

**Dutton/Brady School**  
**Student Handbook**  
**2008-2009**



# **WELCOME!!**

This is now the fourth year of existence of Dutton/Brady Schools. This marks a critical, but expected, stage in our consolidation—the rolling together of the two campuses. As we continue to tweak things around a little each year, there will again be a slight change in administrative responsibilities. In addition to being the Superintendent and AD, I will assume the role of 7-12 Principal. Mrs. Clements will continue serving as the K-12 Counselor, but will now become the Elementary Principal. With the one primary campus, this makes more sense for us to maintain as much of a chain-of-command as possible in a rural school as well as us being able to better define our respective roles.

To follow a theme, during the first year of consolidation, my informal motto was ‘survival’; year two was ‘improvement’; and year three was ‘continued improvement’. Now, we are going to set the bar higher and the theme is EXCELLENCE! By putting all of the K-12 staff and students in one building, we will take advantages of the efficiency gained by eliminating teacher travel between buildings. This means we will have more staff available for students more often. We’ve juggled the home room period to the end of the day so that you can get a jump on your homework at the end of the day rather than putting it off until the next morning. By the time school starts, the entire staff will have had an unbelievable number of hours of additional inservice time this past summer, and I know they will be excited to put into practice what they have learned.

What you hold in your hands right now is a valuable document for finding information about Dutton/Brady Schools. Enclosed you will find the rules of our school, an explanation of the services and activities we offer, and our expectations of all students. Please take the time to read through this handbook as it contains important information that you will be expected to know.

Also, please pay special attention to the student dress code (PAGE 9) as this will be strictly enforced.

It is my sincere belief that all students CAN succeed. I pledge to you to do everything I can to make sure you have the opportunity to find success. I also ask you at this point to pledge to do your part as well. Education is a two way street. The staff is ready and excited to do their part. Are you ready to do yours?

Parents—we intend to work with you as closely as possible for the best education for your children and look forward to serving everyone throughout the coming year. If we may be of service, please do not hesitate to contact me at 476-3424 x204 or stop by and visit anytime. In addition, if you have any questions or concerns whatsoever that you want to address to Mrs. Clements; you may reach her at 476-3424 x230, or visit with her anytime.

Students—If you have any questions, problems, or concerns, I invite you to come visit with me. In addition, if you need any extra help in any classes, or just need someone to talk to, my door is always open.

I am here because I know we have the best students and best staff that can be assembled, and I am expecting this to be our best year ever!

I wish everyone the best of luck for a successful and rewarding school year.

Tim Tharp, K-12 Superintendent/7-12 Principal/Activities Director

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## **DUTTON/BRADY SCHOOLS – BELL SCHEDULE**

### Monday-Thursday (out at 3:37)

1	8:15-9:13
2	9:16-10:09
3	10:12-11:05
4	11:08-12:01
Lunch	12:01-12:31
5	12:34-1:27
6	1:30-2:23
7	2:26-3:19
Home Room	3:22-3:37

### Friday (out at 2:32)

1	8:15-8:59
2	9:02-9:46
3	9:49-10:33
4	10:36-11:20
5	11:23-12:07
Lunch	12:10-12:40
6	12:43-1:27
7	1:30-2:14
Home Room	2:17-2:32

## **ENTRANCE, PLACEMENT, TRANSFER**

### **Requirements**

A birth certificate and an immunization record are required for admission to the District. The District will not assign nor admit any person who has reached his/her (19<sup>th</sup>) birthday on or prior to September 10<sup>th</sup> of the year in which he/she is to enroll without board action.

### **School Entrance**

1. The Dutton/Brady School District requires that a child's parents, legal guardian, or legal custodian present to the school, within forty (40) days of enrollment, proof of identity of the child (birth certification or certified transcript).
2. In accordance with the Montana Immunization Law, a student will not be admitted who has not been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps and measles (except that pertussis vaccination is not required for persons seven (7) years or older).

### **Placement**

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

### **Transfer**

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12) Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e. lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

Montana Accreditation Rules and Standard, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer review.

### **CLASS REQUIREMENTS**

The twenty-two (22) solid credits required for graduation as established by the State of Montana and by the Dutton/Brady Board of Trustees shall include at least the following:

<b><u>Credits</u></b>	<b><u>Subject</u></b>
4	English
4	Social Studies (Including US Government, US History, World History)
3	Mathematics
3	Science
2	PE and Health
1	Senior Survival (JMG)
1	Arts (visual or performing)

### **INCOMPLETES**

If a student has not completed class requirements at the end of the quarter for one or more classes, the student is responsible to inform their parents and make arrangements with their teacher(s) to complete all unfinished assignments. Incompletes must be made up within 8 school days after the quarter ended to ensure credit for the quarter's work. It is also important to note that where credit is given on a semester basis, a student who does not make up an incomplete for one quarter could end up failing the entire semester of work. All grades must be turned in 3 days after the quarter ends.

### **SEMESTER TESTS**

Every student in grades 7-12 will take semester tests. The only exception will be seniors who have an "A" average in a class during the 2<sup>nd</sup> semester of their senior year. Teachers have the flexibility to assign a project as a semester test.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is an honorary society that allows recognition to students who have met the following **minimal** criteria. A student can be refused membership into the National Honor Society on the basis of any of the criteria:

1. Must be a sophomore or above.
2. Must have attained a 3.20 grade point average.
3. Will be evaluated on the basis of leadership, scholarship, character, citizenship and service.

## ACCELERATED READER POLICY

<b>Grade Equivalent Score</b>	<b>Suggested Zone of Proximal Development</b>	<b>Points Required Per Quarter</b>
1.0	1.0-2.0	7.5
1.5	1.5-2.5	8.5
2.0	2.0-3.0	9.5
2.5	2.3-3.3	10.5
3.0	2.6-3.6	11.5
3.5	2.8-4.0	12.0
4.0	3.0-4.5	12.5
4.5	3.2-5.0	14.5
5.0	3.4-5.4	16.0
5.5	3.7-5.7	17.5
6.0	4.0-6.1	19.5
6.5	4.2-6.5	20.5
7.0	4.3-7.0	24.8
7.5	4.4-7.5	27.0
8.0	4.5-8.0	28.1
9.0	4.6-9.0	32.1
10.0	4.7-10.0	34.9
11.0	4.8-11.0	38.3
12.0	4.9-12.0	42.2

Accelerated Reader may count as 10% of a student's English/Reading grade for students in grades 5-12; teachers in grades 1-4 will be encouraged to utilize the Accelerated Reader program as they see fit. Students will be expected to earn points based on their Grade Equivalent Score as found in the table above. The way it will calculate into their grade will be calculated by determining the percentage of the students' goal that they achieve. They are encouraged to earn as many points as possible, but only 150% of their goal will be allowed to calculate into their English/Reading grade. Each student's individual goal is to be determined by his or her STAR reading level. This STAR reading level will be determined each quarter and cannot be decreased. If it is suspected that a student is intentionally not doing well on the STAR, the teacher and principal will determine the students appropriate ZPD.

