent. If a parent has not been contacted during the day of the absence, a note must be sent to the office the next day to explain the absence. The telephone number for Roosevelt Middle School is 446-2110.

<u>Absences</u>

<u>Excused Absences</u> are defined as those caused by illness, death or emergencies within the immediate family, or inclement weather. This type of absence is considered excused when the school is notified of the absence.

If a student becomes ill at school, the student's parent(s) or emergency surrogate will be notified. It will be the determination of the parent or the designated emergency person as to whether or not the child will remain at school or go home.

Parents/Guardians are required to sign their child out at the office if they are checking out of school for the day.

Unexcused Absence /(truancy) is defined as being absent without parental knowledge. Parents will be notified and a parent conference will take place before the student is allowed back into class. Students who are *truant* will be assigned a consequence in order to make up work that was missed. Additional consequences may be assigned by the principal.

Family Excused Absences are defined as absence with parental knowledge. They are absences for reasons such as doctor or dental appointments, vacations, shopping, hunting, etc. This type of absence will be considered excused only if arrangements are made with the office prior to the absence. Students will be required to complete a Planned Absence form. A Planned Absence form is available in the office, and must be signed by each teacher *(who when possible will provide the assignments/work to be completed for the time of absence)*, and parent. This form must be returned to the office **prior** to the absence. A copy will be made for the student.

Excessive Absences: If a student misses more than ten (10) days (per semester), the parent must meet with the Roosevelt Middle School Attendance Team. The following procedures will be followed: ***(note: state law requires 5,7, and 10 day attendance letters to be sent out to parents)***

1. After five (5) absences, no matter what the reasons of the absences, the school will send out a letter informing the parent/guardian of the absences.
2. After seven (7) absences, a second notice will be sent to the parents/guardians.
3. After ten (10) absences the student, with parental accompaniment, must meet with the school attendance team.
4. The school attendance team will review the absence report to determine a plan of action.
5. The team can, after hearing a student's/parent's appeal, put certain stipulations on a student whose grades/status will be dependent upon an agreement reached with the student and parents concerning attendance for the rest of the semester.
6. The student has an opportunity to appeal to the School Board. The Board's decision is final.

Tardies

Students are expected to be in class on time. A student who accumulates more than 3 unexcused tardies to begin the school day in a quarter, will serve a lunch U-Turn for each tardy until the new quarter begins. Excessive accumulation of tardies to begin the school day may result in a parent-student conference.

During the school day, Roosevelt Middle School does not have a tardy bell. Students are simply taught and expected to stay ***in-motion*** to their next class when the bell rings. Each classroom teacher determines their own tardy policy if students are not arriving within a reasonable time frame *(2-3 minutes)*.

Teachers who have concerns or ongoing issues with students arriving late to their class may refer them to the office where disciplinary will be taken.

Student Data

Change of Address or Telephone Number

At the beginning of the year, each family will be asked to supply the office with current addresses and telephone numbers. Please notify the school office immediately of any address or telephone number changes. This is crucial in the event of an emergency when parents would need to be contacted.

Withdrawal or Transfer
Students who are withdrawing or transferring must notify the office in advance. Before leaving, the student must complete a Check Out Sheet. The student must return all textbooks, library books, athletic equipment, etc. Lunch accounts must be paid. Fines will be levied for school items not returned or returned damaged.

Behavior Expectations and Policies

Roosevelt School has high conduct and behavior expectations for our students. It is the school's responsibility to provide an environment that will enable the student to learn, grow as a person, and function as a good citizen. A behavior plan/code of conduct, policies, and measures of discipline shall be employed to establish a favorable and positive learning environment free from distractions and misbehavior.



"Beauty of Character"
Roosevelt Middle School Code of Conduct

We will promote, instill, and recognize behaviors that reflect the kind of character in our students that helps give them a great foundation for their lives. *"Reach for the Summit"* code of conduct is centered on the following three things:

- Promoting, modeling, and instilling in our students, conduct that reflects the *"beauty of character"* **(*Responsibility, Respect, Perseverance, Integrity, and Safety)***
- Recognizing and Encouraging students who demonstrate and choose conduct that reflects the *"beauty of character"* **(*Responsibility, Respect, Perseverance, Integrity, and Safety)***
- Holding students accountable when they fail to meet the set standards and expectations as they relate to *"the beauty of character)* **(*Responsibility, Respect, Perseverance, Integrity, and Safety)***

At Roosevelt Middle School, we will actively strive to teach and instill, as well as recognize positive actions and behavior that reflect the following:



RESPONSIBILITY

- Making good choices; Accepting responsibility and consequences for one's own actions when poor choices are made; Avoiding blaming others for things one's self is personally responsible for;
- Being prepared each day for school and class;
- Getting quality work done and turned in on time;

RESPECT

- Treating others in a way that you would like to be treated; Speak to, and about others in a way you like them to speak to you, and about you;
- Being respectful, courteous, and attentive to teachers/staff, classmates, and guests in our school;
- Taking pride in how we use and treat our school facilities and property;

