



Corvallis Middle School

STUDENT HANDBOOK 2017-2018

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CMS Web Page: www.corvallis.k12.mt.us/ms/

Follow us on Twitter @CMS_Updates

To access the Parent Portal, go to the Corvallis School District website. Select Parents > Infinite Campus Portal. Log in to access schedules, grades and report cards, messages, attendance, lunch accounts, and more. Parents can contact the office for assistance with user names and passwords.

Table of Contents

Corvallis Middle School’s Vision	3
Expectations for Student Success	4
Middle School Philosophy	5
Schedule	6
Student Directory Information	7
Student Records	
School Services	7
Guidance/Counseling	
School Nurse/School Health Program	
Library/Media Center	
General Policies/Procedures	8
Lockers	Appropriate Use of Computers and Internet
Textbooks	Handheld Devices
Fire/Emergency Drills	Field Studies
Gift Deliveries	Breakfasts and Lunches
Lost & Found	Bus Transportation
Use of Telephones/Telephone Calls	
Attendance Policy	9
Truancy	Visitors Policy
Tardies	Closed Campus
Withdrawal from School	Loitering
Academic Policies	10
Class Schedules	Standardized Testing
Progress Reports	Honor Roll
Online Gradebook	Promotion
Report Cards	Grading Practices
Parent-Student-Teacher Conferences	
Student Conduct	13
Student Expectations for Success	Playground Safety
Dress Code	Bus Conduct
Inappropriate Items for School	
School Discipline Policy	14
Major Disciplinary Offenses	Discipline Matrix
Detentions	Individual Behavior Plans
Student Activities	17
Student Council	School Dances
Eligibility Requirements	Code of Ethics
Athletics	
Computer Systems Appropriate Use Policy	18
Title IX Policy / Tobacco, Nicotine, Drug & Alcohol Policy	19
Section 504 of Rehabilitation Act of 1973 /Communicable Disease Control Policy	21

The district reserves the right to make updates/edits to this handbook based upon federal, state, and Board of Trustee action. Notice of revisions/edits during a school year will occur through electronic and print communication. Notification in this manner and during a school year will not require a recipient's signature. The handbook is considered a summary of law, policy and necessary operation. In the event of a conflict between law/policy and language found in the most recent version of the handbook, law/policy will supersede handbook language.

Corvallis Middle School's Vision

The staff at Corvallis Middle School (CMS) is committed to providing a positive and safe environment, a challenging curriculum, and a series of specialized programs designed to meet the unique needs of young adolescents. Our staff sets high expectations for themselves and their students and is devoted to providing each child with an opportunity to achieve his/her full educational potential.

Vision for Teaching Excellence

To accomplish our mission, CMS teachers will strive to: a) establish a positive relationship with each child and b) motivate students to learn through rigorous and relevant lessons. This vision can be summarized by three words:

Relationships Rigor Relevance

Expectations for Student Success

To accomplish our mission, all CMS students will be taught the importance of solid attendance, academic excellence, respect, and safety throughout their middle school years. These guidelines are organized around 4 basic expectations for student success:

1. Be Here
2. Be Safe
3. Be Respectful
4. Be Prepared

Belief in Collaboration

We believe that collaboration among the staff, students, parents, and community is an essential ingredient to our school's success. We therefore strive to maintain a culture where:

- Staff members work as a team to do what is in the best interests of the students
- Students feel a sense of community with their teachers, peers, and school
- Parents and community members are welcome at school and actively involved

Corvallis Middle School Expectations for Student Success

	All Locations	Classroom	Hallways	Bathrooms	Cafeteria	Recess
Be Here	Be aware of your surroundings	Physically here- Enter on time and start warm-up Mentally “here”- Be an active participant	Use time efficiently Walk with a purpose	Get in / get out Use during non-instructional time if possible	Enter calmly Patience in line - Keep it orderly Remain at your table until dismissed	Know where to go and get where you need to be Stay within playground boundaries
Be Safe	Honor personal space and boundaries	Make it physically and emotionally safe to learn	Keep it positive- and gossip and rumor free Walk	Wash hands with soap and water	Walk to and from lunch	Play safe and be smart
Be Respectful	School appropriate language Electronic devices away and secure when in classes, hallways, and bathrooms- unless permission is given	Be an active listener: quiet, eyes on speaker, brain on task Respect the staff, your classmates, and guest teachers	Maintain school appropriate language Monitor your voice level Respect classes in session Keep floors & benches clutter free Ears clear of headphones & earbuds	Respect the privacy of others Keep it clean Remember to flush	Make sure no one eats alone Say “please” and “thank you” to the staff Clean your area Respect classes in session Use electronic devices responsibly	Maintain school appropriate language Keep it positive- and gossip and rumor free Keep it clean Use electronic devices responsibly Return playground balls to the office
Be Prepared	Set goals and have a plan	Bring required materials to class	Keep lockers clean and organized	Follow classroom procedures for signing in and out	Make healthy food choices	Remember when you need to be inside.

Middle School Philosophy

The overall purpose of the middle school should be to provide student-centered programs that meet the unique educational, developmental, and social needs of students in grades 5-8. The middle school should provide a supportive and flexible environment that enables students to master basic skills *and* explore a variety of learning experiences while making the transition from elementary to high school.

In keeping with this philosophy, Corvallis Middle School will establish and provide:

1. a core curriculum of language arts, math, science, social studies;
2. exploratory programs and activities in all areas of the curriculum to help students discover and extend their interests and abilities;
3. an extensive advisory and counseling program;
4. a supportive environment for the physical and social development of every student;
5. activity-oriented programs to accommodate the needs of the early adolescent;
6. a positive climate that fosters self-esteem, self-discipline, and student responsibility;
7. knowledgeable educators who are committed to the middle school education;
8. ongoing staff training focusing on the unique needs and characteristics of adolescents; and
9. regular communication between parents and the school.