Students with a high ZPD will not have to read more points than the grade in which they are enrolled. For example, a 7<sup>th</sup> grader with a ZPD of 13 will have to read 24.8 points per quarter (but will go up to 27 for the second semester).

It is emphasized that while a student may have a very high grade equivalent and ZPD, this does not mean that upper level books are necessarily appropriate for all students. Students are advised that if they are choosing books above their grade level, they are expected to do this in consultation with their teacher and parents.

Students in grades 1-3 will be able to read any books with the approval of their teacher. Students in grades 4 and up will not be allowed to read books for AR points which are below their low-end ZPD.

Students in grades 1-6 are to take their quizzes with their teacher. Students in grades 7-12 may take their quizzes in study hall, but MUST have the monitor sign their quiz. Students will NOT be allowed to retake any quizzes except under special circumstances as determined by their teacher.

Students are strongly advised that they are not to discuss the questions on an AR quiz with any other student. Cheating like this could result in both students losing their points for the books in question.

## GRADING SYSTEM

Kindergarten through second grade students receive S (for satisfactory), U (for unsatisfactory), as well as some letter grades. All teachers for grades 3-12 will accept the following grading scale in order to maintain continuity throughout the system:

<u>Percentage</u>	<u>Grade</u>	<u>Rating</u>
100-100+	A+	To be rarely used—only for very exceptional work
93-99	A	Superior
90-92	A-	
87-89	B+	
83-86	B	Above Average
80-82	B-	
77-79	C+	
73-76	C	Average
70-72	C-	
67-69	D+	
63-66	D	Below Average
60-62	D-	
59 & below	F	Requirements not met, no credit granted

Grade Point Averages (GPA) will be based on a 4.0 system with no differentiation made for +/- grades. This means that an A- is still considered a 4.0.

## ATTENDANCE POLICY

A telephone call or a note from either a parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the school secretary. When a student arrives late or after an absence during the school day, the student is required to report directly to the office to sign in. Parental permission must be submitted to the office when a student checks out of school for an unexpected reason. Students must sign out of school at the office. All absences and tardies will be recorded in the office.

### Activities or Preplanned Absences:

**It is the student's responsibility to notify teachers of a preplanned absence. Make up in Advance forms must be completed and signed by each teacher for classes missed for each day missed.**

**Absences for school related activities are excused, but the student is still responsible for work that is missed, including a completed Make Up in Advance. In order to participate in an extracurricular activity, including practice, students must be in school for the entire day of the event. If the activity falls on the last school day prior to an activity, students must be in school the entire day before. Exceptions may be made by the Administration.**

### Excused Absences:

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

- Illness
- Bereavement
- Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies.

Verification should be available prior to returning to school. Schoolwork missed during an excused absence can be made up at full credit, even those beyond the ten (10) days. For every day of class missed, the student will have two (2) days to make up the work up to a maximum of 7 days. If a student's first day gone is the day of a test they will take the test on their first day back. It is entirely the responsibility of the student to arrange to make up any work missed when gone.

Unexcused Absences:

Unexcused absences are not acceptable to the District. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned or Excused Absence sections or an absence for which the student did not receive prior approval from school Administration. If an unexcused absence is assessed, no make up work will be allowed. Administration has the authority to determine if an absence is excused or unexcused.

Ten-Day Policy:

Students can accumulate ten (10) absences each semester. This includes excused and unexcused absences but not school related activity absences. When students miss more than ten (10) days in a semester, they will be penalized two (2) percentage points on their quarter grade for each absence beyond the tenth (10) day, if valid documentation excusing their absence is not provided. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the administration. After the tenth (10<sup>th</sup>) absence, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent/student.

**Upon return, if this documentation is in hand, no penalty will be incurred. If the student does not have the documentation, the absence will be treated as unexcused and the student will have two (2) days to obtain necessary paperwork. When the office receives the proper documentation, the absence will be considered excused. Failure to provide documentation within two (2) days will result in a permanent unexcused absence, and two (2) percentage points will be deducted on the quarter grade for each day of the unexcused absence.** The ten (10) days are computed on a semester basis. Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

- Letter will notify Parents/guardians after five (5) absences from school/class period.
- After seven (7) absences, another letter will be sent.
- A letter will be sent to parents for each absence after ten (10) absences.
- A student may be given a process to make-up days by administration.

Tardy Policy:

Students are expected to be in class on time. Students not on time will be marked tardy using the Grade Master computer program. Students tardy for first period will report to the office to check in. A record of all tardies will be kept in the administrative office.

Unexcused tardy: 1 - 3 tardies per semester:	=	warning after the 3 <sup>rd</sup> tardy
4 - 5 tardies per semester:	=	½ hour detention for each tardy
6 <sup>th</sup> tardy	=	4 hours detention per tardy
9 <sup>th</sup> tardy	=	8 hours of detention per tardy
12 or more tardies	=	OSS; possible loss of credit

## **CORRESPONDENCE COURSES**

The district will permit a student to enroll in an approved correspondence course from a school approved by the administration in order that such a student may include a greater variety of learning experiences within his/her educational program.

Credit for correspondence courses may be granted provided the following requirements are met:

1. The principal has granted prior permission.
2. The program fits the educational plan submitted by the regularly enrolled students.
3. A student cannot fit the required course into the regular school day due to course conflicts within the schedule.
4. Other alternatives have been looked into also (i.e. Summer school, vocational or college credits in special cases).
5. Credit is granted for the following approved schools:
  - a. Community colleges, vocational-technical institutes, four year colleges and universities and state approved private schools in the state of Montana; and
  - b. Other schools or institutions, which are approved by the district after evaluation for a particular course offering.

## **GRADUATION**

Students will be considered for valedictorian or salutatorian based upon completion of seven (7) semesters of high school attendance with valedictorian selection based upon highest grade point average accumulation total for that period and salutatorian selection based upon the next highest GPA accumulation total for that period. To be considered for either recognition, the senior must be in attendance at Dutton/Brady High School. Enrollment or transfer the senior year must have been in conjunction with parental/guardian move whereby the student has previously attended and completed course work in an accredited high school. If a tie exists, the 8th semester GPA will be used. Beyond that, the Board will decide.

## **GRADUATION CEREMONIES**

The responsibility of the District, upon the student's completion of the requirements for graduation, is to issue a proper diploma to each graduate. Participation in the actual graduation ceremony is not a requirement. Graduation ceremonies will be conducted in the following manner:

1. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisor and officers.
2. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.
3. Students who participate will be expected to use good taste in their choice of accessories for their attire.
4. Students who participate will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.
6. The Board of Trustees will determine the date and time of graduation. The Board of Trustees may take input from the graduating students and administration, but the Board's decision is final.
7. Participation in graduation ceremonies is a privilege extended to students. Students may be denied the right to participate.

## **GRADUATION SPEECHES**

The valedictorian and salutatorian speeches must be written and presented to the administration for review two days prior to graduation.

