

CS Porter Middle School

Student Handbook

2023-2024



2510 W Central Avenue

Missoula, MT 59804

406-542-4060

Fax 542-4098

Attendance Line:(406) 542-4060

Principal: Ty Solberg

tasolberg@mcpsmt.org

Assistant Principal: Kammy Meyers

kmeyers@mcpsmt.org

**Bell Schedule: First Bell 7:45 a.m. / Tardy Bell 7:50 a.m. /
Dismissal Bell 2:45 p.m. (Thursday: 2:00 p.m.)**

STUDENT NAME

CREW

CS Porter Community Mission

We will empower, engage and inspire each and every student to reach his or her full potential as a lifelong learner and respected member of the community. We will encourage students to pursue their dreams with confidence and passion in a safe, stable, and supportive learning environment.

CS Porter Keys to Success

BE RESPECTFUL

Show regard and consideration for others, the property of others and yourself.

BE RESPONSIBLE

Be accountable for things that are within your control. Take responsibility for what you say or do. Remember to think about the impact your words and/or actions have on the people around you.

BE SAFE

Make decisions that are safe for you and others.

CS Porter Middle School Staff

Building Administration: Ty Solberg, Principal
Kammy Meyers, Assistant Principal

Counselors: Joanna Shapely: All of 7th grade, 6th grade A-M

To-Be-Hired: All of 8th grade, 6th grade

Office Secretaries: Stacie Staples and Ciana Kelly

Grade Level Teams

Grade Six:

Joseph Boone
Erica Carroll

Heather Vallejo
Amanda Maughan

Jim Martin
Erin McLeod

Sander Tollefson

Grade Seven:

AB Adams
Mindy Hammitt

Britany Eisenzimer
Blake Love

Brian Moe
Steve Strothman

Melissa Briner

Grade Eight:

Alex Payne
Kasey Marks

Terry Jarvis
Nick Shepherd

Mindy Nowlen
Allie McFarland

Marci Miller
Tanya Johnson

Exploratory and Music Programs

Leslie Snoke – Visual Art
Scott Edge – PLTW/Computer Applications
Zia Jernigan – PLTW/Computer Applications
David Maughan – Spanish

Brit Englund – Band
Jason Gruber – Orchestra
Amy Smart – Choir

Special Education, Title One and Intervention

Kristin Roberts – 6th Grade Special Education
Elizabeth Lombardi – 7th Grade Special Education
Josh Hiday – 8th Grade Special Education
To-Be-Hired– SLP
Marie Craton – Life Skills
Marilie Vesledahl – Title One Reading
Blake Cohlhepp - 6/7 Special Education
Sarah Snodgrass – Speech-Language Pathologist
Kelly Jennings – School Psychologist
Ariel Cornelius- Dean of Students
To-Be Hired - Academic Interventionist
Erica House- Behavior Interventionist
Lindsay Davis - Behavior Interventionist
ELL To Be Hired
Jenn Pfeiffer - FRC/FIT

Librarians

Brianna Lipke
Kim Rieley

Custodial Engineers

Jeff Corbett – Day Custodian
Scott Stephens – Evening Custodian
Annette Beckham - Evening Custodian
Austin Holzworth - Evening Custodian
Nick Holzworth - Evening Custodian

ParaEducators Staff

Rebecca Dowdle – 6th Grade
Cyndi Shockley – 7th Grade
Laurel Schmautz - 8th Grade
Carleen Hathaway – SLP

Jason Vanderwall– SLP
To-Be-Hired– Life Skills
Jenny Lilly– Life Skills
Rachel Potter - Life Skills
To Be Hired- Student Services Para

Lunch Program

Michelle Moore – Lunch Host
Cynthia Pena – Co-host

School Resource Officer

Officer Matt and Officer Castro

SUPERINTENDENT'S MESSAGE

On behalf of Missoula County Public Schools, we welcome you to the 2023-2024 school year! We're excited to have you join us and we hope to make your educational experience the best that it can possibly be. It is my honor to serve as the superintendent of MCPS, and I am excited about the opportunities our schools will help provide to you to learn and grow in the months ahead.

This handbook contains important guidance for MCPS students and parents. The administration is required to enforce the rules described in this handbook and is given the discretion needed to address special circumstances as they arise. It is the student and parent's responsibility to know and comply with the policies listed in the handbook. If the student or parent has a question, we recommend you contact your school.

We strongly encourage students and parents to read the handbook. It is a great tool for navigating and understanding the resources that are available to you. Students and parents are required to sign the accompanying signature card and return it to the school office.

We sincerely hope that each of you will have a successful and enjoyable year.

Micah Hill, Superintendent

BOARD OF TRUSTEES 2023-24

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Notice of Non-Discrimination

CS Porter Middle School does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Ty Solberg, Principal
645 W Central
Missoula, MT 59801
406-542-4085

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

Welcome to CS Porter Middle School

Welcome! Our middle school is structured to provide students with the opportunity to learn, to grow and to have fun in a safe environment.