It is believed that these goals will be reached when responsibility is assumed by the student, the parents, and the middle school staff. We believe that maximum learning will be achieved when:

1. students attend school regularly, maintain a positive attitude, and make every effort to achieve;
2. parents are supportive partners with the school and encourage their children in learning; and
3. staff members strive to meet the individual needs of each student.

Corvallis Middle School Schedule

Period	Begin	End	<u>5th Grade</u>
1	8:30	9:27	Enhancements
2	9:30	10:27	Math
3	10:30	11:47	Morning Block
4	11:50	12:10	Recess
	12:12	12:32	Lunch
5	12:35	1:32	Exploratories
6	1:35	2:30	Afternoon Block
7	2:30	3:30	

Period	Begin	End	<u>6th Grade</u>
1	8:30	9:27	Core
2	9:30	10:27	Core
3	10:30	11:27	Exploratories
4	11:27	11:47	Lunch
	11:50	12:10	Advisory
	12:12	12:32	Recess
5	12:35	1:32	Core
6	1:35	2:31	Core
7	2:34	3:30	Enhancements

Period	Begin	End	<u>7th Grade</u>
1	8:30	9:27	Core
2	9:30	10:27	Core
3	10:30	10:47	Advisory
	10:47	11:07	Lunch
	11:07	11:27	Recess
4	11:32	12:32	Core
5	12:35	1:32	Core
6	1:35	2:31	Exploratories
7	2:34	3:30	Core

Period	Begin	End	<u>8th Grade</u>
1	8:30	9:27	Core
2	9:30	10:27	Core
3	10:30	10:50	Advisory
	10:50	11:07	Recess
	11:07	11:27	Lunch
4	11:32	12:32	Core
5	12:35	1:32	Core
6	1:35	2:31	Core
7	2:34	3:30	Exploratories

Student Directory Information

The District may release certain directory information regarding students, except that parent(s) may prohibit such a release. Directory information shall be limited to: name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, major field of study, and period of attendance in school.

Summary: At times we release information to the *Ravalli Republic*, the *Missoulian*, the *Bitterroot Star*, and local TV and radio stations. We also will periodically post student work and photos on our district web page.

If you do not want any or all of the above information released, you may request nondisclosure by informing the school in writing within the first ten days of the school year. If this request is not received, we assume your permission is given to use your child's directory information as described above.

Student Records

All parents of students under eighteen years of age have the right to see, correct and control access to student records. Requests to review records should be directed to the principal. A specific listing of the rights is as follows:

1. To know the records that are kept.
2. To inspect and review the record or material that pertains to them or their children.
3. To receive a copy of the record at a reasonable cost, if copying is the only way access can be obtained.
4. To receive a response to a reasonable request for explanation and interpretation.
5. To challenge a record claimed to be false or misleading, and to a fair hearing if, after review, no change is made (hearing policies will be explained upon request by the principal).
6. To place a statement of rebuttal in the challenged record if no change is made.
7. To file a complaint with HEW if it is believed that rights are violated.

School Services

Guidance & Counseling

The purpose of the Corvallis Middle School's counseling program is to promote and enhance the learning process. The school counseling program facilitates student development in three areas of competency: personal/social development, academic development, and career development. School counselors are available to help students explore and

problem solve their areas of concern. Although, students may not immediately resolve their concerns, a counselor may provide a new way of viewing a difficult situation.

Counselors work with students in many settings. Counselors teach lessons to entire classrooms of students, work with students in small groups, work with students one on one, and collaborate with parents and teachers to better meet individual student needs.

Students may contact a counselor between classes, at lunch, and before or after school. If the counselor is not available, a request-to-visit message may be left with the office staff.

School Nurse/School Health Program

The school nurse is a registered nurse assigned to several schools on specific days of the week. When students become ill at school, they should go to the office for aid. If it is determined that they are too ill to remain at school, parents will be contacted. Students will not be permitted to leave school without permission from the parent or person specified on the emergency consent. Keep this form updated regarding work number and person to contact in case of emergency. Parents are requested to make the office aware of any student illness or medical problem that would require special needs.

If it is necessary for your child to receive medication on a daily basis, during school hours, we are required to have the following items before any medication can be administered:

- Physician's Orders
- Supply of the medication in the prescription container
- Pharmaceutical container that holds a week's supply of the medication (Sunday-Saturday tablet holder)

Note: All prescribed medication must be delivered to/from the school office by the student's parent/guardian or other responsible adult.

Library/Media Center

The library is open throughout the school day, from 8:00 a.m. until 3:45 p.m. Most books may be checked out for two weeks and may be renewed (unless placed on reserve). Most reference books, magazines, and vertical file materials may be checked out overnight.

Replacement costs will be charged at the end of the school year for materials lost or damaged.

General Policies/Procedures

Lockers

Student lockers are provided for the convenience of the student and to help protect school-issued property. Even though the lockers are assigned to students, the school does not relinquish control over lockers at any time. Students are responsible for articles in their lockers. Combination locks, not key locks, should be used, and the homeroom teacher needs to be given the combination should homework assignments etc. be needed. Students should not share their combination numbers with others. The school is not responsible for lost or stolen articles. If a lock or locker does not function properly, make a report of it to the secretary. Students must remain in their assigned locker throughout the school year and are not permitted to share lockers with other students. Sexually explicit pictures and/or posters depicting illegal substances are not permitted in lockers. Nothing is permitted to be placed outside or on top of lockers without permission.

Textbooks

Students are responsible for textbooks assigned to them. Students are required to keep all texts covered with heavy wrapping paper or a commercial cover. Students must pay fines for missing or damaged books.

Fire & Emergency Drills

Fire, earthquake, and lockdown drills are held regularly. When the alarm sounds, students are to go quickly and quietly outside the building to designated areas. Roll will be taken at that time by the classroom teacher. A bell will sound when students are to return to the room. During lockdown drills students go to the closest classroom and remain there until the “all clear” message. For additional information about our emergency procedures contact the office.

Gift Deliveries

Floral and other gift deliveries will be kept in the office until the end of the school day.