## **DRESS AND APPEARANCE**

1. The personal dress and appearance of the students is left to the good taste and discretion of the individual students and his or her parents. Students are encouraged to dress responsibly, as their doing so will help promote acting like adults.
2. All attire should be neat, clean and untornd. T-shirts must be over the shoulders. Muscle-type shirts, tank tops, halter-tops, mid-riff exposing tops are not acceptable dress for either girls or boys. Clothing advertising alcoholic beverages or drugs, or containing obscene or immoral slogans will not be acceptable. No wearing of gym type sweats, hats, or headbands is allowed. Students must wear shoes and socks for sanitary reasons except for the spring and fall when sandals are appropriate.
  - a. Sleeveless Dresses and Blouses: Clothing must have straps 1½ inches wide. They may not have a low cut, revealing neckline and the length of dresses must be mid thigh. Blouses must have a collar and/or buttons; anything else is considered a tank top, which is NOT allowed.
  - b. Jogging Pants: Nylon jogging pants/slicks are permitted, but not sweat pants.
3. Students may wear shorts that are not higher than mid thigh on the following conditions:
  - a. Tattered or torn shorts or blue jean cut offs are not allowed.
  - b. Biker style shorts are not allowed.
  - c. Students violating the shorts policy may receive one warning and/or may lose the privilege of wearing shorts.
  - d. School officials will retain the authority to determine what attire would be appropriate as shorts.
  - e. Short skirts and dresses have to be mid thigh in length.
4. **Administrative discretion is final in dress code violations.**

## **CLOTHING (elementary)**

Students should wear clothing appropriate for the classroom and a learning environment, as well as for the various weather conditions. Occasionally, permission to wear casual clothes will be given by the classroom teacher or the principal for participation in particular school activities. A lost and found is maintained for assisting children in locating lost articles. All clothing and personal items should be labeled to ensure return to the student.

All elementary children are asked to please keep a pair of tennis shoes to wear exclusively for gym. They need not be a new pair of shoes, but should have clean soles. This protects the gym floor if they don't wear daily shoes for physical education classes. Junior high students will be advised by their gym teacher on proper attire for gym class. Families unable to provide gym shoes should discuss this with an administrator so that other arrangements can be made.

NO HEELIES will be allowed in the building!

## **SCHOOL SERVICES**

### **BREAKFAST & HOT LUNCH PROGRAM**

Breakfast and hot lunch are a service offered to you by your school district. Tickets must be purchased in the office in advance. The price of breakfast is \$1.00 for students and \$1.50 for adults. The price of lunch

will be \$1.50 per day for students and \$2.50 for adults. Extra milk may be purchased for \$.25. Any student 20 meals in arrears will not be allowed to eat until accounts are current. The district does provide free and reduced meals. Applications will be sent out upon receipt from the Office of Public Instruction.

### **GUIDANCE SERVICES**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career planning, study helps and help with home, school and/or social concerns.

The counselor may schedule appointments during the school year with students. Students wishing additional visits should make arrangements with the counselor.

### **HEALTH SERVICES**

The Teton County Health Nurse serves our school. If at any time you need her assistance, talk to the counselor, principal or superintendent who will see that arrangements are made for a visit.

### **SPEECH AND HEARING THERAPIST**

The district, through a regional cooperative involving other area schools, provides these services. The speech therapist will be in the school intermittently and by appointment. If you wish to see this specialist, make arrangements through your counselor or the principal. The hearing specialist will test in the fall and return once for a follow-up. Other meetings must be arranged.

### **LIBRARY**

The libraries are equipped with a variety of materials for your use, both in classroom assignments and for pleasure and relaxation in reading. Proper use of the library by each individual insures efficient use by all. Please see Mr. Sims for resources not found on the shelves.

### **SCHOOL BUSES**

Bus transportation is a service provided for you. The rules that apply during school are also in effect while you are riding the bus, whether it be a regular route or for a school activity. Please treat your bus driver with courtesy; it's a rare commodity these days!

**Pupils being transported are under the authority of the bus driver.** Students who board the buses late, morning or afternoon, alter the schedule and could cause possible anxiety along the route. Be on time. Pupils shall remain seated while the bus is in motion. Students shall not extend any portion of their bodies from the bus windows. Loud and vulgar language is prohibited. Students damaging the buses shall make restitution for damage. Pupils shall be courteous to the driver, to fellow pupils and to all others. Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their right to ride the bus.

### **PADLOCKS**

Padlocks will be issued to P.E. students at their request for the protection of personal items. Each student will be responsible for the padlock and will reimburse the school should the padlock become lost or broken. A master list with combinations is kept in the school office for reference should someone lose their combination.

### **STUDENT LOCKERS**

Each student is provided with a locker(s) which are property of the school. Lockers will be checked from time to time for cleanliness. Keep your locker neat at all times. Lockers should be locked at all times and students are advised not to keep any valuables in their lockers.

## **TELEPHONE**

The phones are for your convenience. Calls should be made prior to school, at noon, or after school, NOT during school time. Students will not be called out of class to accept an incoming call unless an emergency exists. The office will take a message and relay it to you during a free period.

## **Dutton/Brady Public Schools Student Cell Phone Policy**

The full text of Board of Trustees Policy 3630 is below:

### **Cell Phones and Other Electronic Equipment**

*Dutton/Brady Public School prohibits the use of all communication devices, which in its opinion, have limited or no educational value or their use creates learner distraction and disruption.*

*Any student utilizing electronic devices such as two-way radios cell/picture phones, pagers, PDA's, laptops or any other electronic device with two-way messaging capabilities may not use such a device during school hours unless it is being used for a specific educational purpose with the knowledge of a teacher. Such devices may NOT be used to take pictures at any time in a locker room or other location deemed to be an invasion of privacy.*

*Dutton/Brady Public School administration reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.*

### **Possession of Electronic Communication Devices**

*Students may carry a cell phone to Dutton/Brady Public School sponsored activities, subject to the limitations outlined above.*

### **Use of Devices on School Grounds**

*Students may use cell phones before and after school on the school property as long as they do not create a distraction or disruption. Use of cell phones during the school day is prohibited and they should be turned completely off and kept out of sight. Cell phone usage is not allowed on any other portion of the school campus at any time, including school-sponsored activities unless District staff determines that there is no distraction or disruption.*

### **Use of Devices on Buses**

*Cell phone usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver and/or chaperone. Distracting behavior that creates an unsafe environment will not be tolerated.*

### **Parents Must Request Permission for Other Uses**

*If a student wishes to use a cell phone at an unauthorized time, his/her parent or guardian must submit a written request for permission to the school Principal or Superintendent.*

### **Disciplinary Action**

*It is the students' responsibility to ensure that their cell phones are turned off and out of sight during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including suspension as*

*well as confiscation and return of the phone to the student's parents or guardians. Students shall be personally and solely responsible for the security of their cell phones. Dutton/Brady Public Schools shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.*

### **UNSUPERVISED STUDENTS**

Students who are not involved in an after school activity should leave the building immediately after school unless they are seeking teacher help or have another good reason to stay. The school should not be considered a hangout after school hours.