Visitors

Parents/Guardians/Visitors must have a pre-arranged appointment with a staff member to enter the building during school hours. Please check in at the main front office located on Central Ave. If you are looking to volunteer please visit the district webpage to submit an application to volunteer within MCPS schools.

Parents/guardians are permitted to visit their student during school hours in the office lobby. Please check in at the front office and we will call your student down to the office.

WIN

Students will have a WIN (What I Need) period each day during first period. During WIN, students will work on various academic areas which support the building Continuous School Improvement goals. Students may be involved in flexible small intervention or extension groups based on data and individualized need.

Closed Campus

CS Porter Middle School has a closed campus. Leaving the school grounds at any time during the day without permission is not permitted.

- If a student will be leaving with someone other than a parent/guardian, the parent must provide written permission stating the third party's full name and the time of the pick-up.
- If a parent/guardian wishes to have a student sign him/herself out and go home for lunch and/or to a specific appointment, a written permission from said parent/guardian must be presented at the office at the time of departure.
- Students are also required to sign in at the office if they are arriving late to school or if they are returning from an appointment.
- Closed campus includes after-school activities including clubs, sports, and other events.

STUDENT SERVICES

CS Porter Middle School staff understands that students have unique needs that may require different services at times. Student Services at CS Porter will serve as a centralized location for students to access support services when needed. Student Services at CS Porter include the coordination of mental health services, disciplinary intervention, access to basic needs provisions, medical attention, and regulation support. Students seeking access to Student Services will need to get permission and a pass from their teacher prior to being out of class. The Student Services Para will coordinate care for the student and return them to class as quickly as possible.

HEALTH SERVICES:

First aid for injuries and illness response is provided by school staff and if present and available, a school nurse. It may be necessary for the school to contact emergency services or to send a child home due to illness or injury. It is VERY important that the school have current emergency names and phone contacts.

Parents and guardians should complete a new health history form whenever there are significant health changes in your child such as a new life-threatening allergy. Ask the school secretary or school nurse for this and any other health-related forms, procedures or information or see the district website under the student services then health services tab.

ALLERGIES:

The District has procedures for the management of life-threatening allergies of students. Information about these procedures may be found on the District's website under the student services then health services tab.

Life-threatening reactions are called anaphylaxis (pronounced an-a-fi-LAK-sis). Anaphylaxis can occur from stinging or biting insects, medication, foods or latex. Anaphylaxis is a collection of symptoms affecting multiple systems of the body. The onset of these symptoms is most commonly immediate, although may be delayed by hours. The symptoms can include:

- **Mouth:** Itchy, swelling of tongue and/or lips
- **Throat:** Itchy, tightness/closure, hoarseness, trouble breathing/swallowing
- **Skin:** Itchy, hives, redness, swelling, red watery eyes
- **Gut:** Nausea, vomiting, cramps, diarrhea
- **Lung:** Short of breath, wheeze, repetitive cough
- **Heart:** Pale or blue skin color, dizzy/faint, weak pulse
- **Neurological:** Sense of "impending doom", irritability, change in alertness, mood change, confusion

On occasion, other students and parents may be asked to limit bringing in certain items due to another student's life-threatening allergy. Your cooperation with these needed restrictions is greatly appreciated and important to keep all children safe.

EPINEPHRINE AUTO-INJECTORS IN SCHOOLS:

Each district school maintains a stock supply of auto-injectable epinephrine to be administered immediately for actual or perceived anaphylaxis (life-threatening allergic reaction) in any student by a school nurse or other authorized personnel in accordance with Montana law (MCA § 20-5-421) and Board Policy 3416. Emergency Medical Services (911/EMS) will be called immediately. The parent will be notified following all administration of epinephrine and EMS notification. The limited stock of this medication is not intended to be used in place of medications previously or currently prescribed for specific students or staff with known allergies. Students with known allergies are expected to continue to provide their own health care provider ordered medications and written individual annual anaphylaxis plan.

MEDICATION:

Most student medication can be taken at home either before or after school. Only those medications that your child must have while at school are permitted. "Medications" include

prescription, over the counter and homeopathic or alternative medications such as vitamins. For the safety of all students, students are not allowed to carry any medication unless permitted by law (allergy and asthma medications) or by an accommodation plan. Parents or guardians must bring all other medications to the school office or health office in a pharmacy or manufacturer labeled container. All medications must have annual written parent permission and health care provider signature on file. Unused medication is discarded at the end of the school year. Related medication information and forms may be found on the district website under the student services then health services tab.

Medications during “lock downs”, “perimeter lock-ins” or school evacuations: There are many reasons any of these events may occur during the school day including planned drills, “false alarms”, fires, earthquakes, storms and real or the threat of a dangerous individual in the area. Schools are dynamic places. At the start of an event, your child may be in their classroom, on the playground, in a hall or bathroom or other area such as the lunchroom or cafeteria. When safe to do so during an evacuation, staff will retrieve emergency medications kept in the office. The safety of all students is always the priority. The reality is that the only way your child will always have ready access to their emergency medication, no matter the type of event, is to wear it on themselves at all times. You may choose to instruct your child to keep their emergency medication on them at all times and we will note that. If you choose to do this, it would be best to have your child do this at all times, in and outside of school, so that it becomes a lifelong habit.