Lost & Found

Articles should be turned in to the main office. Valuable items such as purses, watches or jewelry will be kept in the main office. Unclaimed items will be sent to charitable organizations at the end of each quarter.

Use of Telephone

A phone is available in the office for student use before/after school and during lunch break. If students need to use the phone at other times of the day they must have permission from their teacher. Responsible cell phone use is permitted during lunch/recess, but is prohibited during all other the times between 8:30am and 3:30pm unless permission is given from a teacher or the office.

Telephone Calls

To avoid interruptions in instruction, parent calls and messages to students should be for passing on essential information only. Because students are not permitted to use cell phones during the school day, we ask that parents also limit calls and texts to student cell phones to emergencies only. Calls to teachers will be taken by the secretary who will leave a message for the teacher to return your call as soon as possible. Teachers are in the building from 8:00 to 3:45 each school day.

Appropriate Use of Computers and Internet

A copy of the District’s Acceptable Use Policy (AUP) must be reviewed and signed by parents and students before students are permitted to use the Internet. A copy of the student AUP is available for review under “District Policies” *student* section #3612F, on the District’s website. Additional information is provided on page 15 of this handbook.

Handheld Devices

Students who bring their own device to use, who have Internet access, must abide by the same rules as if they were using a filtered District device. Inappropriate content is not allowed.

Field Studies

Many teachers at Corvallis Middle School take advantage of the exceptional educational opportunities available to students by exploring our world through field trips. By signing the Field Trip Permission slip at the beginning of each school year, parents/guardians give permission for their child to participate in all school-sponsored and supervised field trips that take place during the regular school day. Separate permission slips will be required for evening, overnight, or out-of-state field trips.

Breakfasts & Lunches

The hot lunch/breakfast program is maintained as a vital part of the health program of school. To encourage good nutrition, well balanced meals are offered at a reasonable price. Forms for free or reduced lunches may be obtained in each office as well as the superintendent’s office.

Bus Transportation

Transportation will be provided to and from school according to district guidelines. Most buses leave the school within a few minutes after the final bell. Students need not run, but should go directly to the bus after their last class.

Attendance Policy

Oral communication on the day of the absence is essential. In the event that a phone call cannot be made, a written excuse signed by the parent or guardian must be delivered to the school when the student returns. If parents make a request in writing to the school in advance of the proposed absence, such absence will be considered excused.

1. **Excused absence** - allows the student to make up all work within a reasonable time - reasonable time being two (2) days for every day missed. It is the responsibility of the student to obtain assignments and to make up all work missed when absent. Additional time may be granted at the teacher's or principal's discretion under extraordinary circumstances. The two-day waiver does not apply to schoolwork assigned prior to the absence.
2. **Unexcused absence** - allows the student to enter class but implies that parental contact has not been made with the school.
3. **Truancy admit** - the student is allowed to enter class with proper disciplinary measures taken by the principal.
4. **Pre-arranged absence** - Students who know they will be absent from school for a period of time need to have a note from their parent or guardian to obtain an advance make-up slip at least three (3) days prior to being absent.

Since poor attendance may result in retention, it is the responsibility of the parent or guardian to aid school personnel in enforcing the attendance policy. Parents of students who accumulate numerous absences will be notified periodically by mail. A conference will be held if absences become chronic. Students and parents are required to attend this conference.

If your student is absent two consecutive days you may request homework for your student. Please call the office by 9 a.m. and the work will be ready for you to pickup between 3:30 and 4:15 that afternoon.

Truancy

Truancy is defined as persistent non-attendance without excuse (defined in Section 3123 of the Corvallis School District Policy Manual to be for all or any part of the school day equivalent to the length of one period of a child required to attend school.) A student is unexcused if absent without the knowledge and approval of parents, guardians, and/or school authorities. Full-day truanies or single-period cuts will result in a parent contact and conference. Truant students may be suspended or assigned to make up the time they have missed. Chronic truancy may result in a hearing in front of the School Board for further action, which could include expulsion.

Tardies

Students are expected to consistently arrive to class on time. Students who arrive late to school should report to the office for an admit slip.

1. **Excused tardy** - Students who arrive at school in the morning after the 8:30 a.m. bell must bring a note from a parent to be excused. Students who are late to class period once at school must have a note from a staff member to be excused.
2. **Unexcused tardy** - Students who accumulate 3 or more tardies in any given class may receive a detention. Students who accumulate multiple tardy detentions will be placed on a tardy behavior plan.

Withdrawal from School

The procedure for checking out of school during the school year is as follows:

1. Authorization for withdrawal must be made by telephone or in person from parent or guardian.
2. Obtain a check-out slip from the office one day prior to leaving.
3. Have slip signed by teachers, return all school books and library books, and make sure all fines are paid.
4. When slip has been completed, return it to the office for final check-out.
5. Transfer of records for students going to other schools will be mailed upon request of that school.

Closed Campus

Corvallis Middle School has been designated as a closed campus school. No students are allowed off campus, unless they have received prior Administrative approval and permission by a parent or guardian to go home for lunch. This privilege can be revoked for tardy or behavioral issues. Once students arrive at school, they are not permitted to go off campus.

Middle School students are not permitted to drive on school campus nor use the parking facilities.

Visitors Policy

Parents are welcome to visit the school or classes! Please contact the office in advance of your classroom visit and then check in with the main office upon arrival. Siblings and students from other schools will not be permitted to visit during the school day. This restriction is due to space, insurance requirements, and legal liability. Non-athletic student activities are for our students only.

Loitering

Non-students will not be permitted to loiter on school grounds. Persons who do not leave when asked to do so, or who return after having been told to leave, will be referred to local law enforcement authorities. This policy includes students who have been suspended or expelled from school.

Academic Policies

Class Schedules

Students will rotate through most courses offered at their grade level. Once student schedules are set, class changes will not be made except under extraordinary circumstances. If a schedule change is desired, an appointment should be made with the counselor.