### **STUDENT PURCHASES**

Students must pay in advance for any item they wish to purchase through the school.

### **WEEKLY BULLETIN**

The school will send home a weekly bulletin on Wednesday of each week. This bulletin will have updated times for events scheduled for the week.

### **MONTHLY NEWSLETTER**

The school publishes a monthly newsletter featuring calendar events, school news, and announcements. Please refer to this newsletter regularly. Articles for the newsletter are due in the office (typed) by the 24<sup>th</sup> day of each month.

### **MEDICATIONS**

The school will **NOT** dispense medications, including cough drops, aspirin and other analgesics. Arrangements should be made with the office concerning students who must receive medication during school hours. Any students needing to take prescription medicines are to bring them to the office in the morning along with written directions for administration from parents in accordance with School Board Policy 3416. Form 3416F **MUST** be on file before prescription medications will be authorized at school. Students are not to have any medications (prescription or over the counter) in their lockers.

### **USE OF SCHOOL PROPERTY**

Textbooks, library books, desks, lockers and other school property will be on loan to the students for their use during the school year. It will be each student's responsibility and duty to protect this property from damage. The student responsible will pay for repairs for any damage or misuse of the school's property and building.

### **CHECKOUT PROCEDURE**

Students who are transferring to another district, and all students at the end of a school year, will be given a checkout sheet in the office. Teachers' signatures and the principal's signature are necessary to complete the process. All monies due to the district or lunch program must be paid before final check out. The form should be returned to the office when it is completed.

### **HOMEROOM GUIDELINES**

Rather than have study halls, every student in grades 7-12 will have a "homeroom". The homeroom is intended for study and should be supervised with that intent in mind. This time period will also be utilized for class and organizational meetings so that they don't have to be held during lunches or other times that may detract from class time.

1. **WITH PERMISSION**, students may check out of homeroom to see another teacher for assistance.

2. No students can check out to another homeroom without having a signed written pass from the teacher of that room. Passes must be signed and times recorded on them (both the leaving time and the returning time as students are required to check back in to their home room prior to the bell ending the period).
3. The teacher in charge will keep a written record of students leaving the homeroom. On it the destination of the student, the time leaving and the time returning will be recorded. Teachers will limit the amount of time out of the study hall for passes to the restroom, drinking fountain, locker, etc.
4. No homeroom students are to be loitering in the hall or locker rooms.
5. There is to be no candy, chips, pop, etc. eaten or drunk during homeroom.
6. No games will be played.
7. Every student must bring something to study, an assignment on which to work, or something constructive to read. Unless the student has a 4.0 GPA, they always have something they can do to improve their grade.
8. **Homeroom is NOT a “free period” for the students to take time off; it is a time for studying.**

### **FIRE DRILLS**

1. Students shall walk to the nearest exit and remain quiet.
2. Students shall be required to move away from the building.
3. Windows and doors shall be closed to stop airflow.
4. The building shall not be re-entered until an all-clear signal is given.

### **SEARCH POLICIES**

This is to notify all students that the contents of any handbags, backpacks, hand luggage, duffel bags, and other personal effects may be subject to periodic inspection by school administration or school officials with administrative approval prior to departing for, or during any “away” athletic events, field trips or other extra-curricular trips.

#### **Locker Inspection**

Lockers and desks are the property of the Dutton/Brady School District and at no time does the School District relinquish its exclusive control of the lockers. School authorities, for any reason, may conduct periodic inspections of lockers and their contents at any time, without notice, without student consent and without a search warrant. All lockers and all items that students choose to store in the lockers (e.g., purses, book bags, coats, etc.) are subject to inspection under this policy. No student may use a locker for the storage of substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Lockers are provided as a service and convenience for students. It is not mandatory that you be assigned a locker. Students who choose to ignore or abuse the school locker policy have the option of carrying their books and personal possessions with them throughout the school day.

#### **Searches of students and their property:**

To maintain order and discipline in the Dutton/Brady Public Schools and to protect the safety and welfare of students and school personnel, school authorities may search a student’s person or personal property, including vehicles, under the circumstances outlined below, and may seize any illegal, unauthorized or contraband materials discovered in the search.

**A student’s refusal to cooperate with searches and seizures as provided herein may be considered grounds for disciplinary action, up to and including expulsion.**

### **1. Personal Searches**

A student's person and/or personal effects not stored in a locker (e.g., purse, book bag, coat, etc.) may be searched whenever school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Any "pat-down" search of a student's person will be conducted in private by a school official of the same gender and with an additional adult witness of the same gender present, when feasible.

If emergency conditions require a more intrusive search of a student's person, that search will be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only upon the prior approval of the district superintendent, unless the health or safety of students/staff would be endangered by any delay caused by following this procedure.

### **2. Automobile Searches**

Students are permitted to park on the school premises as a matter of privilege, not of right. The school district retains the authority to conduct routine patrols of the student parking lots and inspections of the exteriors of students' automobiles on school property. The interiors of student vehicles may be subject to search whenever school officials have reasonable suspicion that illegal or unauthorized materials are contained inside. Such patrols and inspections and any resulting searches may be conducted without notice and without student consent.

### **3. Seizure of Illegal Materials**

If a search of a student or his/her property yields illegal or contraband materials, such materials may be turned over to proper legal authorities for disposition.

### **Use of Drug-Sniffing Dogs**

In order to provide for the health and safety of its students, the Dutton/Brady School District may, from time to time, utilize drug-sniffing dogs in an effort to promote and maintain a safe, drug-free environment for students and staff. The dogs may be used to detect drugs and gunpowder in these circumstances:

1. Students: The dogs may be used to detect drugs or gunpowder carried by students, either on an individual or group basis (i.e., in a classroom or assembly).
2. Lockers or other school property: The dogs may be used to detect drugs or gunpowder contained in lockers or any other type of school property.
3. Automobiles: The dogs may be used to detect drugs or gunpowder contained in automobiles on school property.

In the event that an inspection by a drug-sniffing dog indicates the presence of drugs or gunpowder, school authorities may conduct a search/inspection. DRUG-SNIFFING DOGS MAY BE USED ON SCHOOL PROPERTY.

## **EXTRA CURRICULAR ACTIVITIES**

### **SCHEDULING**

All school activities need to be scheduled with the Athletic Director at least one week in advance to allow for making the necessary arrangements. Groups sponsoring an event are responsible for finding chaperons. Permission for extra curricular activities will be granted within the limits of our "school comes first" policy.

Further, granting permission for activities will depend on student performance in previous activities. You are each encouraged to become involved; be a "doer". Constructive involvement in extra curricular is part of total educational development for you, your classmates, and Dutton/Brady School.

\* Adult practice session in the gym will take place after completion of student activities. Please be reminded that in some circumstances, students may have a priority need for the facility.

## **SUNDAY ACTIVITIES**

Sunday is a day for families and church activities. The school will not be available for students for scheduled activities on Sunday.