COMMUNICABLE DISEASE AND ILLNESS:

If your child feels too ill to participate in school or needs more care than is reasonable in the classroom, the child should stay home until he/she feel better. A complete list of symptoms or illness when students must stay home can be found on the District website under the student services then the health services tab. Occasionally, it may be necessary for the school to send a child home due to illness. If there is the possibility of a communicable disease, the child may return when the condition clears or a health care provider authorizes the child’s return to school. The school may also enforce more stringent illness guidelines when advised or ordered to do so by the health department in outbreaks of contagious illnesses.

HEAD LICE:

Head lice are pests that occur in all communities throughout the year. Lice are transmitted by head to head contact with an infested person. Head-to-head contact can occur in school but is not typical. Schools tend to be the place that identifies infestations then educates about head lice.

For further information see the district website at www.mcpsmt.org □student services □health services □head lice.

CONCUSSIONS:

A strong impact, force or blow that causes the brain to move back and forth within the skull may produce a concussion. These incidents can occur from athletic activity in school or out of school, car or biking accidents or other types of falls or collisions. The District encourages use of a graduated “Return to Learn” protocol based on symptoms for concussed students and requires a

“return to play” protocol for student-athletes. All student-athletes must have an annual STUDENT-ATHLETE AND PARENT/LEGAL GUARDIAN CONCUSSION STATEMENT. For additional information, see the district website at www.mcpsmt.org student services health services Concussion.

HEALTH SCREENINGS:

Hearing screening is done for preschool, kindergarten, 1st and 10th grade students. Additional students may be screened when referred for concerns. Vision screening is done for Pre-school through 5th grade students. Parents are notified if there are concerns. Screenings are not meant to take the place of professional exams.

IMMUNIZATIONS:

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based upon the student’s vaccination status.

Attendance

1. Please call the attendance hotline (406) 542-4060 to report your student’s absence. An automated attendance call will be sent to the primary contact number if an absence has not been received by the office and excused by 9:30 am. Subsequent absences from later class periods that are not excused will also generate an automated message.
2. All entrances to CS Porter Middle school are locked after the 1st period bell (7:50 AM). Students who arrive after 7:50 AM will need to come in through the main entrance on Central Ave.
3. Prompt arrival at school is valued at CSP. Students who arrive after 7:50 am will be considered tardy. To excuse a tardy, please call the attendance hotline.
4. Students may leave during the school day for appointments with parental permission. This can be in the form of a written note or a call to the front office (406) 542-4060. Students must check out at the front office for appointments and check back in at the front office upon returning to school. They are not allowed to use any other doors to leave campus.
5. For extended absences, please contact your student’s teachers to request any work that can be completed. Teachers will attempt to provide work for students but may not be able to provide work ahead of time. Student’s are responsible for requesting and completing all missed work upon their return.
6. Part-time enrollment of a nonpublic or home school student will be recognized at the request of a parent/guardian as long as the student is of school age and is a resident of the district. Tardiness and absence policies are modified for students enrolled part-time.

Telephone Calls and Classroom Disruptions

1. In an effort to minimize classroom disruptions, we ask that you please make any arrangements with your student prior to the school day. We understand that plans change and emergencies may arise, and we ask that you contact the office and we will relay the message to your student.
2. If your student has forgotten their lunch and/or an item necessary for their school day, please drop the item off at the table in the front office lobby. We will contact your student to let them know they have an item to retrieve.
3. Food and drinks delivered outside of breakfast and lunch times are distracting to the learning environment. Any food or drinks dropped off for students will remain at the office until scheduled lunch or end of the day. DoorDash or similar food delivery systems are not allowed at school.
4. Cell phones and other personal electronics including earbuds are not allowed for use during school hours including the lunch period, unless being used for educational purposes under teacher direction. Failure to comply with this policy will result in an office discipline referral and electronic confiscation (see cell phone policy). If a student needs to contact their parent/guardian, please ask for permission to use their cell phone from a teacher or staff member prior to use. There is also a phone available in the front office for students to use.

Computer and Internet Access

MCPS Board Policy 3612 provides computer systems and Internet access for staff and students as an educational tool. Students will be instructed on safe and appropriate usage and will be supervised by MCPS staff while using computer resources. In addition, all use is electronically monitored and Internet access is limited by use of age appropriate filters. The use of these resources is a privilege and access may be revoked due to inappropriate use or abuse. Non-educational use, attempts to circumvent network protocols, knowingly attempting to harm others or to destroy their work is considered inappropriate and abusive, and will be subject to District disciplinary or legal action as appropriate. A full description of usage policies and regulations can be found at the MCPS website at www.mcpsmt.org. Please go to the “Board Policies” link under the “School Board” header at the top of the webpage. A current Acceptable Use Policy (permission form) for each student must be signed by the student and parent/guardian of minors and will be kept on file at the school. A copy of this form is also available online.