Student Report Cards and Progress Reports

Report Cards and progress reports are posted quarterly on the portal immediately after the grades are final. Parents will be notified by email and text when mid-term and end of quarter grades are posted. They will *not* be mailed out except upon request. Printing of grades can also be accomplished at any time during the school year upon request. Parents are encouraged to initiate contact with the school regarding student progress at any time.

Online Gradebook

Parents have the opportunity to monitor student's progress by viewing teacher gradebooks via the Parent Portal on the school district website. Access to the secure site requires personal username and password assigned by the school. Contact the office for further information.

Parent-Student-Teacher Conferences

Parent-student-teacher conferences will be held in November. Parents will be notified of scheduled times and dates through the school newsletter and individual notes sent home with the students. In order to meet the individual needs of all students, teachers must communicate with parents. Conferences make that communication possible. Parents are strongly urged to make a special effort to attend with their child. If parents wish to schedule additional conferences during the school year, they may do so by contacting the individual teacher.

Standardized Testing

The Smarter Balanced Assessment is given to all students in the middle school each spring. This is a comprehensive assessment covering a broad range of objectives in English Language Arts and Math. The Science CRT (Criterion Referenced Test) is also given to all eighth graders each spring. Test results will be made available to parents. The principal or counselor will be happy to discuss these results with you.

Honor Roll

The Honor Roll is a means of giving special recognition to distinguished middle school students. GPA will be based on all classes taken during that quarter. Achievement criteria are as follows:

1. **Highest Honors:** 4.00 GPA
Awarded to those students earning all A's
2. **Honors:** 3.50 - 3.99 GPA
Awarded to those students earning all A's and B's.

GPA = Grade Point Average:

A = 4.00 C = 2.00 F = 0.00
B = 3.00 D = 1.00

Promotion

In order to be promoted to the next grade level a student must pass three out of four of the core classes. The core classes are: math, language arts, science and social studies.

Final letter grades are assigned to the core classes each quarter. To officially pass a class, students must average a 1.0 GPA or higher for the year. (The average class GPA is determined by adding the GPA points earned over four quarters and dividing by four.)

In grades six through eight, percentages are used to determine final letter grades. Students who do not officially pass a class based on the average 1.0 GPA will be considered to have passed if their four quarter average in that class is 60% or higher.

Eighth grade students who meet these promotion requirements have an opportunity to participate in an end-of-year promotion ceremony as well as a promotion celebration field trip and dance.

Grading Practices

Corvallis Middle School

Purpose of Grading

The primary purpose of grades is to communicate the level to which students have learned the required standards.

Academic Grades

Academic Grade - An academic grade should measure what a student knows and is able to do in relationship to the content standards. The academic grade is intended to be an accurate reflection of a student's level of mastery of class learning goals after adequate study.

Grade 5: In fifth grade, letter grades are determined by averaging the proficiency grades (1-4) listed for each class on the standards-based report card. Note: Work habits/responsibility grades are not included when determining the letter grade.

Proficiency Grade	Description
4	Exceeds Standards (Advanced)
3	Meets Standards (Proficient)
2	Approaching Standards (Nearing Proficient)
1	Not Meeting Standards (Novice)

Letter Grade	Average Proficiency
A	3.5-4.0
B	2.5-3.0
C	2.0
D	1.5
F	1.0

Grades 6-8: In sixth through eighth grades, letter grades are determined based on percentages (0-100%). Note: Work habits/responsibility grades are not included when determining the academic letter grade.

Letter Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Academic Practice

A student may receive marks for practice that takes place *during* the learning process. Practice can be assigned in class or outside of class, yet the goals are the same: a) to have students work on items that they have not yet mastered, and b) to help students identify mistakes and correct misconceptions. Because practice is not a final indicator of learning, it should only be a minor part of the academic grade.

Late Work

Due Date - Assignments submitted by the due date will receive full credit.

Late Work Deadline – Late work will be accepted after the due date for a reasonable period of time. Work received after the due date and before the late work deadline may be lowered by up to 10%.

Zeros - A zero may be used as a last resort if the student makes no effort to complete an assignment.

Re-takes and Revisions

Students will be encouraged to re-take tests/quizzes or revise and resubmit assignments that they have not yet mastered. Teachers will provide a reasonable number of opportunities for students to re-do tests or already submitted assignments *if* the student provides evidence that they have done additional work to learn the material.

Grading Practices (continued)

Learning Skills

Learning skills are those behaviors and work habits that, when mastered, can increase academic achievement and personal accountability. Learning skills are reported *separately* from the student's academic grade through:
1) a student work habits/responsibility grade, and 2) report card comments.

Work Habits/Responsibility Grade

The work habits/responsibility grade reports the extent to which a student submits complete and quality work in a timely manner. The Responsibility Grading Scale (1-4) is as follows:

4	Consistently Meets Expectations	<ul style="list-style-type: none">Consistently submits assignments on timeConsistently submits quality workConsistently prepared for class
3	Frequently Meets Expectations	<ul style="list-style-type: none">Typically submits work that is complete and on time.When work is late or incomplete, the student consistently makes an effort to turn in a quality product before the final deadline.Usually prepared for class, and makes an effort to get any forgotten materials as quickly as possible.
2	Occasionally Meets Expectations	<ul style="list-style-type: none">Occasionally turns in completed work by the due date. When work is late or incomplete, the student sometimes make an effort to turn in a completed product.Often requires prompting from an adult to meet expectations.Occasionally prepared, but typically only brings some of the necessary items to class.
1	Does Not Meet Expectations	<ul style="list-style-type: none">Work is frequently late, incomplete, or missing.Little effort is made to turn in late or missing work, and work that is turned in is either incomplete or rushed.Rarely brings necessary materials to class.

Comments

When appropriate, teachers may provide comments on the report card that provide input about other learning skills relevant to the student's progress. Learning skills addressed in the comments section include but are not limited to: a) use of class time, b) interpersonal skills, c) organization, and d) self-regulation. Parents are encouraged to contact the teacher to discuss the student's report card comments in more detail.