## **COMMUNITY NIGHT**

Dutton/Brady Schools shall not schedule school events, including practices, after 6:00 p.m. on Wednesday nights.

## **ACADEMIC ELIGIBILITY**

The full text of Board Policy 3920 is below:

### *Extracurricular Academic Eligibility*

*It is the intention of Dutton/Brady Public Schools that all participants in extracurricular activities first of all be successful students. To that end, any student in grades 5-12 who participates in extracurricular events including, but not limited to, volleyball, football, basketball, track, speech & drama, FCCLA, student council, academic competitions, senior trip, prom, or any other event that may take them away from school for participation, will satisfy the following academic standards.*

*Eligibility will be determined on a weekly basis. A "failing list" will be distributed to all teachers on Friday afternoon and is due back into the office by Monday at 4:00 PM. The list will be compiled and distributed to all staff on Tuesdays. Any student who appears for the first time for failing a class/subject will be on "probationary" status. They will be able to participate fully, but if they are failing the same class/subject the following week, they will not be eligible for extracurricular participation for that week. (Wednesday AM to Tuesday PM)*

*For athletes—any student not eligible will be expected to attend all team practices and travel with the team, but will not be allowed to "dress out" for the competition. Students in grades 5-8 who are not passing a class for the second week in a row will satisfy the same requirements, but furthermore will not be allowed to miss school for any athletic competition.*

*For all other activities—any student not eligible will not be allowed to travel to any events that would require them to miss school.*

*It will be the responsibility of the Activities Director to contact coaches/sponsors/advisors to let them know which students are not eligible each week. The AD will also send a letter home to parents each Wednesday morning to alert them to this status.*

## **ACTIVITY TICKETS**

Activity tickets will be sold at the beginning of the year and cost \$30.00 for students in grades 5-12 and \$25.00 for students in grades 1-4. Adult all season passes will sell for \$50.00. Family passes are also available for \$125. These tickets will allow you to be admitted to any regularly scheduled athletic event;

they are **NOT** good for tournaments or playoffs. All students participating in an extra-curricular activity are required to purchase an activity ticket and sign training rules.

### **ACTIVITIES AVAILABLE**

1. **Athletics** – Dutton/Brady offers a comprehensive sports program for both boys and girls. Leaders in our country are fast becoming aware of the importance of sound physical conditioning throughout one's lifetime.
2. **Music** - Participation in Band and Chorus is open to all students and credit will be granted for participation. This program is recognized as intra-curricular since school time is granted for practice; however, many performances occur out of school time limits.
3. **Other organizations and clubs** - You may elect to become involved in FCCLA, FFA, Pep Club, newspaper staff, annual staff, National Honor Society or Close Up. Since the selection is large, choose carefully and budget your time, making sure you will have ample time for your studies.
4. **Student Council** - The Student Council is an important body within your school. Through these representatives, you may accomplish many worthwhile projects and privileges.

### **CLASS MEETINGS**

All class meetings will be held with full knowledge of sponsors and with at least one sponsor present. Decisions that call for input from the office must first have been discussed fully with sponsors to assure input from everyone. Class meetings should be held during homeroom or during another non-academic time.

### **ACTIVITY FUNDS**

The secretary from each organization will be required to obtain a record book from the office. The sponsor and secretary of each fund shall sign and submit a request to pay bills before bills are paid. On a regular basis, the secretary will report to Betty Brumwell or to Colleen Campbell to verify the balance of the books. These books will be filed in the office at the end of the year to be used for future reference. Account statements are handed out monthly and posted on the High School bulletin board.

The school business manager or secretary shall be the general treasurer for the student activity monies.

\*The business manager or secretary shall deposit all paid monies in the Dutton State Bank.

\*The business manager shall maintain complete and accurate accounts using the “GAAP” accounting system.

\*The business manager or secretary shall keep a control account of each activity in the central office.

\*A receipt shall be issued for monies received.

\*Payments from accounts shall be made by check; they shall be signed by the activity sponsor, organization secretary/treasurer, and the Principal. The Superintendent, Business Manager or Secretary can sign in the absence of the principal.

\*Each organization shall keep accurate accounts of its own finances.

Each May the administration shall direct the senior class to dispose of any money remaining in the senior class fund account. Such disposition should be accomplished by one of two methods:

1. The senior class could designate the balance remaining in the fund for a specific school related project or purpose and authorize the expenditure immediately.
2. The senior class could authorize the balance remaining in the fund to be transferred to a designated fund account.

## **ROOM MOTHERS (PARENTS)**

Parents of children in K-2 who are interested in being a room mother may contact their child's teacher. The responsibilities are to plan and organize all parties and the end-of-the-year picnic when one is scheduled.

## **PARTIES/DANCES (elementary)**

The elementary classes have three parties a year: Halloween, Christmas and Valentine's Day. Parents can arrange with their child's teacher to bring treats for the class during the last fifteen minutes of the class, to celebrate their child's birthday. Distributing party invitations at school is discouraged unless every child in the class is being invited. Balloons and/or gifts for special occasions such as birthdays and holidays will not be delivered to the classroom.

## **FUNDRAISERS**

**All activity fundraisers will be subject to the Superintendent/AD's approval before scheduling.**

In addition to 50/50, no more than two fundraisers may be scheduled at any school event. School groups have priority for scheduling followed by community organizations on a first come basis.

An annual magazine sales fund drive is allowed for grades 7-12 with distribution of profits as follows:

- 1) Net sales x 10% to Student Council
- 2) Remainder of profit distributed to classes respective to their sales percentage of gross sales

Prizes for magazine sales, except for a field trip day, are to be determined by the sales representative and the class sponsors in consultation with the principal. One educational field trip day will be awarded to the class with the most gross sales per student. This day is to be treated as any other field trip and must be used during the school year it was earned. The one exception is that any class may bank one (1) day to be used towards an additional day on the senior trip. If a class wins more than once, the other days must be taken within that school year.

## **STUDENT MEAL SPENDING LIMIT**

Students who represent the Dutton/Brady Public Schools in extra-curricular activities shall, if they miss a meal, be fed only in post-season play, according to the following rate. Funds will come from the student activity fund. Breakfast - \$6.00 Lunch - \$7.00 Dinner - \$7.00

If less than 3 meals are taken during the day, the total will not exceed \$20.00.