SAFETY

- Making a commitment to keeping our school physically *safe* by following the *Hands-Off Policy*, and immediately reporting any threatening or violent behavior that is either taking place or may take place;
- Treating the opinions, ideas, views and beliefs of others with respect;
- Making a commitment to ensuring our school is a place where all students feel welcomed, accepted, and valued;

INTEGRITY

- Choosing to do the right thing, even when nobody is watching;
- Choosing honesty; Saying no to cheating, lying, and stealing;
- Refusing to do or say things that would harm one's own reputation, hurt others, and negatively affect one's school, home, and community;

PERSEVERANCE

- Refusing to quit, but rather choosing to persevere through things that are difficult;
- Making a daily commitment to a consistent work ethic;
- Overcoming frustrations, set-backs, and fears with a "can do" and "I will" attitude;

General School Expectations

It takes students, staff, and families being committed to understanding, supporting, and following the set expectations of Roosevelt Middle School so that our school culture creates a place where students can study, learn, and develop positive relationships.

The expectations that are found here are established to help create a safe and positive school culture and climate in order fulfill the mission and vision of Red Lodge Public Schools and Roosevelt Middle School.

General Expectations

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet and adhere to the Roosevelt Middle School dress code.

- Be committed to following all classroom rules and expectations.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.

Good manners and concern for the rights, feelings and safety of others require that certain standards of conduct be met by our students. Students are asked to meet the following specific expectations here at Roosevelt Middle School:

Specific Expectations

- **HATS:** Unless granted permission for special events by a teacher and/or the principal, hats are not allowed to be worn in the building during school hours.
- **DISPLAYS OF AFFECTIONS:** Students are asked to refrain from inappropriate displays of affection toward other students.
- **PROFANITY:** Profanity and obscene gestures are unacceptable in general conversation and being used directly towards others.
- **HALLWAYS:**
    - No running in the halls or on the stairs.
    - Stay to the right when walking in the hallways or going up and down stairways. *(except for the music/cafeteria hallway where students walk on the left side)*
- **HANDS OFF:** Absolutely no horseplay, pushing, shoving inside or outside of the school building/property before, during, or after school. We have a *hands-off policy* here at Roosevelt Middle School.
- **FIGHTING:** Fighting will not be tolerated in the building or on school grounds. Middle school students are expected to make the right choice in avoiding physical confrontations. Any student who engages in fighting will be subject to school discipline which could be suspension and/or expulsion.
- **GUM:** Unless given permission by administration and/or staff, chewing gum is not allowed.
- **FOOD/DRINK:** Water bottles are allowed in school and the classroom. Other drinks are allowed only with the permission of the classroom teacher and/or principal. Appropriate snacks are allowed in the classroom/hallways only with permission of the classroom teacher and/or principal. *(Roosevelt Middle School does set aside the first part of 3rd period each day as an "official" time where students can have approved snacks)*

Cafeteria Expectations

Eating lunch in the cafeteria and commons is a privilege. If students choose to disregard the rules, the privilege can be taken away. General expectations include:

- Students are expected to show good manners, consideration, and courtesy toward others in the cafeteria/commons;
- There is to be no running or pushing in or on the way to the cafeteria/commons;
- Students are asked to keep voice at a "restaurant" level in the cafeteria/commons
- The misuse and/or throwing of food will not be tolerated;
- Sit in the designated area whether that be the cafeteria, or grade level lunch in the commons;
- Students are asked to tidy up their area/space leaving tables neat and clean when they are finished eating;

Common Area Expectations

- Walk only, while in the building;
- Keep hands, feet and objects to self;
- When *"In Motion"* from class to class or place to place, stay to the right including on the stairway. ***(Note:*** The cafeteria hallway, students stay LEFT);
- Respect school property and space by treating it appropriately;

- Respect the rights of others;
- Keep voice levels at a *"restaurant level."*

Cheating and Plagiarism
Students who use plagiarized papers/projects or are involved in any form of cheating, whether giving or receiving information, will receive a zero for that work and/or disciplinary action for a first offense. All incidents of cheating shall be reported to the principal and the parents. For a second offense, a meeting will be set up with the student, parent and principal to determine consequences and develop a plan of action.

Student Cell Phone Policy

Students may not use or have their cell phone on their person, with them in class, or during the school day, including lunch without permission from an RMS staff member.

Students who have cell phones at school must be certain that they are turned off at all times and kept in a secure place. *(locker, back-pack, etc.)* The office will provide a secure place for students to store cell phones if they so choose.

Cell phones are to be put away when the first bell rings to start the day *(8:55 AM – Monday's and 8:00 AM – Tuesday-Friday)* and can resume being used when the bell rings to end the school day.

Watches that include phone capabilities fall under the cell phone use policy; therefore, students are not to be in possession of the device during school hours.

All RMS Staff are asked to take a student's phone to the office if they are not meeting the schoolwide cell phone expectation.

Consequences for students who violate the cell phone policy as follows:

> When a student is using their cell phone during the school day, or has their cell phone on their person, the phone will be taken to the middle school office by a staff member. Students may pick up their phone at the end of the school day.
>
> **Multiple Cell Phone Offenses: (***3 or more)*
> The office will track the times a student's phone is turned in to the office. If a consistent problem arises, a **parent-student-administration** conference will be set up to determine a consequence and a plan of action going forward.