Individual Class Grading Policies

The above Grading Practices provide general guidelines to be used in all classes at CMS. Because learning objectives vary from grade to grade, class to class, and student to student, it is important that teachers also use sound professional judgment when developing the specifics of their class grading policies. Teachers will communicate the details of their individual grading policies to students and parents at the beginning of each course.

Student Conduct

Student Expectations for Success

Students will consistently be taught the importance of applying four strategies for success at CMS: be here, be safe, be respectful, and be prepared.

Dress and Appearance

Student dress is concerned with general social acceptance, cleanliness, safety, disease prevention, and good grooming within the realm of accepted styles and fads. While we encourage individuality, the dress code strives to foster our vision for a healthy and positive environment.

- Students should dress causally and comfortably for school, while wearing clothing that is well-suited for a school environment. Extreme or bizarre dress is not acceptable.
- Clothing should cover the torso, midriff and backside, and have sleeves or straps.
- The head and face should be uncovered. Appropriate headgear may be worn for warmth and protection outdoors. Headgear may be permitted inside during periodic school-approved spirit days.
- Clothing, drawings, or accessories that display or promote negative messages are not permitted. These include but are not limited to information related to drugs, alcohol, tobacco/nicotine products, gangs, weapons, obscenities, put downs, negative stereotypes, sexual innuendos, and offensive words or graphics.
- Special circumstances will be considered on a case-by-case basis.

Exceptions to the dress code may be made for special days or special events. These are announced in advance.

Student Relationships

Good judgment should be used in personal relationships. Inappropriate public displays of affection (PDA) as determined by the administration, will be treated under the school's minor disciplinary procedures.

Inappropriate Items/Activities for School

1. **Fundraising:** Students may not conduct a fund-raising project for another school or organization on campus without permission.
2. **Distribution of Printed Material:** Material not produced under the supervision of a staff member of Corvallis Middle School will not be distributed in the school building or on the grounds unless approved by the principal.
3. **Electronic media:** Personal electronic items can disrupt the learning process and can be easily stolen or damaged. Electronic media should be stored in a secure location during the school day unless students have permission to use them.

4. **Cell phone use,** including text messaging, is prohibited between 8:30am and 3:30pm without permission. Violation may result in temporary impoundment until the end of the school day. Repeat offenders will receive detentions, and parents may be required to come to the office to pick up the phones. Office phones are available for student use throughout the school day.
5. **Skateboards, roller blades, and scooters** are not permitted on campus. They will be temporarily impounded and use of these items may result in a detention.
6. **Riding bikes on school property** is prohibited during school hours. Failure to walk bikes on school property may result in the temporary impoundment of the bike and/or a detention.

Playground Safety

Students should use the playground equipment the way it was intended to be used. To prevent injuries and damage to equipment:

- Keep at least one hand on the playground equipment at all times.
- Do not climb the basketball net poles or hang onto the basketball rims or nets
- Stay off the chain link fences, even if objects are on the other side.
- Stay away from the track and football equipment
- Swing Set Rules:
 - Swing forward and backward only
 - Only one person at a time on a swing
 - Do not jump off the swings
- The following activities are too dangerous for lunch recess include: tackle football; dodge ball; Red Rover; King of the Mountain; and throwing hard objects (including baseballs, softballs, and snowballs).

Bus Conduct

Students are expected to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. School rules and expectations apply to all bus activities. Student expectations include:

- Follow directions the first time they are given.
- Keep hands, feet and objects to yourself.
- All parts of your body and all objects must be kept inside the bus.
- No eating or drinking on the bus
- No profanity, rude gestures or teasing.
- No loud talking or loud noises.
- No fighting, pushing, shoving or rough play.
- Students must remain seated at all times while the bus is moving.
- If there is a problem on the bus, students must wait until the bus stops to report it to the bus driver.

Misbehavior on the bus can deprive a student of the privilege to ride.

Student Conduct (continued)

Minor Infractions

To include, but not limited to: excessive noise, not remaining in their seats, insubordination, etc. For minor infractions bus drivers have the ability to assign designated seats when necessary, contact parents, and/or notify building principal. Consequences may follow individual building discipline policies including detention or suspension.

Major Infractions (or repeated Minor Infractions)

To include, but not limited to: any behavior that inhibits the driver's ability to operate the bus safely, and/or any behavior that inhibits the rights or safety of the other passengers. Students whose behavior results in a major infraction be issued a bus citation. The building administrator will determine the appropriate consequence level, based on the severity of the bus infraction.

Consequences for receiving a citation are as follows:

Level 1: Driver documents the incident and notifies the building principal. A conference is held with the principal and student. Parents are notified.

Level 2: Driver documents the incident and notifies the building principal. A conference is held with the principal, bus driver and student. Parents may be required to attend.

Level 3: Driver documents the incident. Student may be suspended from riding the bus from 1 to 3 days.

Level 4: Driver documents the incident. Student may be suspended from riding the bus from 4 to 7 days.

Severe Clause (or repeated Major Infractions)

To include, but not limited to: vandalizing the bus, fighting, drugs or alcohol, or interfering with the safe transportation of students.

Any "SEVERE CLAUSE" violation is automatically classified as a Level 3 or Level 4 infraction and may result in suspension from school, payment for repairs or damage to the bus, and/or a hearing with the school board and permanent suspension from riding the bus. Repeated major infractions may also result in "Severe Clause" consequences.

School Discipline Policy

Any student involved in a major disciplinary offense will automatically incur a three day suspension from school and extra-curricular activities.