## **SCHOOL DANCES**

The following rules shall apply to school dances:

1. Dances shall begin at 9:00 p.m. and end at 12:00 p.m., unless the time is adjusted by the administration.
2. A minimum of two adults is required to chaperone dances. Formal dances must have at least two teacher chaperons.
3. Students who choose to leave a dance will not be readmitted should they return.
4. Students who have obviously been drinking will not be admitted to the dance.
5. Students who appear to be under the influence of alcohol after being admitted to a dance should be removed from the dance and the student's parents and law enforcement should be called. Chaperons should attempt to detain the student until the parents arrive. If a parent is unable to be notified, law enforcement will be asked to advise the district.
6. Any students with dates from other schools must be registered with the high school office and cleared by the principal **AT LEAST THREE DAYS PRIOR TO THE DANCE.**

## **SENIOR TRIP REQUIREMENTS**

1. Define chaperons.
2. Define certified bus driver.
3. Destination & Activities & Dates.
4. Financial plan to pay the costs. Seniors are responsible to pay all direct and indirect costs, including transportation, fuel and driver, unless otherwise approved by Trustees.
5. Assessments cannot exceed \$25 per person.
6. Surplus student monies may NOT be distributed to seniors in a cash payout.
7. 1 school day, 1 magazine day (sr. year only).
8. Parent authorization for student to attend trip.
9. Prefer central or western Montana. Travel outside the continental United States is prohibited.
10. Must achieve a group consensus to go.
11. If problems come up, the parents will come and get the problem student; if not, the group expeditiously returns home and the trip is over.
12. Seniors must receive Trustee approval for the trip itinerary, dates, activities and expenses.
13. Dutton/Brady Schools will not assume responsibility for damages, fines, etc., incurred by any individual or group; but the administration MUST be made aware of any incidents that occur.
14. The senior trip must include events that have some educational value as determined by the board and administration.

## **STUDENT BEHAVIOR**

Students are expected to behave in a manner that is a credit to our school. In meeting this goal, students will refrain from the following activities.

1. Being disrespectful of teachers, staff and fellow students.
2. Use of tobacco or drinking alcohol on school premises, including other schools where you might be a guest. (Do not bring to school.) Violation can result in detention or suspension.
3. Take care of school property.
4. Dress in a manner that does not disrupt classroom procedures.
5. Do not possess dangerous weapons or illegal drugs.
6. Do not leave the building without permission.
7. Do not drive or sit in vehicles during the noon break unless a Permission to Drive form has been signed by a parent and turned into the office, or you have daily written permission, and have signed out in the office.
8. Eating will be confined to the lunchroom.
9. No physical contact while on school property.
10. Eat lunch in the lunchroom, candy in entryway. Gum chewing only with teacher's permission.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

The district utilizes an Assertive Discipline Program. See Appendix I for more information.

## **DETENTION**

Detention may be assigned after school as part of an administrative disciplinary action. Teachers may detain students during lunch or after school as part of their disciplinary action. However, if students are detained after school parents must be notified in advance.

## **SATURDAY DETENTION**

Saturday detention will be assigned at the discretion of the school administration.

1. Saturday detention will be from 8:00 a.m. to 12:00 p.m. on an assigned Saturday. The doors will be locked at 8:00 a.m.; those not showing up may receive OSS on the next school day.
2. Students are responsible for their own transportation.
3. Students must use this time wisely and for educational purposes.
4. Students will be removed for disruptive behavior.
5. Students who don't complete the Saturday detention on the assigned date will become ineligible until time is made up at double time.
6. The administration will have final authority when determining the Saturday detention consequences.
7. All rules regarding detention will be enforced.

## **IN SCHOOL SUSPENSION (ISS)**

**In-School Suspension:** Short terms, not to exceed three (3) days in a row as prescribed by the administration.

1. The student will meet with the administration at which time the behavior problem will be discussed.
2. The parent will be notified by phone if possible. If telephone notification is impossible, a certified letter will be issued as notification.
3. The parent(s) will meet with the administrator.
4. Suspension will be carried out in school.
5. At the end of suspension the student will return to class.
6. All work must be made up for credit to be awarded.
7. On days that students have ISS, they will report directly to the high school office.
8. Students will be supervised at all times and will only leave to visit the restroom – they will be escorted to the restroom by the ISS supervisor.
9. Students will either have lunch brought to them from the lunchroom or they will walk to the lunchroom to get their lunch, but they will eat in the ISS room.
10. Students will work on homework the entire day. If their work is completed, they will read a book for one of their classes. By no means will they be allowed to just sit and do nothing.

## **OUT OF SCHOOL SUSPENSION (OSS)**

**Out of School Suspension:** This suspension may be no longer than ten (10) days.

1. The student will meet with the administrator at which time the behavior problem will be discussed.
2. The parent will be notified.
3. The parent(s) will meet with the administrator. Up to this time the suspension will be in school. After discussing the situation the student will be suspended to the custody of his/her parent on authority of the administrator.
4. No credit will be received during the suspension period.

## **EXPULSION**

May occur only at a hearing before the Board of Trustees and imposed by the Board of Trustees:

1. The superintendent will read the charges against the student and the recommendations of the administration.
2. The student, parent(s), or a representative of the student will be given the opportunity to state their version of the incident, ask questions, or produce witnesses or evidence.
3. The Board will then reach its decision. If expulsion is the decision, it will not be less than ten (10) days or more than ninety (90) school days, except for a weapons violation which may be up to 1 year.

## **TERMS:**

1. **Insubordination:** The failure to obey a reasonable request by an adult.
2. **Disruptive Behavior:** Defiant behavior displayed verbally or through actions toward a school official or a policy of the school so the normal routine of the classroom or activity is significantly disrupted. This includes both verbal and physical hazing.
3. **Use of Alcohol/Drugs:** The possession, use, being under the influence of, or solicitation of alcohol/drugs during school hours or during a school sponsored event, other than properly prescribed medication.
4. **Use of Tobacco:** Smoking, chewing, or sniffing tobacco on school property during school hours or during a school sponsored activity.
5. **Fighting:** Physical actions between two or more individuals that may result in injury.
6. **Stealing:** To take the property of another.
7. **Skipping:** An absence from school without the knowledge and permission of a parent or guardian and school officials.
8. **Unexcused Absence:** The failure to clear an absence through a written note or phone call from a parent.
9. **Vandalism:** The willful or wanton damage or destruction of property owned or under the responsibility of the school or, property of an individual on school property.
10. **Cheating:** The use or giving of unauthorized information to willfully misrepresent him or her in an academic assignment.
11. **Public Display of Affection:** Inappropriate display of affection between two individuals on school grounds.
12. **Indecent Exposure:** Intentional exposure of one's body parts in a place where such exposure is likely to be an offense against generally accepted standards of decency in a community. This includes causing exposure of another person.

## **TARDINESS**

Students who are tardy should report directly to their assigned class. Teachers will record tardies and turn them in with absences at the end of each period. A record of tardies will be kept in the administrative office. Tardies will be kept on a cumulative basis, for all classes for one semester.

See attendance policy for consequences.

## **CONSEQUENCES**

Any behavior, which interferes with the learning environment (not limited to the above list) or is in violation of Federal, State, or local laws, or is a violation of school rules and expectations is subject to one or more of the following consequences:

- Expulsion
- Suspension
- In school suspension
- Detention

Loss of privileges  
Notification of proper authorities  
Extra duties  
Restitution  
Warning  
Notification of parents

## **PLAYGROUND RULES (K-5)**

### **1. Boundaries**

- a. Baseball and football may be played on the grass field north of the gravel.
- b. Children are not allowed to play in the bushes or trees.
- c. Children should remain away from the building windows during recess.
- d. A student should bring a note, or a parent may call, requesting that the child remain in the classroom for health reasons during recess.