At no time will visual cell phones and/or visual recording or picture taking equipment be allowed in locker rooms and/or restrooms. This action will be considered a major violation and will result in immediate consequences determined by administration.

Any cell phone or electronic device that causes disruption to the overall educational climate or safety of the school can be confiscated by a teacher, paraprofessional, or administrator. Confiscated cell phones (electronic devices) can be picked up at the Roosevelt Middle School office after school by either the student or parent.

Assemblies, Concerts and Ball Games
Our students are mature and respectful and we expect that attitude of maturity and respect to be particularly evident during assemblies, concerts and ball games. Generally, seating assignments are given for such events, and students will remain seated, avoid chewing gum, and leave their hats off at indoor events. Students who misbehave during these events will be asked to leave, may lose the privilege of attending the events in the future and may be disciplined.

Assemblies are excellent educational opportunities for our students. When attending assemblies, we ask that students respect those speaking and presenting. During these assemblies, it is expected that our students:

1.) Respectfully remain quiet and attentive during the entire presentation/program.
2.) Be courteous of others during the presentation/program.
3.) Remain seated until they have been dismissed from the assembly.

Schoolwide Dress Code

It is essential that a set of expectations regarding a schoolwide dress code exist in order to maintain high standards in the learning environment. Roosevelt Middle School student's appearance should be neat and clean, properly fitting, and meet the expected standards on a daily basis. In addition, students are expected to practice good hygiene daily.

The personal dress and appearance of students is left to the good taste and discretion of each student and his/her parents/guardians, within the following guidelines:

The following clothing and accessories are NOT acceptable:

Accessories:
Hats, bandanas, scarves, do-rags (for either sex), spikes, sunglasses, distracting accessories, *(example: blankets, pajamas, bells, air pods-headphones etc.)* are not allowed during the school day. Hats may be worn only with permission for certain classroom activities and on occasion may be earned as a reward to be determined by RMS Staff.

Clothing:
Excessive *and/or* inappropriate cutouts or slashes, absolutely no underwear showing, clothing that implies/states references to profanity, drugs, alcohol, violence, see-through clothing, midriff showing, gaping arm holes, backless shirts or dresses, shirts with less that a 1" strap; shorts, skirts, leggings, etc. must be appropriate and meet the neat, clean, and appropriate educational standard at Roosevelt Middle School.

Footwear/shoes are required at all times. *(**no open toe shoes in shop classes**)*

During spirit weeks or scheduled special dress-up days, the Principal shall have the discretion to allow certain attire. The Principal also reserves the right to define what is excessive or disruptive to the "educational environment" or the "educational process" and to require the student to change clothes or face possible disciplinary action.

The dress code is in effect during the school day as well as athletic practices, field trips and school related activities outside the school building.

Bullying, Harassment, Intimidation, Hazing and Retaliation

The Red Lodge School District is committed to providing a safe, accepting, positive, and productive learning environment for students toward the goal of optimal personal and academic growth and achievement.

Bullying, harassment, intimidation, hazing, and retaliation behaviors will not be tolerated at any grade level. Students, staff, or third parties are strictly prohibited from taking any action that could be interpreted as bullying, harassment, intimidation, hazing, or retaliation for reporting such action.

This includes the use of electronic and/or social media both inside and outside of the regular school day that has a direct impact on the culture, climate and educational environment for a student.

Definitions,
Source: Montana Office of Public Instruction

Bullying, harassment, and intimidation, includes, but are not limited to the following:

- Any threatening, insulting, or demeaning gesture, or physical conduct, including any intentional written, verbal, or electronic communication.
- Causes a student physical and/or mental harm.
- Damages a student's property or places a student in reasonable fear of harm to the student or the student's property.
- Sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from access to educational opportunity and/or substantially disrupts the orderly operation of the school.

Electronic communication

- Includes any communication by any electronic device or other means, including but not limited to text messages, sexting, email, and/or use of various forms of social media.

Hazing

- An act against a student or coercing a student into a behavior that creates risk of harm to his or her person in order for the student to be initiated into, or be affiliated with a student activity, team, club or organization, or for any other purpose.

Retaliation

- An act or communication intended as retribution against a person who has reported an incidence of bullying.
- To improperly influence the reporting, investigation, or discipline that results from an incident of bullying.
- Includes, but not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or negative social contract toward a complainant, or any complainant or witnesses' relatives, friends or associates.

Sexting

- Sending sexually explicit messages or photographs, primarily between mobile phones, such as sending a text message or via social media.

Prohibitions
Source: Montana Office of Public Instruction

No school student or staff member will engage in the following:

- Bullying, harassment, intimidation, hazing, or retaliation of a student or staff member.
- Retaliation against a student or staff member for reporting an incident of bullying, harassment, intimidation, or hazing, or for participating as a witness in the investigation of such incident; or coercion of another person to commit bullying, harassment, intimidation, or hazing.

Bullying, harassment, intimidation, hazing, and retaliation is strictly prohibited:

- In a classroom or any other location on school premises, including without limitation, property used by the school for the purposes but not owned by the school.