Parent-Teacher Conferences

Parent-teacher conferences may be requested at any time during the school year by contacting your student’s homeroom teacher or counselor. Parents will be contacted by the student’s homeroom teacher to schedule specific conference times during the scheduled days with the homeroom teacher. District-wide conferences for the middle schools have been scheduled for the 2023-2024 academic year.

Fall Conference

Wednesday, November 8, 2023

Thursday, November 9, 2023

Midterm and Quarter Reports

At the middle of each quarter, teachers will assign midterm grades. This may include comments about daily work, tests and work ethic. Midterm reports will be available on-line. A report card for Quarter 1 will be given to parents/guardians at the Fall Conference. Quarter 2 & 3 report cards will be sent home with students. Quarter 4 report cards will be mailed home. (Note: If a parent/guardian does not have internet access, please contact the office at the beginning of the academic year.) If parents have questions concerning the grades or comments, they may contact the teacher by phone or set up an appointment.

1st Quarter Midterm September 29, 2023

2nd Quarter Midterm December 8, 2023

3rd Quarter Midterm February 9, 2024

4th Quarter Midterm May 3, 2024

End of 1st Quarter November 3, 2023

End of 2nd Quarter January 19, 2024

End of 3rd Quarter March 15, 2024

End of 4th Quarter June 7, 2024

Breakfast/Hot Lunch

Breakfast will be free for all students for the 2023-2024 School Year.

Breakfast will be served in the cafeteria as “grab and go” Students can grab it as they enter the building and eat in class.

Students will need to pay for lunch for the 2023-2024 School Year. The cost is \$3.25 per meal.

CS Porter Middle School also offers a hot lunch program with several different entrees to choose from and various a’ la carte items. A student’s money is deposited into his/her computerized account and may be used to purchase a regular hot lunch and/or a’ la carte items. The hot lunch consists of a main entrée, milk and dessert. Notices are printed weekly and given to those students whose accounts are overdrawn. There is a “no charging” policy. It is suggested that at least one week of lunches is paid for at any one time. Checks should be written to the *MCPS Meal Program*.

- A student may choose to use cash to make a selection from the a’ la carte line. **Students are asked not to bring anything larger than a \$5.00 bill.**
- A monthly lunch calendar is available from homeroom teachers, on-line or at the office upon request.
- Students may bring a sack lunch.
- Food delivery services (Uber Eats, Doordash, etc.) are not permitted. We cannot screen the delivery staff entering our school.
- Each grade level is scheduled separately for time in the lunchroom and on the playground.

Meal benefits are available to families that qualify. The Meal Benefits Application is available at the office. A family must fill out a new application at the beginning of each school year.

Lunchroom Procedures

- When students arrive in the Gibson Gym, they find a seat at the tables or file into the hot lunch line. After receiving their food, they will return to their seat and enjoy lunch. When they are done, students are expected to inspect their area (table top and floor), make sure the area is clean and raise their hands to be excused to go outside for recess. It is very important to leave the cafeteria clean for the next grade level.

- Backpacks and personal bags are not allowed at lunch or recess. Students are expected to leave their belonging in their lockers or their after-lunch classroom.

Lunch Recess

The Porter playground has been divided up into activity zones with painted white lines. At the beginning of the year, students will be taught the expected behaviors and established procedures. Each grade level is assigned a separate lunch and playground time. Our goal is to create a positive playground environment where students feel safe and have an opportunity to recreate and have fun!

Are you interested in being a part of your child's school day? Consider volunteering to host a lunch game or activity! See our volunteer portal for more information.

Lost and Found

Lost clothing articles are in the hallway near the front office. Smaller items such as watches, glasses and jewelry are kept in the office. At the end of each quarter, items in the lost and found are given to charity organizations if they are not claimed.

In order to keep “Lost and Found” to a minimum, please put your child’s name on his/her coats, gym clothes, notebooks, musical instruments and lunch bags.

Counselors

Jo Shapely and our second counselor to be hired are the counselors at C.S. Porter Middle School. If parents need information on schedules, they should contact the appropriate counselor. Counselors may be reached at 542-4085.

Joanna Shapely:

All of 7th grade, 6th grade homerooms:

Unknown

All of 8th grade, 6th grade homerooms:

STUDENT DROP OFF AND PICK UP

- For supervision reasons, students are **not** to enter through the front doors on Central Ave. on the south side. Students enter their corresponding grade-level door (taught during first week of school)
- Caregivers are asked to please avoid the bus loop and drop students off on the west side of the building on 26th street for easy access to the gym and playground.
- Please use crosswalks provided on Central Ave. Please be aware that there is no playground supervision before 7:40 am.

Student safety is our highest priority.

Bicycle Safety/Skateboards

- Bicycles and skateboards may be used for transportation to and from school.
- Students should use the crosswalks when crossing streets.