Major Disciplinary Offenses

The following are examples of major disciplinary offenses and grounds for suspension:

1. Using, possessing, selling, or furnishing any firearm, knife, firecracker, gun powder, ammunition and/or other forms of explosives or dangerous objects that could be used as a weapon. This is to include lighters and/or matches.
2. Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
3. Using, possessing, selling, or furnishing tobacco or nicotine products, or paraphernalia related to.
4. Using, possessing, selling, or furnishing of narcotics, or paraphernalia related to.
5. Causing, attempting to cause, or threatening to cause physical injury to another person or person's property.
6. Causing or attempting to cause damage to school property.
7. Stealing or attempting to steal school or private property.
8. Disrupting school activities or willfully defying the valid authority of supervisors, teachers, administrators or school personnel. For example:
 - a) verbal or physical abuse of supervisor, teacher or administrator
 - b) continued disruptive behavior on campus, in a classroom, on a school bus, at a school bus stop, or at a school sponsored activity
 - c) involvement in gambling
 - d) involvement in hazing other pupils or school personnel
 - e) immoral behavior; possession of pornographic material (includes Internet)
 - f) unauthorized entry on school premises or being in a restricted area on campus

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended for immediate expulsion.

Detentions

Students may be assigned a detention for disciplinary reasons. Parents and guardians will be informed of all detentions. Students who receive a detention will serve it during recess and/or lunch. Students who do not report to an assigned detention will be issued another detention.

The following plan is put into effect for students who accumulate four or more detentions during any consecutive four-week period:

Four detentions within a four-week period will result in a conference with the student and assignment of one or more of the following:

- a) a one-day in-school suspension
- b) after-school detention
- c) parent-teacher conference

School Discipline Policy *(continued)*

Five detentions within a four-week period will result in:

- a) a second in-school suspension day
- b) a parent conference, with the understanding that the sixth detention within a four-week period will result in a three-day out-of-school suspension and/or implementation of an individual behavior plan.

Six detentions within a four-week period will result in one or more of the following:

- a) a three-day out-of-school suspension
- b) implementation of an individual behavior plan
- c) a parent conference, with the understanding that the seventh detention within a four-week period will result in a five-day out-of-school suspension and/ or implementation of an individual behavior plan.

Seven detentions within a four-week period will result in a five-day out-of-school suspension, a parent conference, and the implementation of an individual behavior plan upon the student's return to school.

Discipline Matrix

Corvallis Middle School provides interventions and support designed to teach students the skills necessary for academic, social, emotional, and behavioral success. The following discipline plan is put into effect as necessary:

Level 1: Staff member documents student behavior, conferences with student, and may issue a detention.

Level 2: Staff member documents student behavior, conferences with student, and may issue a detention. Documentation is shared with the principal.

Level 3: Staff member documents student behavior, conferences with student, and issues a detention. Additionally, the principal will meet with the student and/or contact the parent(s).

Level 4: Staff member documents student behavior, conferences with student, and informs the principal. Level 4 offenses will result in the assignment of one or more of the following:

- a) a full-day in-school suspension
- b) after-school detention
- c) parent conference

Level 5: Staff member documents student behavior, conferences with the student, and informs the principal. Level 5 offenses will result in the assignment of one or more of the following:

- a) a two-day in-school suspension
- b) parent conference
- c) implementation of an individual behavior plan

Level 6: Staff member documents student behavior, conferences with the student, and informs the principal.

Level 6 offenses will result in the assignment of one or more of the following:

- a) a three-day out-of-school suspension
- b) parent conference
- c) implementation of an individual behavior plan

Level 7: Staff member documents student behavior, conferences with the student, and informs the principal. Consequences will include:

- a) a five-day out-of-school suspension,
- b) parent conference, and
- c) implementation of an individual behavior plan

Major disciplinary issues may also result in an expulsion hearing with the School Board.

Individual Behavior Plans

If the school-wide discipline plan is not effective in changing problem behavior, an individual behavior plan will be implemented based on the needs and circumstances present. In certain circumstances, an Individual Behavior Plan will be implemented before Level 7. At this point it is determined that the student is significantly impacting the education of others. These plans may include the following:

- An meeting will be held including staff, parent(s) and the student to develop a behavior contract.
- A behavior support plan may be developed and implemented by the behavior team. This can include an individualized level system and an alternative in-school placement during the level system.
- If appropriate, a comprehensive evaluation referral through Special Education to determine if an emotional disturbance is present.

Note: Chronic and/or major infractions (weapons, drugs & alcohol possession, excessive violent behaviors, etc.) may result in a hearing in front of the School Board for possible expulsion.

Corvallis Middle School Discipline Matrix

Level	1 & 2	3	4	5	6	7
Alcohol / drugs / paraphernalia					X	Administrative Discretion
Cheating		X	X	X	X	Administrative Discretion
Destruction / defacement of property		X	X	X	X	Administrative Discretion
Disruptive behavior	X X	X				
Persistent less severe behavior	X X	X	X	X	X	
Excessive display of affection	X X					
Fighting			X	X	X	Administrative Discretion
Forgery		X	X	X	X	
Foul language	X X	X				
Harassment	X X	X	X	X	X	Administrative Discretion
Not telling the truth	X X					
Pushing drugs					X	
Theft			X	X	X	
Verbal / physical abuse of fellow students	X X	X	X	X	X	Administrative Discretion
Verbal / physical abuse of school officials					X	
Tobacco or nicotine products					X	
Truancy			X			
Unsafe actions	X X	X	X	X	X	Administrative Discretion
Weapons		X	X	X	X	Administrative Discretion
Inappropriate dress	X X	X	X	X	X	
Chronic tardiness	X X					

Student Activities

Every opportunity is afforded students to become involved in extracurricular activities.

This section of the handbook provides the information necessary to take advantage of our varied activities. Activities include but are not limited to: Student Council, athletics, intramural programs, extra-curricular music, National Junior Honor Society, Science Olympiad, Future Problem Solvers, Knowledge Master Open, Math Counts, Spelling Bee, National Geographic Bee, Clay Club, extra curricular music events, and school dances.

Attendance at school is required for at least a half day on the day of any school-related activity/practice. Special prior arrangements can be made in extreme circumstances.

Student Council

The student government, or student council, consists of elected officers that may differ according to student body needs. Generally, there will be a president, vice-president, treasurer, secretary, and class representatives. The student council meets regularly at which time business is transacted and student body activities are discussed.

To become a candidate for office, a student must obtain recommendation forms from the student council advisor(s).