- During any school sponsored or related program, activity, or function where the school is responsible for the student, including on a school bus, or other school-related vehicle.
- Through the use of electronic communication regardless of when or where it occurs, that substantially disrupts the orderly operation of the school or any school sponsored or related program, activity, or function where the school is responsible for the student.

Reporting
Source: Montana Office of Public Instruction

Students who feel they have been subjected to bullying, harassment, intimidation, hazing, or retaliation, or other students, parents, staff, community members believe they have witnessed or know of such treatment of a student may report the incident either in writing (via incident reporting form) or verbally to a school official. Failure to use the district reporting form will not cause the complaint to be dismissed so long as the written report provides sufficient detail for action by the school.

Any staff member who becomes aware of bullying, harassment, intimidation, hazing, or retaliation should attempt to resolve the matter immediately. When a staff member is made aware of unresolved incidents they shall fill out, or assist the student in filling the district reporting form and submit it to the school counselor or building principal within 48 hours of the incident.

Anonymous reports containing adequate detail to investigate will be investigated.

Incident reporting forms are available on the school district website, building offices, and classrooms.

Decisions made by the district may be appealed through district policy procedure form 4310F.

The following procedures will be used to handle reported incidents of bullying, harassment, intimidation, hazing, and retaliation:

1.) Student(s) will fill out the district incident report form. The building principal, guidance counselor or designated school official will meet with the reporting student to clarify all information reported.

2.) The incident will be investigated to determine if the reported action has occurred and if it is a situation where either bullying, harassment, intimidation, hazing or retaliation has occurred.

3.) If it has been determined by the investigation process that either bullying, harassment, intimidation, hazing or retaliation has occurred, the student will be assigned disciplinary action that may include *(but is not limited to)* one or more of the following:

* Parent Notification
* Apology Letter
* Parent Conference
* Reassignment of Seat
* Escort of the Perpetrator
* Payment for property damage
* School Community Service
* Suspension *(In-School or Out-of School)*
* Loss of Privileges
* Loss of Recess
* Reassignment of Classes
* Referral to, or appointment with school counselors or other professionals.
* Detention
* Referral to Law Enforcement
* Expulsion

4.) Students that have been determined to engage in bullying, harassment, intimidation, hazing and/or retaliation will be subject to the following:

1st Offense: Before returning to class/school activities, the parents and student engaged in inappropriate behavior will meet with the Principal. A consequence will be determined if necessary and the student/parent will be notified that future offenses will result in disciplinary action and a behavior contract.

2nd Offense: The student will be assigned between 1 and 3 days of out-of school-suspension. Parents and the student engaged in the inappropriate behavior will meet with Principal to determine if additional consequences need to be applied as well as the student being placed on a behavior contract and assigned work with the school counselor to address the behavior.

3rd Offense: If a third offense occurs, the student and parent(s) will meet with the District Superintendent to determine if it will be necessary to go before the Board of Trustees to assign a possible long-term suspension or expulsion.

Consequences/Disciplinary Action

(regarding any behavior that is not meeting schoolwide expectations)

The following consequences are options that may be selected based on the behavior/actions of a student:

Warning:
For minor and first-time offenses, often times a conversation with the principal, student, and if necessary the classroom teacher will be utilized to help re-direct students with the intended result being correcting the behavior and making better choices going forward.

Refocus:
The student is sent to the office or another location in the building to simply refocus their mindset, behavior, and attention as well as reflecting on what they need to do differently in order to be successful in class/school.

U-Turns *(detention)*:
At Roosevelt Middle School detentions are called ***U-Turns*** and structured as follows:

- ***U-Turn:*** A U-Turn is a detention that takes place either during the daily lunch period or after school from 3:30-4:00 PM. Students who receive a 4th ***U-Turn*** in a given quarter may face additional consequences such as suspension and/or community service. When a ***U-Turn*** is assigned, parents will be notified and a parent, principal, student conference may be requested.

Parent Conference:
A parent conference may be required in certain instances where students are failing to meet the standards, expectations, and guidelines of our school

Behavior Contracts:
Based on repeat offenses and chronic issues with a student failing to meet the expectations here at Roosevelt Middle School, a student may be placed on an established behavior contract. This process would involve school personnel *(principal, teacher, counselor etc.)*, the student and the parent(s).

School Community Service: Students might be assigned *school community service* that takes place either before school, during lunch, or after school. School community service will be pre-arranged and communication with parents will take place.

Suspension
In accordance with Montana law, the principal is authorized to suspend students from regular school attendance when deemed necessary to maintain good order and discipline and to protect the educational rights of all students. Two types of suspension may be used:

> *In-School*: Students receiving in-school suspension will be removed from class and will serve in-school suspension in the office. Credit will be given for all completed assignments.
>
> *Out-of-School*: Students receiving out-of-school suspension will be kept home for the prescribed duration. Students who receive out of school suspension will be required to make up all the work missed, and credit, to be determined by the teacher, will be given for these completed assignments.