- Students should walk their bicycles and skateboards when crossing streets to/from the school grounds.
- A bicycle rack is provided for students to use. It is located on the east side of the gym.
- Students are strongly encouraged to use a bike lock to prevent theft during the school day.
- Students are encouraged to use helmets. Remember, a helmet can save your life!
- **Skateboards, rollerblades, shoes with wheels, and scooters are not allowed to be ridden on school property before, during or after school.**
- **Skateboards, rollerblades, and scooters are not allowed on the Beach buses.**

BUS TRANSPORTATION

Safety, respect and courtesy are expected of all students who ride the school buses to and from school and to field trips. Any time there is a behavior infraction on the bus, parents will receive a Bus Conduct Report and/or a phone call from the principal.

- Classroom conduct is the accepted behavior (Be Respectful, Responsible, and Safe).
- This looks like: following the driver's instructions, remaining properly seated, talking quietly, and keeping your hands and personal items to yourself.
- Obscenities and profanity will not be tolerated on the school bus.
- Bullying/harassment (teasing, shouting, pushing, intimidation or fighting) is not acceptable.
- Students who do not follow the rules may be suspended from the bus.
- Students are only allowed to ride their assigned bus. Students must have a parent-signed Permission-to-Ride slip BEFORE the day of requested ride. Permission-to-Ride slips are at the front office.

School Bus Seatbelt Expectations

If seatbelts are available on your bus:

- All students are required to wear seatbelts as designed.
- Students are expected to buckle themselves in once they have taken their seat. If a student needs assistance, students may ask the bus driver for help.
- Students refusing to use seatbelts as designed will be subject to a Bus Conduct Report and/or a phone call from the principal.
- Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.

All CS Porter bus routes are posted on the Beach Transportation website. (www.beachtrans.com)

Lockers

Students will not use lockers to begin the school year. Students will carry belongings in a backpack. Locker use will be optional and they will be given as the year progresses. Students are expected to use their lockers appropriately. Students should not share locker combinations in order to keep personal items safe. **Students will only be allowed to access lockers at the beginning of the day, before & after lunch, and at the end of the day.**

Website

To view our website, go to www.mcpsmt.org, find schools, scroll down to CS Porter Middle School and select it. Our website includes a calendar of events, team/teacher news, athletic information, Parent Information System and Student Information System. Copies of MCPS policies may also be found on the website, including the Uniform Grievance Procedure and other

applicable grievance procedures. Parents/guardians may obtain a written copy of the Uniform Grievance Procedure by contacting the MCPS Superintendent's Office.[MM1]

Porter Parent Council

The goal of the *Porter Parent Council* is to provide caregivers with an opportunity to be involved in their child's middle school experience. PPC wants caregivers to feel welcome at school and not feel intimidated by the transition from elementary school into this new environment. In order to accomplish this goal, the PPC wishes to:

- Encourage caregivers to attend the monthly meetings. PPC meetings are a forum for voicing opinions and concerns. The PPC meets once a month in the CSP Conference Room. Dates and times will be listed on the CSP website. Everyone is invited!
- Encourage caregivers to volunteer to help with PPC and school-sponsored activities. Volunteer sheets will be circulated at the Fall Open House. Parents will have the opportunity to sign up to help with any one of several different activities.
- Porter Parent Council is looking for members and officers! Please reach out to principal, Ty Solberg if you are interested.

Extra-Curricular Activities

Activities include Student Council, Year Book, Robotics, Quiz Bowl and Math Counts. Detailed descriptions of these activities are located on the Porter website.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Missoula County Public School District subject to the student's eligibility as set out in the Student Activities Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal.

Athletics

Students may also elect to participate in sport activities. Athletics are supervised by the assistant principal. The calendar of dates for the various sport activities is available in the fall.

- Wrestling and track are open to all students in 6th, 7th and 8th grades.
- Soccer and Cross Country are open to all students in 6th, 7th and 8th grades.
- Boys' basketball, girls' basketball and volleyball are open to 7th grade and 8th grade students.

Soccer	9/5-10/14	Cross Country	9/5-10/14
Volleyball	9/5-10/14	Girls Basketball	01/17-3/8
Boys Basketball	10/17-12/15	Wrestling	2/13-4/5
Track	4/1-5/21		

Students electing to participate in interscholastic sport activities are required to pay a participation fee for each activity and a parent/guardian must also sign a sport waiver and concussion protocol prior to the student participating in each sport activity. The participation fee is \$25.00 per sport, with a maximum of \$75.00 per individual and \$125.00 per family. There is no charge for intramural sports. (Note: A parent should contact the assistant principal if there is a financial hardship. Scholarships are available.)

Academic eligibility requirements for participating in athletic activities are as follows:

- No student-athlete may have an “F” in any subject during an athletic season. Grade checks will occur to determine eligibility. A student, whose grade point average is below 2.0 and/or has an “F” in any subject, will be ineligible for the following 5 school days. Weekly grade checks will occur on Friday. If the student has raised their failing grades, the athlete will regain eligibility for the following week.
 - 1) During the 5 days of ineligibility, the student/athlete may practice.
 - 2) Extenuating circumstances for students will be taken into account.
- A student-athlete who is in a prescribed special education class or 504 program and is not meeting academic eligibility will have his/her grades reviewed to ensure all accommodations are being implemented. This review will be comprised of an administrator, parent, special education teacher and the teacher from the class the student is failing.