### **2. Equipment**

- a. All students are expected to use the playground equipment as intended in its design and in a SAFE MANNER.
- b. All bicycles are to be placed in the racks and left there until departure time.

### **3. Safety**

- a. Only games that allow for the safety and well being of each child will be allowed (i.e. no tackling or snowball throwing).
- b. Younger children will be allowed to play in the older children's games, as long as they understand the inequalities due to their size and ability.
- c. All children are expected to wear proper clothing and footwear for each kind of weather, as they will be participating in recess every day.
- d. Children will be allowed to come into the back hallway to warm themselves by the heater on cold days, and then will be expected to return outside, as they need the fresh air.
- e. NO ONE MAY LEAVE THE PLAYGROUND FOR ANY REASON WITHOUT PERMISSION FROM THE TEACHER'S AIDE, TEACHER OR PRINCIPAL.
- f. When the bell rings, pupils should line up according to rooms or class and enter in an orderly manner.

## **TOYS**

Students are encouraged to leave all toys at home. It is permissible to bring equipment for the playground to be used at recess only. All other personal property should be left at home.

## **BICYCLES**

There are bicycle racks on the playground where elementary children may park their bicycles during school hours. Students are encouraged to practice safety in riding their bicycles to and from school.

## **ANIMALS**

We encourage children to leave all pets at home, because we cannot ensure students' safety or prevent health hazards. Parents will be called to remove a pet that has followed their child to school.

## **RESPONSIBILITY**

All students are expected to know the behavioral and safety guidelines.

### **I am responsible for my own behavior.**

1. **Safety**—I will work and play in a manner safe to others and myself.
2. **Courtesy**—I will practice politeness and show consideration to others at all times.
3. **Kindness**—I will treat others in a kind manner and as I would like them to treat me.
4. **Citizenship**—I will demonstrate good citizenship and responsibility toward being a better person.
5. **In the building**
  - I will walk, not run, in the building, for safety and courtesy reasons.
  - I will show pride in my school, by keeping it clean and free from damage.
  - I will respect other people and their property.
  - I will demonstrate courtesy and show respect to all who work and help at school.
6. **On the playground**
  - I will use playground equipment safely and as it is intended to be used.
  - I will ask permission from the recess teacher to leave the playground during recess.
  - I will share and cooperate with everyone.
  - I will line up quickly and politely when recess is done.
  - I will play all games by the rules and be fair and honest with others.
  - I will return all balls and equipment to the classroom.
  - I will demonstrate good citizenship.
7. **In the lunchroom**
  - I will be responsible to taste all food served at lunch.
  - I will take only what I can eat so as not to waste food.
  - I will wait patiently to line up for recess when I am finished eating lunch.
  - I will keep my hands to myself at the table.
  - I will not throw food or napkins.
  - I will visit in a quiet manner.
8. **At ball games**
  - I will sit with my parents or in the pep club section and watch the game using good sportsmanship and citizenship at all times.
  - I will visit the concession stand only before games begin, between games and during half time.
  - I will walk, not run, for safety and courtesy reasons while in the building.

## **WEAPONS POLICY**

The Board of Trustees determines that possession and/or use of a weapon by any person on district property is detrimental to the welfare and safety of the students and school personnel.

Except as provided in 45-8-317 M.C.A., possession and/or use of any dangerous or deadly weapon in any school building, any school vehicle, or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any knife, pistol, revolver, rifle, shotgun, air gun, or any item that is used or is intended to be used as a weapon.

The possession or use of any such weapon will require that the proceedings for a one-year suspension and/or expulsion of the student involved will be initiated immediately by the principal.

The superintendent or building administration may waive specific provisions of this policy on a case-by-case, temporary basis for educationally related activities.

### **FIRST AMENDMENT FREE SPEECH RIGHTS**

While students and community retain considerable speech rights under the first amendment of the U.S. Constitution, these rights must be balanced by the strong school interest in maintaining an appropriate educational environment.

The U.S. Supreme Court has held that certain types of speech are not entitled to constitutional protections, including defamation, obscenity and fighting words. Therefore, the school administration is granted discretion to restrict obscene or disruptive speech as disruptive and/or insubordinate behavior and apply respective consequences.

### **DUE PROCESS**

Effort shall be made by the administrators and faculty members to resolve problems through effective utilization of School District resources in cooperation with the student and his parents or guardians. Refusal to comply with written rules and regulations, specific or implied, shall result in cause for disciplinary action.

All students shall submit to the reasonable disciplinary action of teachers, administrators, or Board of Trustees.

A student shall be given an opportunity to contest the facts that may lead to disciplinary action, or to allege prejudice or unfairness on the part of the school district official who is responsible for the disciplinary action.

Discipline includes all forms of corrective action taken by the school personnel. Included within this would be the authority of the teacher to take disciplinary action in his/her classroom for the purpose of maintaining order and control.

A student who has been disciplined through loss of privileges, detention, suspension or expulsion shall have, along with his parent or guardian; the right to aggrieve said disciplinary action.

**Step 1.** The student and parent or guardian has the right to request an informal conference with the principal or his designee. If a teacher hands down the disciplinary action, the conference should include the teacher. While involved in this informal hearing the student and his parent or guardian has the right to observe all evidence compiled against the student including the right to cross examine witnesses.

**Step 2.** After exhausting Step 1 the student and parent or guardian shall request in writing or in person a hearing before the Board of Trustees. The hearing will be open or closed, at the will of the aggrieved. While involved in this step of due process, the student and parent or guardian has the right to observe all evidence compiled against the student including the right to cross examine witnesses. If it is the desire of the aggrieved to be represented by counsel, advance notice should be given to school authorities so that counsel can be retained should the Board determine that it would be necessary. Actions of the Board are final unless there is District Court intervention.

## **STUDENT HANDBOOK GRIEVANCE PROCEDURE**

### **General Statement**

Students may be disciplined through loss of privileges, detention, suspension or expulsion. The principal shall be the final authority in assigning disciplinary action except in cases of expulsion where the School Board shall be the authority.

### **A student has the right to:**

1. Ask for an explanation of disciplinary action assigned by a teacher or administrator.
2. Ask that parents be allowed to witness the disciplinary action.
3. Appeal the disciplinary action to the Superintendent.
4. Appeal the Superintendent's decision to the School Board.

## **SEXUAL HARASSMENT**

It is the policy of the Dutton/Brady Public Schools that all employees have the right to work in and all students have the right to learn in an environment free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action.

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 or rejection by an individual is used as a basis for educational or employment decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or education or creates an intimidating, hostile or otherwise offensive work 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.

Sexual harassment should be reported as soon as possible after the incident or action occurs. The report should be made to the district Title IX officer, any administrator, teacher, supervisor, or to a school board member. In the event that the employee or student does not feel comfortable making the report to any of the aforementioned individuals, the report can be made directly to the Montana Human Rights Commission, Helena Montana. Reports made to the Commission must be made within 90 days of the act.