The following are examples of student behavior, which are of sufficient seriousness to warrant in-school or out-of-school suspension:

1. Vandalism (students who maliciously destroy or deface school property or the property of others)
2. Defying authority (open defiance to school personnel including using obscene gestures and/or language)
3. Inflicting bodily harm (defined as an incident when kicks or punches are thrown)
4. Possessing or using illegal substances, tobacco products, or alcohol in the building, on school grounds, or at any school-sanctioned activities
5. Using profanity
6. Leaving campus without permission
7. Bullying, Harassment, Intimidation, Hazing, and/or Retaliation

Expulsion
Under the most extreme discipline circumstances, a student may be referred to the school board for an expulsion hearing.

Sexual Harassment

The Red Lodge School District is committed to a positive and productive learning environment, free of discrimination. Discrimination adversely affects morale and interferes with a student's ability to work and learn. The District prohibits sexual harassment or intimidation of its students, whether committed by a supervisor, subordinate, volunteer or student and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any student because he or she has made a report of alleged sexual harassment, or against a student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of Federal and State regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District sponsored, and to any school events, regardless of location. Students who believe that they may have been harassed or intimidated should contact a staff member, counselor or the

principal. All students have a responsibility to maintain a positive learning environment by reporting all incidents or rumors of harassment or intimidation involving themselves or others.

Tobacco

Montana Law states that it is unlawful for a person under 18 years of age to possess, use or buy any tobacco product. Use or possession of tobacco, e-cigarettes, alternative nicotine, and any type of vaping and related products on property owned or leased by the school, or at school-related activities, is unlawful. Students violating this law shall be subject to:

1. Local law enforcement officials may be notified and may issue a citation to the student or students in violation.
2. The student may serve either an in-school or an out-of-school suspension.

Use and/or Possession of Alcohol, Weapons, and Illegal Drugs

The possession, selling, or use of illegal drugs, weapons, or alcohol shall be strictly prohibited. Being present where minors are in the possession of or using alcohol or drugs shall also result in disciplinary action. Violation of this law may result in the following:

1. Local law enforcement officials may be notified.
2. The student's parents will be notified.
3. The student may be removed from class.
4. After a conference with the parents, the student, and the principal, the student may be suspended from school.
5. The student may be referred to the Red Lodge School Board with a recommendation of expulsion.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment as well as students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the schools (lockers, desks, and parking lot) as well as personal effects left there by the student, without notice or consent of the student.

The administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal substances or material, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting that the search will produce evidence that the particular students has violated or is violating the law, or District's student conduct rules. If a search produces evidence that the student has violated or is violating either the law of the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Students at any grade level should be aware that there are consequences for their actions, both good and bad. The consequences of good conduct include the establishment of a good reputation among staff members, special rewards, and feeling good about oneself. The consequences of negative conduct, as an individual or member of a group, will vary with the "degree of the offense." Parent conferences, detentions, suspensions, and expulsions are not considered too severe of measures for the school to take in order to maintain an atmosphere conducive to good education.

Building and School Grounds Expectations

Personal Property
Security of personal property is the individual responsibility of each student. The school cannot accept responsibility for students' valuables. If it is necessary to bring a special item of value to school, it can be kept in the office for the day. Generally speaking, however, items of value should not be brought to school. Students are encouraged to rent locks from the school at a cost of $6.00; the money from the lock will be returned to the student at the end of their tenure in Roosevelt Middle School.

Care of School Property
Students are responsible for the proper care of all supplies and furniture supplied by the school. Students who disfigure property or do damage to school property or equipment will be required to pay for the damage or to replace the damaged item. If damage is considered to have been done with malicious intent, the action will be considered vandalism and is punishable under school policy.

Textbooks
Textbooks will be furnished to students by the school district. However, students are responsible for books checked out to them and will need to pay for books, which are destroyed, lost or stolen. Fines may be levied for books that show evidence of misuse and that are damaged above and beyond normal use.

Bicycles and Skateboards
Bikes and skateboards may be ridden to school and must be stored in their respective racks. Bikes and skateboards are not to be ridden on the playground, on sidewalks during recess or before and after school. Students are not permitted to use another student's bike or skateboard. Skateboards may be used on the school grounds after 4:15 pm.

Entering and Exiting Roosevelt Middle School
For safety and security purposes, all students must always enter and exit the front entrance doors at Roosevelt Middle School when coming into and/or leaving the school. The only exception is at lunch recess when students are supervised and monitored. For lunch recess, under staff supervision, students may exit and enter the south playground doors.

The safety and security of our students is essential. Therefore all other doors should not be used for any reason outside of and emergency or under direct staff supervision.

Lockers/Storage
All 6-8 students will be issued a locker to keep their school books and personal belongings. It is the responsibility of the student to maintain an orderly and clean locker.

The following procedures are in place for student lockers, storage areas, and hallways:

- Locker doors should be shut when not in use.
- Lockers are school property and may be searched by school administration at any time.
- Only school issued locks can be used for lockers. *(These can be rented at the school office)* ***note:*** *We have cameras in our hallway and RMS does not recommend locks for student lockers)*
- Short term decorations *(no stickers or tape)* are allowed on the inside of lockers but must be school appropriate and removed at the end of the school year.