Student In Good Standing

ACADEMICS

Students in Good Standing earn passing grades (D or higher) in all classes.

The eligibility of students earning a failing grade in one or more subjects will be reviewed.

ATTENDANCE

Students in Good Standing have prompt, regular attendance.

The eligibility of students who have missed five or more days of school in one quarter or have been tardy five times or more in one quarter will be reviewed.

Any student who qualifies as a student with “Chronic Absenteeism” (missing 10 percent or more of their total days enrolled in school) as per the ‘ESSA Chronic Absenteeism Calculation’ from the state Office of Public Instruction will be reviewed by the Tier II/Tier III Intervention team at Washington Middle School.

BEHAVIOR

Students in Good Standing abide by all expectations listed in the CS Porter Middle School Behavior Plan.

- The eligibility of students who have received one or more major ODRs (Office Discipline Referral) in a quarter will be reviewed. Four minor ODRs equal one major ODR.
- Students who receive an out-of-school suspension for any infraction will be ineligible for the activity that quarter.
- Students who receive an ODR that results in a citation from law enforcement or receives a major Office Discipline Referral for possession of an illegal substance or weapon will be automatically ineligible to attend any major field trips.

Families in Transition (FIT) Program

The McKinney-Vento Homeless Assistance Act affords eligible students the rights to immediate enrollment, transportation/busing, automatic enrollment in the free/reduced lunch program, automatic enrollment in Title I services (regardless if in a Title I school), all school-based services of which they qualify, participate in all programs and activities offered to students and families and challenge enrollment/school-choice decisions.

Who is Eligible for FIT Services According to the McKinney-Vento Act?

The term “homeless children and youth” refers to individuals who lack a fixed, regular and adequate nighttime residence. Under the law, a child may qualify as homeless if he or she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing. Examples in Missoula might include: Carole Graham, Mountain Home Montana, YWCA Gateway Program, YWCA Pathways Shelter, Family Promise, Missoula Youth Homes, etc.;
- Living in a motel, hotel, trailer park, or campground due to economic hardship;
- Abandoned in a hospital;
- Awaiting foster care placement;
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing;
- Doubled-up with relatives or friends due to a loss of housing, economic hardship, or a similar reason;
- NOT living with a parent or legal guardian; is an unaccompanied youth living in a situation that meets one of the definitions listed above or due to extreme conflict, unsafe or unsupportive living conditions.

How does the McKinney-Vento program work at MCPS?

Missoula County Public Schools employs a Families-in-Transition (FIT) liaison to advocate for families and to assist them in coordinating academic support for their students. The FIT liaison works closely with Family Resource Center or FIT coordinators at each building in the district to assure eligible families receive needed support. The FIT liaison assists families with immediate school enrollment for eligible students (regardless if missing immunization or academic records), arranges for busing or transportation assistance, and refers students for Title I services for those in grades K-8.

For more information or assistance with determining eligibility, contact the MCPS FIT Liaison:

Colleen Lehman
MCPS FIT Liaison
215 South Sixth Street West
Missoula, MT 59801
406-728-2400 ext. 1080

Family Resource Center or Families in Transition Coordinator

A Family Resource Center or Families in Transition Coordinator is available in each MCPS building. FRC/FIT coordinators are available specifically to serve families seeking help with life’s transitions, challenges and changes. The coordinators assist with accessing resources and services, to include:

- McKinney-Vento services for families and youths experiencing homelessness (as defined by the McKinney-Vento Homeless Assistance Act);
- Additional academic supports;
- Housing and employment – options and information;
- Clothing, food and toiletries – supplies and resources;
- Information, referrals and paperwork assistance;

- Connections to community supports and programs; and
- Crisis/personal support.

To learn more about the services available to families and youths experiencing transitions due to economic hardship, talk to your building FRC/FIT coordinator, Shannon Ortt.

Contact Information for FRC/FIT Coordinator:

To-Be-Hired –CS Porter Middle School –

Curriculum

Exploratory and Music class changes:

Switching music classes is rare, and will be decided through a team approach, based on a number of factors, and on a case-by-case basis. These classes can only be changed at the start of the year and end of the quarter.

Human Sexuality Instruction Absence

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student’s discretionary 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

WHOLE PERSON DEVELOPMENT

CS Porter is committed to whole child development. One of the aims at our school is to equip young people for all the realities of today’s world. With that in mind, we have partnered with CharacterStrong. To learn more, visit characterstrong.com or view the [Caretaker Information Letter](#).

MTSS (Multi-Tiered Systems of Support) at CS Porter Middle School

CS Porter Middle School utilizes Multi-Tiered Systems of Support to address the dynamic needs of middle school students. We use data-informed practices to provide systems of support for students’ behavioral, academic, and wellness needs.