A plurality of votes cast is necessary for election. Once elected, student body officers must maintain academic and citizenship requirements.

Eligibility Requirements for Grades 7 & 8

1. Maintain a cumulative 2.0 GPA. This GPA is based on all classes taken during the current quarter.
 - a) A student who does not have a cumulative GPA of 2.0 calculated on all classes will be placed on probation for seven days.
 - b) A student who continues to have a cumulative GPA of less than 2.0 after the probationary period will be ineligible to participate until the GPA standard is met.
2. A student who receives a failing grade (below 60%) in language arts, math, science, or social studies will be assigned a lunch/recess study period for two days during the following week. During the next eligibility check, if the student continues to have a failing grade in a core class, the study period will continue. Eligibility is maintained with a failing grade in a Core area as long as the 2.0 GPA standard is met, but students must attend the study period and work productively.
3. Any suspensions received during the week will result in ineligibility.

School Dances

The school sponsors several Friday night dances each year for Corvallis 7th and 8th grade students. Students who have been suspended or were absent more than 1/2 day (for non-school related reasons) on the day of the dance are not permitted to attend the dance. All students must be checked out from the dance by a parent or guardian. Students who are going to be checked out by a friend's parent or guardian must bring a note from their parent stating that the friend's parent will be taking them home.

Athletics

The student body and teachers of the Corvallis Middle School take pride in our athletic program where excellence and participation are stressed. We invite you to become a part of the following programs: girls volleyball, girls/boys basketball, football, track, cross-country, wrestling and cheerleading. Community sports include soccer and baseball. We also have a 5th-6th grade tennis intramural program.

Code of Ethics

The Code of Ethics applies to all students at the middle school level who represent the school in an extra-curricular program. The code requires students to make a commitment regarding grades, citizenship and sportsmanship, avoidance of the use of drugs, alcohol, or tobacco and nicotine products, and care of school uniforms and equipment. The commitment applies throughout all sports' seasons.

Spectator Code of Ethics

1. Spectators are an important part of the game and should conform to accepted standards of good sportsmanship and behavior.
2. Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing and other disrespectful gestures, activities, or remarks should be avoided at all times.
5. Bells, whistles, or noisemakers of any kind are acceptable and proper for outdoor athletic events, but not for indoor events. Noisemakers should not interfere with the various activities.
6. School discipline policy is in effect at all events and spectators causing disruption will be asked to leave.

Computer Systems Appropriate Use Policy

District-Provided Access to Electronic Information, Services and Networks

Internet access is available to the District's students, faculty, and community members. Through its computer network, the District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science-related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network. Students utilizing

District-provided Internet access must first have the permission of parents and must be supervised by the District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online, just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The District will provide filtering software to computers accessing the Internet. The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

Privacy/Confidentiality:

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other school employees, may at any time review the subject content, and appropriateness of electronic communications or other computer files and remove them if warranted. Any violation of District rules will be reported to school administrators.

Personal Information:

User accounts and network passwords are provided for all users in the school district. Users should not share their password with anyone. Users should not log onto the network with another user's login name and password. If a user suspects someone has discovered their password, they should change it or have it changed immediately.

Copyright:

Users may not plagiarize the work of others. This includes the use, without proper citation, of any text, image, music format, clip art, video, or code that belongs to another person, whether or not the user has read any copyright restrictions regarding that item. The

proper way to include copyrighted materials in a report or presentation is to utilize a small portion of the work, and then to cite the author and copyright information in acceptable format, such as APA or MLA citation standard. If a user wishes to use a larger percentage of the original work, s/he should contact the author, or copyright holder for written permission.

Installing copyrighted software is prohibited without appropriate licensing and permission of the network administrator.

Inappropriate Sites:

The use of the District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written, audio, video, or image) are off limits to users.

E-mail/Chatting:

Students are prohibited from using email, including commercially available email accessed through a web browser, unless it is an approved and supervised part of a class activity. Students are also prohibited from joining chat rooms unless it is a class approved activity. Any student email assignment or project will be authorized through the teacher and principal.

Hacking:

Users shall not infiltrate computing systems in or outside the District. Examples of hacking include: the release of viruses, worms, or other programs that damage or otherwise disrupt a computing system or network. Disrupting another's ability to use that system (e.g., changing software/hardware configurations or installing/deleting software). Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

Inappropriate Use:

Users shall not use the District computer network to:

- Solicit sales, or conduct business
- Set up web pages to advertise or sell a service
- Engage in activities of a criminal nature
- Transmit obscene, abusive, sexually explicit, inappropriate, or threatening language.

Discipline for Violations of Acceptable Use Policy

Consequences for infringements of the computer systems appropriate use policy will be determined by a school administrator or designee. The facts of each case will be reviewed and the consequences determined by the severity of the case. Consequences may include conferences with student and parent, suspension from computer system, suspension from school, meeting with school board, and possible expulsion from school.

Title IX - Sexual Harassment and Intimidation Policy

For Students and Employees

Sexual Harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when: submission is made either explicitly or implicitly a term or condition of an individual's employment or education; submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

An "intimidating, hostile or offensive employment or educational environment" means an environment in which: unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable, or any aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

The following are examples of sexual harassment or intimidation:

- a) sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- b) sexual gestures, verbal abuse, sexually-oriented jokes, innuendo or obscenities.
- c) displaying of sexually suggestive objects, pictures, cartoons, or posters.
- d) sexually suggestive letters, notes or invitations.
- e) employment or educational benefits affected in exchange for sexual favors.
- f) physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcomed touching.
- g) hazing, or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in nontraditional settings.

For further information regarding this policy or to file a report of sexual harassment contact the Corvallis School District Title IX officer:

**The Corvallis School District Title IX Coordinator:
Mr. Tim Johnson - Phone: (406) 961-4211**

Tobacco and Nicotine Products, Drug and Alcohol Policy

Philosophy

The Corvallis Middle School recognizes that substance abuse, the harmful use of tobacco and nicotine products, drugs, and alcohol, and the problems associated with it are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to illness, chemical dependency and alcoholism. We, in conjunction with the family, will support prevention, early intervention, and appropriate referral. It is our intent to act as an educator, identifier and referring agent to promote the safety, health, and well-being of our students.