- Tampering with, entering, taking items from another students locker is cause for disciplinary action and an assigned consequence.
- Students must only use the locker assigned to them.

Cafeteria and Lunch
A hot lunch is provided at the school cafeteria for a fee: $3.75 for students in K-6; $4.00 for 7th and 8th graders, $4.50 for adults - Breakfast is $2.75 for K-6, $3.25 for students in 7th and 8th grade. Lunch accounts are managed on a computer system. Debits are made to a student's account when he/she purchases snacks or meals. Deposits can be made in any amount at any time. Reduced and free lunches are also available to families. Information on this program will be provided by the school.

Students may bring a sack lunch, which is to be eaten in the cafeteria. Students who live in the immediate area may go home for lunch. However, students who go home for lunch must have a note from parents notifying the school of their child's whereabouts during lunchtime.

Students may not go to each other's homes for lunch. Students may not eat off campus unless they are accompanied by their parent.

Food and Drink
At Roosevelt Middle School we ***strongly*** encourage healthy snacks. Appropriate snacks that are not a distraction to the classroom learning environment are allowed in the classroom/hallways at pre-determined times and/or with permission of the classroom teacher and/or principal.

Water bottles with secured lids are allowed in school and the classroom. Other drinks are allowed only with the permission of the classroom teacher and/or principal.

Playground Supervision
Supervision of the playground begins at 7:50 am and ends at 3:45 pm. Students are encouraged to not be on the school ground(s) prior to 7:50 am or after 3:45 pm unless they are attending before/after learning lab.

General School Procedures

Storm-Inclement Weather / Emergency School Closures
School will be in session each day in accordance with the school calendar unless an announcement is made over our Infinite Campus text/email/voicemail system and/or the radio station FM 99 the Mountain (Red Lodge) between 7:00 a.m. and 8:30 a.m. is made over the radio station FM 99 the Mountain (Red Lodge) between 7:00 am and 8:30 am. Should a storm or inclement weather become serious enough to send bus students home, all parents of such students will be notified first.

Fire/Disaster/Emergency Drills and Procedures
Fire and disaster drills are held several times during the school year. When the fire signal is heard, all persons are to leave the building in an orderly manner. Students and teachers will leave the building as a class group and remain outside until directed to re-enter the building. If the fire alarm should ring while students are in the halls, passing from one class to another, or in the restroom, students should go to the nearest exit. When the disaster signal is heard, all persons are to go to the nearest classroom. Teachers will lock the door and remain inside with students until notified to come out. Teachers will review with students the correct procedure for both types of drills.

Lockdown and Safety Drills will take place in accordance to school district procedures. Parents will **be notified in advance of lockdown and safety drills** so as to not create concern as to the training drills taking place.

In the case of an evacuation, all Roosevelt Middle School *(grades 6-8)* students will be relocated to the Red Lodge Community Church.

Field Trips
During the school year, classes may take various field trips. Permission slips will be sent home by the classroom teacher or principal indicating where students are going and the times they will be leaving and returning. Permission slips need to be signed by the parent/guardian and returned to school prior to leaving on the field trip. Occasionally, students will take field trips around town which will not require signed permission slips. In both cases, students are to be on their best behavior because they are representing Roosevelt Middle School and the Red Lodge School District.

Telephone Use
Students may use school telephones to reach parents and for business or emergency purposes. A phone is available for student use at the office and may be used only with permission from RMS faculty and staff.

Fund Raising
All fundraising projects must have approval of both the advisor/sponsor and the building principal.

Extracurricular Activities

The purpose and intent of the extracurricular program is to provide students with experiences designed to encourage good sportsmanship, responsibility, reliability and good moral character. Participants in these activities are expected to reflect these attitudes. Any action by a participant in any extracurricular program, which detracts from the achievement of these goals, will be considered a violation of training rules and be dealt with accordingly.

Roosevelt School provides a comprehensive sports program for fifth, sixth, seventh, and eighth grade students. Athletes are eligible to participate in the following sports: cross-country running, football, volleyball, basketball and track. Fifth and sixth graders will compete in an intramural type of program with the exception of track. Seventh and eighth grade athletes may compete in any of the extracurricular activities.

All practices, and most games, are held after school and on Saturdays. All students are encouraged to participate in one or more activities during the year. A physical exam, student drug testing consent, concussion statement agreement, emergency form, signature page and a participation fee paid, is needed before players can participate.

Eligibility for Extracurricular Activities

Students must maintain a 2.0 GPA (grade point average), and cannot be failing in more than one class, in order to be eligible to participate in extracurricular activities. Grades will be checked each Monday at 10:00 am. If a student does not have a 2.0 GPA or higher, or if they have more than one F, they will not be allowed to participate in any games for that week (Monday through Saturday).

Students who are participating in an extra-curricular activity who have a failing grade in a class for a second week or more on the weekly grade report during a quarter will be required

to attend the after-school learning lab prior to attending practice each day. This lab will run from 3:30-4:00 pm. Once the grade is no longer failing (0-59.4%), the student will no longer be required to attend learning lab/after school academic assistance.

ACTIVITY STUDENT DRUG TESTING POLICY

The Red Lodge Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal drug use and abuse, thereby setting an example for all other students of the Red Lodge Public School District, has adopted the following policy for drug testing of activity students.