Behavior- Porter has a set of expectations that have been agreed upon by our staff as an effective way to be proactive in supporting positive student behavior. Students at CSP will be learning about these school-wide behavioral expectations at the beginning of the year, and we will periodically remind students about these expectations throughout the year.

In addition to helping students know what our expectations are and supporting them in meeting these expectations, we have a **system for rewarding students’ positive behaviors**. At our school, students are acknowledged for exhibiting the behaviors that we expect. For students who need extra support in exhibiting positive behaviors, we have a variety of interventions available and include caregivers in the process.

Classroom Expectations

1. Allow teachers to teach

2. Allow other students to learn
3. No student will stop the class from functioning

Please take this opportunity to talk to your student about the expectations at school and the importance of continuing to demonstrate **respectful, responsible, and safe behaviors**.

CS Porter Middle School Behavior Plan

Possible Behavioral Interventions

1. Student conference with the teacher, team or administrator
2. Phone call to caregiver
3. Removal from the classroom
4. Detentions (at lunchtime or after school)
5. Community service
6. Parent/Team conference
7. Behavior contracts
8. Hallway/Bathroom restrictions + increased Levels of Supervision
9. Parent/Teacher/Team conference
10. Counseling support
11. Classroom adaptations/accommodations
12. Counseling group
13. Meaningful Work
14. Mentorship (Peer or Staff)
15. In-school suspension
16. Out-of-school suspension
17. Police action
18. Alternative Off-Campus Learning Placement
19. Due process/expulsion

Student Disciplinary Action Definitions and Possible Consequences

**ODR= Office Disciplinary Report (documentation of a behavior infraction)
4 minor Behavior Infractions = 1 major Behavior Infraction (per quarter)**

This list is not intended to be either inclusive or conclusive. Administrators reserve the right to adjust progressive consequences at their discretion pending the determination of special circumstances.

Minor Infraction	Definition	Possible Consequences: Consequences will increase with multiple offenses.
Defiance/Non Compliance	Refusal to comply with directions. For example, talking back or refusing to sit when requested. Use of school areas for non-intended purposes (bathrooms, hallways, closets, common areas)	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Disrespect	Verbal or non-verbal displays of rudeness or discourtesy. For example, inappropriate gestures, mocking, heavy sighing, rolling eyes.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Disruption	Making distracting sounds or having distracting behavior.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Dress Code Violation	Wearing clothing that is not within the guidelines as defined by the school/district. Clothing with derogatory slogans or logos, hats, etc.	Parent notification, Conference with student, after school or lunch detention, provided alternative clothing, loss of privilege, restitution/community service or removal from class (BIR for remainder of period),
Inappropriate Language	Minor profanity and/or offensive language not directed at others. Saying "this is stupid," "this sucks," swearing, etc.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Inappropriate Display of Affection	Non-threatening, but physical contact- kissing, hugging or other forms of displays of affection not suited for the school environment.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Physical Contact/ Aggression	Shoving, pushing, tripping, throwing objects, roughhousing (even in play), or out of competitiveness. Exception: Physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)

Selling for Profit	Students are not allowed to sell items or collect money from other students for profit under any circumstance. Board Policy #3530	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution. May result in major infraction for repetitive actions.
Tardy	Student has had 4 or more tardies in a quarter.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period)
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, camera, earbuds and/or computer at school. Students are not allowed to video or take pictures of students or staff without consent.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), loss of technology use.
Cell Phone/Smart Watch /Headphones and airpods	Student's phone or smart watch is used without staff permission or in an area where phones are not prohibited. (ie during lunch, bathroom or hallway)	<p>First Offense Minor: Phone/Smart watch taken and left in the office until the end of the day. Parent contact.</p> <p>Second Offense Minor: Phone/Smart watch taken and left in the office until the end of the day. Lunch Detention. Parent contact.</p> <p>Third Offense Minor: Phone/Smart watch taken and left in Administrator's office. Parents will be required to come to school and pick up the phone. Lunch Detention. Parent contact.</p> <p>Fourth Offense Major: Phone/Smart watch taken and left in Administrator's office. Parents will be required to come to school for a meeting with the administration and student before the phone can be picked up. Lunch Detention. Parent contact. (All offenses reset each quarter. ie a First offense in quarter one would not roll into a second offense in quarter 2)</p>

Major Infraction	Definition	Possible Consequences: Consequences will increase with multiple offenses.
Defiance/ Noncompliance	Continual, chronic, or extreme refusal to follow requests or directions. Talking back, arguing, or ignoring authority.	Parent notification, Conference with student, after-school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for the remainder of period(s), ISS, OSS.
Disrespect	Verbal or non-verbal displays of rudeness or discourtesy. For example, inappropriate gestures, mocking, flipping someone off.	Parent notification, Conference with student, after-school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.