The Corvallis Middle School believes that along with the parents and the community, the school has a role to play in helping students understand the health risks and total dangers of tobacco and nicotine products, alcohol, and drug use. Therefore, we wish to cooperate by acting as a resource to students, parents, and teachers.

The use, possession, distribution, or sale of substances banned in Corvallis School Board Policy while in school or at school sponsored events, is expressly forbidden. Examples of banned substances include those associated with tobacco, nicotine, alcohol, illegal drugs, and the intentional misuse of prescription drugs and other products.

Non-Disciplinary Procedures

a) **Self-referral:** Students who are concerned about their involvement or the involvement of another person with tobacco and nicotine products, drugs or alcohol are encouraged to ask a staff member for assistance. This staff member will help the student contact appropriate resources. All self-referrals (including those from athletes and other participants in school-sponsored activities) will be treated without disciplinary action.

b) **Referral by others:** Effective substance abuse prevention and early intervention requires consistent awareness and careful observation by individuals who work with or observe the student on a daily basis. Individuals (staff, another student, parent, or community member) who are concerned about another student, should contact a counselor or the administration in the school.

Disciplinary Procedures

Any student who has been found to be using, possessing, or distributing substances banned in Corvallis School Board Policy will be disciplined in the following manner:

1. **First offense** while in attendance at any one school level (i.e., elementary, middle school, or high school): law enforcement will be contacted immediately upon verification of a drug or alcohol violation and may be contacted at administrative discretion for any other banned

Tobacco and Nicotine Products, Drug and Alcohol Policy (continued)

substances. Parents will be notified and asked to make arrangements to take the student home for the remainder of the day. If unable to go home, students will be placed in suspension for the remainder of the day. The student will be suspended for the next 5 days and may be ineligible for participation in all extracurricular activities for a period of 2 months from date of return to school. The building administrator or designee may reduce the suspension to 3 days or equivalent detention and upon date of return to school loss of extracurricular eligibility to one week if:

The student and parents agree to a drug and alcohol assessment provided at a State-approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, at the family's expense, and follow the recommendations. The student and parents must submit a copy of the recommendation prior to re-admittance.

The initial suspension or extracurricular ineligibility may be reinstated by the building administrator or designee whenever a student fails to follow through with recommendations.

2. **Second offense** or additional offenses while in attendance at school: Parents and law enforcement will be contacted immediately upon verification of the violation. Students will be suspended from school for a minimum of two weeks. With a drug or alcohol offense the student will be expelled from school for the remainder of the semester. Upon return to school, the student will be ineligible for extracurricular school activities for a period of six months. The building administrator or designee may waive the loss of extracurricular eligibility if:

The student and parents agree to a drug and alcohol assessment provided at a State-approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, at the family's expense, and follow the recommendations. The student and parents will be required to provide proof that the recommendations have been followed after the student has returned to school and prior to participation in any extracurricular activity.

Definitions

Use: Whenever a student has consumed, taken, or is under the influence of tobacco and nicotine products, drugs or alcohol on or near school property any time during school hours or at a school sponsored activity.

Possession: To have any substance banned in Corvallis School Board Policy on your person or within an area of your control including but not limited to car, locker, books, and clothes on or near district property any time during school hours or at a school sponsored activity.

Distribution: To share and/or sell any substance banned in Corvallis School Board Policy to other students or persons on or near district property during school hours or at a school sponsored activity.

Dangerous drug: Any drug, obtainable with or without a prescription, that can be used in a manner dangerous to the health of the user. This includes, but is not limited to: marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, and hallucinogens.

Alcoholic beverage: Any beverage that contains alcohol, including but not limited to: beer, wine, wine coolers, non-alcoholic beer, and liquor.

Tobacco/Nicotine: Anything that contains or is associated with tobacco/nicotine products, including but not limited to: chewing tobacco, nicotine products, cigars, cigarettes.

Found: Positive proof that the student has involvement in use, possession, distribution of tobacco and nicotine products, alcohol or other drugs. Self-referral is no longer an option under these conditions.

Behavioral Management Team: A team approach to deal with students who are having persistent behavioral problems. The team is comprised of the principal, the counselor, the school psychologist, and classroom teachers.

Intervention: The process by which designated members of the Behavioral Management Team share information and concern about a student with their parent(s) or guardian(s) and makes recommendation to parent(s) for dealing with the concern.

Section 504 of Rehabilitation Act of 1973

Any complaints regarding discrimination against individuals with disabilities may be directed to: **Mr. Daniel Carrasco, Corvallis School District Section 504 Coordinator at (406) 961-3201.**

Communicable Disease Control Policy

The Corvallis School District #1 will work cooperatively with the Ravalli County Health Department to enforce and adhere to this policy for the prevention, control, and containment of communicable disease in schools.

A. Students are expected to be in compliance with the required immunization schedule. The governing authority is required under Section 20-5-403, Montana Code Annotated (MCA), to exclude school children from school attendance who are out of compliance with the immunizations required by this statute. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers, and exclusions.

B. The superintendent has the authority to exclude a student or staff member from school when reliable evidence of information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious. All reportable communicable diseases will be referred to the Ravalli County Health Department.

C. When reliable evidence or information from a qualified source confirms that a student/staff member is known to have a communicable disease or infection that is known not to be spread by any form of casual contact, i.e. AIDS/HIV infection, Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case-by-case basis by a review panel to ensure due process.

D. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition of school entry or for employment or continued employment.

E. Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting or school buses. School personnel will be trained in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to by all school personnel.

F. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information.

G. Instruction on the principal modes by which communicable diseases, including, but not limited to, Human Immunodeficiency Virus infection, are spread and the best methods for the restriction and prevention of these diseases shall be taught to students and parents, and in-service education shall be provided to all staff members.