POLICY DURATION

This policy is in effect throughout the calendar year. Selection to all-star, all-state, or other post-season activities as representatives of the Red Lodge School District extends this policy until the total completion of these activities. A student may not give up their affiliation with the District as a way to circumvent violations that have occurred under this policy. Violations are cumulative through the student's period of attendance in middle or high school. Violations do not carry over from the middle to high school.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Red Lodge School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, this policy governs only illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy unless the student participant violates the drug free school policy. This policy supplements and complements all other policies, rules, and regulations of the Red Lodge School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Red Lodge School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

THE PURPOSE OF THIS POLICY ARE FIVE-FOLD:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional wellbeing and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal drug use.
5. To offer students practices, competition and school activities free of the effects of illegal drug use.

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Red Lodge School District. For the safety, health and well-being of students in extra-curricular activities the Red Lodge School District has adopted this policy for use by all participants in interscholastic extra-

curricular activities in grades 5-12. *The administration may adopt regulations to implement this policy.

I. DEFINITIONS

"*Activity Student*" means a member of any 5-12th grade Red Lodge School District sponsored extra-curricular organization that participates in interscholastic competition. This includes any student that represents Red Lodge Schools in any extra-curricular activity in interscholastic competition. These activities are listed in the Activities Handbook.

"*Drug use test*" means a scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in a person's saliva.

"*Random Selection Basis*" means a mechanism for selecting activity students for drug testing that:

A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"*Illegal drugs*" means any substance that an individual may not sell, possess, use, distribute or purchase under either Federal or Montana law. "*Illegal drugs*" includes, but is not limited to, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"*Positive*" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"*Reasonable suspicion*" means a suspicion of illegal drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal drug use by an activity student supplied to school officials by other students, staff members, or patrons.

"*Sample" means* a sample of saliva collected for the purpose of analysis for the presence of illegal substances.

II. PROCEDURES

Each Activity Student shall be provided with a copy of the "Student Drug Testing Consent Form", which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a saliva sample: (a) when the activity student is selected by the random selection basis to provide a sample; and (b) at any time when there is reasonable suspicion to test for illegal drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach, sponsor, Activities Director, and/or principal shall be responsible for explaining the Policy to all prospective students.

A student who moves into the district after the school year begins will be subject to drug testing pending participation in extracurricular activities.

Drug use testing for Activity Students will also be chosen on a random selection basis from a list of all Activity Students who are involved in off-season or in-season activities. The Red Lodge School District will determine a monthly number of student names to be drawn at random to provide a saliva sample for drug use testing for illegal drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal, or the metabolites thereof when an administrator, staff, coach, or sponsor has reasonable suspicion of illegal drug use by that particular student.

Any drug use test will be administered by a proper representative of the Red Lodge School District. When required for testing confirmation, a professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of saliva specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The chosen laboratory shall preserve the unused portion of a specimen that tested positive for a period of three (3) months or the end of the school year; whichever is shorter. Student records will be retained until the end of the school year.

III. CONFIDENTIALITY

The laboratory will notify the Superintendent of any positive test. To keep the positive test results confidential, the superintendent will only notify the principal, activities director or designee, the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/activities director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/activities director or to the lab. The Red Lodge School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. APPEAL

An Activity Student who has been determined by the principal/activities director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain ineligible to participate in any extra-curricular activities until the review

is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable.

V. CONSEQUENCES

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

SELF-REPORTING TRAINING RULE VIOLATIONS

SELF-REPORTING: The purpose of this provision is to encourage a student/athlete to seek help. The student may not use this voluntary admission, reported within twenty-four (24) hours of the infraction, if the authorities already know the training infraction or at the discretion of the building administrator. This provision may be used only one time by a student while enrolled in grades 6-8, and used only one time while enrolled in grades 9-12 and will be documented by the activities director. To be treated as a self-referral, this must be the first knowledge that the school official has of a violation. A self-referral carries a 7-day suspension from competition, but the student will continue to practice.

REPORTING: A school staff member can be made aware of the violation of this alcohol/drugs/tobacco policy by any source (such as police, school personnel, counselors, coaches, advisors, community members, parents and other students, but anonymous telephone calls or reports made by people not willing to confront the violator will not be acted upon.)

PENALTIES FOR FAILURE TO FOLLOW ACTIVITY POLICIES

- **First Offense**: Suspension from 15 instructional days of event(s). Students who report their own violation will face suspension from events for 7 instructional days. First offense only.
- **Second Offense**: Suspension from the team or activity for the remainder of the season.
- **Third Offense**: Suspension from all activities for the remainder of the year or 90 days, whichever is longer. Must appeal before an Advisory Committee to request reinstatement for the next year.
- **Fourth Offense**: Denied extra-curricular participation for remainder of middle school or high school years.

Offenses are accumulated throughout a student's middle school or high school career. Offenses are monitored and documented throughout the calendar year. If a student is not in an activity when the infraction occurs, the consequence will be instituted at the beginning of the next activity season.

Special Education students will be considered in accordance with their IEP, with the IEP team.