Disruption	Student engages in behavior causing an interruption on the bus, classroom, or common spaces. Sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.
Cheating/Forgery	An effort to improve your grades or help another student improve grades by copying notes, papers, looking at another's paper or test, plagiarism, use of electronics or pictures etc.	Parent notification, zero on work, possible replacement test/assignment, ISS, OSS.
Harassment / Bullying	<p>Harassment - Disrespectful behavior (verbal or gestural) toward another student which is intended to disturb or upset including negative comments based on age, gender, race, ethnicity, disabilities, sexual orientation or other personal matters.</p> <p>Bullying – Harassment that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time.</p>	Parent notification, conference with student, School Resource Officer action, ISS, OSS.
Inappropriate Language	Student delivers verbal messages that include swearing or name-calling. Verbal or gestural messages that include threats, intimidations, pictures or written notes with the intent to harm or upset another.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.
Theft	Student is involved by being in possession, having passed on, or being responsible for removing someone else's property. This includes the theft of lost or mislaid property.	Parent notification, conference with student, School Resource Officer action, ISS, OSS.
Physical Aggression / Fighting	Students engage in serious physical contact where injury may occur. Intent to hurt another (hitting, punching, scratching, spitting, kicking, biting, hair pulling etc.) Or inappropriate verbal and/or physical gestures/contact of a sexual nature. Exception: Physical force is determined to be reasonable and necessary and used as self-defense or the defense of another person after an investigation into such conduct.	<p>First Offense: Student will receive 1-3 days ISS/OSS and have a loss of unstructured time during the day and increased supervision (lunch/recess/transitions). SRO Contact and re entry meeting.</p> <p>Second Offense: Student will receive 4-6 days OSS and a loss of unstructured time during the day and increased supervision (lunch/recess/transitions). SRO Contact and re entry meeting to discuss an alternative learning program temporarily.</p> <p>Third Offense: Student will receive 6-9 days OSS and placement in an alternative learning program long term.</p>

Inappropriate verbal and/or physical gestures/contact of sexual nature.	Students engage in inappropriate verbal and/or physical gestures/contact of sexual nature.	<p>First Offense: Student will receive 1-3 days ISS/OSS and have a loss of unstructured time during the day and increased supervision (lunch/recess/transitions). SRO Contact and re entry meeting.</p> <p>Second Offense: Student will receive 4-6 days OSS and a loss of unstructured time during the day and increased supervision (lunch/recess/transitions). SRO Contact and re entry meeting to discuss an alternative learning program temporarily.</p> <p>Third Offense: Student will receive 6-9 days OSS and placement in an alternative learning program long term.</p> <p>***Title IX investigation will take place.</p>
Technology Violation	Student engages in inappropriate use of cell phone, music/video players, camera, and/or computer as per district tech agreement and/or individual classroom expectations. Students are not allowed to video or take pictures of students or staff without consent.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS, Loss of technology use.
Truancy / Campus violation	Student receive an “unexcused” absence for the entire period. Or student leaves school grounds during the school day, or in a location within the building without permission.	Parent notification, Conference with student, after school or lunch detention, loss of privilege, increased supervision/restrictions, restitution/community service or removal from class (BIR for remainder of period), ISS, OSS.
Use/Possession of Tobacco, Alcohol, Drugs	Student is in possession of or using Tobacco, alcohol, or is using illegal drugs/substances or imitations or possession of paraphernalia (pipe, vape pen, etc.)	Parent notification, conference with student, loss of unstructured time, School Resource Officer action, ISS, OSS.
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	Parent notification, conference with student, School Resource Officer action, ISS, OSS.
Possession of Weapons	Student is in possession of knives or guns (real or look alike) or other objects readily capable of causing bodily harm.	Parent notification, conference with student, School Resource Officer action, ISS, OSS.
Property Damage	Deliberately destroying Bus property, school property or property of another.	Parent notification, conference with student, loss of unstructured time, School Resource Officer action, ISS, OSS.
Refusal to be Searched	Any student who will not consent to search of belongings by administration for a suspected	Student will receive the consequence as though they are found to have the item the school staff would have been searching for. (ie. Student will

	violation of code of conduct. (ie. Refusal to search backpack for a vape pen.)	receive major office discipline referral and two days of ISS.)
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In accordance with the Gun-Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student’s record will be expunged of the incident.

Other:

<p>CS Porter Middle School Dress Code</p> <ul style="list-style-type: none"> ● Clothing and jewelry which causes a disruption of the learning environment for others is prohibited. ● Clothing or jewelry which presents a safety hazard to self and/or others are not allowed. ● Hoods are allowed at the teacher’s discretion. Hoods should not conceal identity or be used to hide earpods. ● Underwear beyond shoulder straps should not be visible. ● Clothing must fully cover your buttocks. ● Shirts must have shoulder straps and cover areas from one armpit across to the other armpit. ● Shoes are required at all times.
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- Blankets may not be used throughout the day or carried out at recess. Blankets should be left at home.
- Costumes are allowed only on special occasions. Guidelines for costumes will be defined prior to the event. This includes stocking cap masks that conceal identity.