STUDENT AND PARENT DUE PROCESS

If determination is made that a student has violated this policy, the student, parents and/or guardians shall be notified of the violation by telephone where possible. The student, parents and/or guardians shall be notified of the discipline consequences to be administered.

VI. REFUSAL TO SUBMIT TO DRUG USE TEST

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

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Red Lodge School District is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Red Lodge School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

Training Rules

These rules will be enforced throughout the school year. Students convicted of any offense involving drugs or alcohol during the school year will be held accountable under the school policy. Any student who violates training rules will be subject to disciplinary action and possible dismissal from the activity. The use or possession of alcohol or illegal drugs shall result in disciplinary action. In addition, being present where minors are in possession of or using alcohol or drugs will result in disciplinary action. Penalties for failure to follow activity policies are listed on page 13 of this handbook.

All suspected or reported violations of training rules shall be properly investigated by school personnel. Coaches/Advisors will require a signed statement from parents supporting actions for violation of rules. Nonsupport of the training rules by parents/guardians or the student will be grounds for non-participation and possibly dismissal from the activity.

Participation following an Absence

A student absent from school for reasons other than unavoidable medical or dental appointment will not be allowed to participate in any extracurricular practices or events until they have returned to school for at least one full day. Exceptions may be made by the principal.

Transportation/Busses

Students will ride school-provided means of transportation to and from all activities. Parents are required to make arrangements in advance and in writing with activity supervisor and/or principal if they wish to transport their children to or from a scheduled activity. Parents or legal guardian may transport only their child.

Out of Town Games

Students attending out of town games or activities, which are sponsored by the school, will adhere to the same rules as for home events or games.

Meals

Student participants will be responsible for providing their own meals.

Student Council

The Roosevelt Student Council is the student representative body, elected by students in grades sixth through eighth. The council promotes the general welfare of the school, stimulation of school spirit and loyalty and encourages high standards of personal student conduct. Students who have constructive criticisms or suggestions about school activities, curriculum or school policies, should contact a student council representative. That representative will bring the concern or suggestion to the council's attention for positive action.

Red Lodge School District Notifications

Parental and Family Engagement
Roosevelt Middle School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website at https: //www.redlodge.k12.mt.us and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

- Uniform Grievance Procedure – Policy 1700
- Student and Family Privacy Rights – Policy 2132
- Parent/Family Engagement and Involvement in Education – Policy 2158
- Student Health Instruction – Policy 2335
- School Activities and Clubs - Policy 3233, Policy 3510, Policy 3550
- Student Health – Policy 3410
- Student Immunization – Policy 3413
- Student Records and Confidentiality – Policy 3600

Non-Discrimination Policy
Red Lodge Schools do not discriminate on the basis of disability in admission to, access to, treatment in, or employment in its activities and programs. The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, religion, national origin, pregnancy, parenthood, marriage, or other reasons not related to his or her individual capabilities.

Gun Free Zone:
Please remember that it is against the law to bring a firearm on school property. Exceptions can be made by the superintendent/building principal for educational purposes such as Hunter's Safety classes.

Tobacco Free Zone:
In accordance with Montana State Law there is to be no smoking or smokeless tobacco in any school building or on school grounds.

Family Rights
In compliance with the Family Rights and Privacy Act, Red Lodge Schools guarantees a parent the right to inspect their child's records. Red Lodge Schools will not disclose personally identifiable information from school records without parental consent. It is the intent of our schools to continue to release certain directory information to the news media and other agencies or individuals with legitimate interests. The school will release certain information generally made public such as height and weight of team members, honors and awards and other information generally found in yearbooks and competition programs without the consent of parents. If you wish, you may request that information may not be released for your son/daughter. Please contact the office if you have any questions.

Immunizations
Montana Law requires all students have the following immunizations: 4 DPT ,3 Polio and 2 MMR's. If proof of immunizations is not on file at the school office, the student may not be admitted unless there is legal written exemption on file.

As of July 1, 2006, the following school immunization rules were amended:

- Prior to kindergarten entry, a child must have two MMRs separated by at least 28 days.
- Prior to school entry in 2006, children, at least 11 years of age entering grade seven, must have a booster of tetanus and diphtheria containing vaccine, if no tetanus or diphtheria vaccine has been given for five years.

House Bill 158 added two more vaccines a student needs for school attendance. The law became effective on October 1, 2015:

- For the coming school year, students will need to be vaccinated against varicella disease, more commonly known as chickenpox. All students in kindergarten through 12th grade will need to have two doses of varicella vaccine. Students attending a preschool or prekindergarten will need one dose of varicella. If a student has already had a case of chickenpox, documentation from a physician can be accepted in lieu of the vaccine. Additionally, students who already had two doses of the vaccine do not need to repeat it.

CONCLUSION

In addition to this handbook, parents are encouraged to review the Red Lodge School District board policy handbook to answer further questions about the procedures and operations of our school.

By implementing this middle school handbook, we strive to ultimately contribute to our students' success both academically and as citizens. As always, we strive to *"Build a Foundation for Life"* and help our students discover *"the beauty of learning, the beauty of character, and the beauty of imagination."*