Local Title IX officers are: Norma Clements and Tim Tharp

## DIAMONDBACK EXTRA-CURRICULAR POLICY

The following rules will apply for interscholastic athletics, defined as cheerleading, drill team, basketball, track, football, volleyball, speech & drama, student council, FFA, FCCLA, and any other school sponsored activities **including all junior high (grades 5-8) activities as well.**

### PHILOSOPHY

It is the desire of the Dutton/Brady Board and Administration not only to teach academics but also to teach the extra-curricular participant to be a productive, responsible citizen. A student's right to participate in school-sponsored activities will be maintained as long as it does not infringe upon the rights of the board to meet and uphold reasonable standard. These standards include but are not limited to:

**No students will be allowed to start athletic practices without a physical.**

**No students will participate without emergency medical treatment forms.**

**No student will participate without parent signature acknowledging their receipt of a copy of the training rules.**

The Trustees and Administration asks that parents help enforce this training rules policy.

- 1. Curfew** – Extra-curricular participants need to be home either resting or studying for both academic and extra-curricular success.
- 2. Alcohol, Drugs, and Tobacco** - Research has found that both short and long-term use of mood altering chemicals does not enhance the success of a total person.
- 3. Dress and Appearance** - That type of dress or personal appearance that distracts from the cohesive unity or effectiveness of the team or group will be considered an unacceptable standard.
- 4. Hair** - Neatly groomed hair is acceptable. Beards, goatees, flowering sideburns or mustaches are not, as they don't represent team or group unity.
- 5. Academic Eligibility** – As per Board Policy 3920—also see student handbook.
- 6. Misconduct** - Should a student be found guilty of violating school laws or school rules, on school property or as a part of a school sponsored activity, student will be disciplined according to Section IV Suspensions, section of the training rules.
- 7. Attendance** - Students must be in attendance all day to allow for athletic participation, unless previously approved by administration. Students who are absent because of a school related activity are excused from practice and do not have to make up the practice time. For scheduling conflicts school administration will make the final decision.
- 8. MHS A Residency Eligibility** - Students must be recognized by MHS A for sports eligibility.
- 9. Respect for Supervisors and Others** - As a part of the growing process, respect for authority and others must be maintained. Extra-curricular participants are obligated to show proper respect to those in authority over them and concern for their fellow competitors.
- 10. Travel** - Participants are expected to follow guidelines for athletic travel to maintain the highest level of safety.
- 11. Practices** - Participants are expected to attend all practice sessions in proper uniform and take care of equipment. Exemption from practice or games is the responsibility of the supervisors.
- 12. Obligation** - Participants are responsible for necessary insurance, payment of fees and replacement of damages or destroyed equipment or property.

## **I. Curfew**

**A.** Students involved in extra-curricular activities have to be home by the following hours:

1. Sunday-Thursday 10:00 p.m.
2. Friday—if there is no activity the next day 12:30 a.m.
3. Friday—if there is an activity the next day 11:00 p.m.
4. Saturday 12:30 a.m.

**B.** Punishment

**1. 1st offense:**

The offender will run one mile, or other suitable punishment during each practice the next week after the violation has occurred.

**2. 2nd offense:**

A suspension of the next weekend of scheduled activities will result. Students will practice during the suspension, and will travel with the team.

**C.** Coaches/advisors will check curfew hours periodically.

## **II. Alcohol, Drugs, Tobacco (mood altering chemicals)**

**A.** No students involved in an extracurricular activity will use or have in their possession alcohol, tobacco or drugs.

1. Possession of alcohol includes being caught or seen with a mood altering chemical or being with someone at the time they are caught.
2. First person accounts that a person was using are punishable based upon the merits or the report.

**B. Punishment**

1. **1<sup>st</sup> offense:** Two-week suspension from scheduled activities. Students will practice during the suspension, and will travel with the team.
2. **2<sup>nd</sup> offense:** Suspension will include total nonparticipation in athletic activities for the remainder of the season or four weeks, whichever is longer.
3. **3<sup>rd</sup> offense:** Subsequent offenses will involve the parents meeting with the administration and coaches with the likelihood of the board of trustees being involved as well.

## **III. First Person Reports & Rumors**

**A.** Any person making a report about a student concerning the abuse of extra-curricular training rules will be asked to verify the report in writing. Second person information will be considered rumor.

**B.** The first person report or actual proof must be presented before any action will be taken.

## **IV. Suspensions**

**A.** Suspensions as a result of misconduct are left up to the discretion of the coaching staff and/or advisor, athletic director and administration.

1. Parents will be contacted to offer input to the situation.
2. Appeals will be allowed by using the due process procedure established by the Board.

## **V. Coaches' Rights**

- A.** Coaches shall not have the right to alter the intent of the athletic training rules set by the School Board.
- B.** Coaches have the option to give extra punishment during extended practice times, during the suspension time period but must comply with the minimal extra-curricular rules.
- C.** Coaches have the right to establish curfew hours acceptable to the athletic director, the administration and the School Board.
- D.** Coaches shall report any training violations to the athletic director.

## **VI. Dress & Appearance**

- A.** Dress appropriately on away games. Dressy blue jeans or dress bib overalls are left up to the discretion of the coach/advisor, but are discouraged. Wind pants or sweats may be acceptable for the ride home if the weather is good, but never for traveling to the game.
- B.** Hair is to be kept clean, trimmed, and neatly groomed at all times. It should provide no distraction from participation. No beards, goatees, flowering sideburns or mustaches will be allowed. Discretion is also left up to the coaching staff and/or advisor.
- C.** Denial of participation will be the discipline until the athlete provides proper dress and appearance.

## **VII. Lettering**

- A.** General Guidelines
  - 1.** "Lettering" in an activity is for high school students only.
  - 2.** A student-athlete will letter providing they meet these general guidelines as well as the below mentioned specifics for each of the individual activities:
  - 3.** A student-athlete will not letter if they are expelled from the team for disciplinary reasons or if they quit prior to the end of the season.
  - 4.** A student-athlete will not letter if they fail to attend a practice or competition without the coach's consent. A student-athlete will be required to attend the highest level of competition when a conflict exists between two or more activities.
  - 5.** A student-athlete may earn or be denied a varsity letter if at the coach's discretion there are extenuating circumstances beyond the criteria listed below.
- B.** Basketball
  - 1.** A student-athlete must play in ½ or more of the total quarters played by the team in a given season.
  - 2.** A student-athlete will letter if they are a member of the team playing at the district tournament.

- C. Volleyball
  - 1. A student-athlete must play in ½ or more of the total matches played by the team in a given season.
  - 2. A student-athlete will letter if they are a member of the team playing at the district tournament.
  
- D. Track
  - 1. A student-athlete will letter if they qualify in the District Track Meet to advance to the Divisional meet. Individuals on relay teams are included.
  - 2. A student-athlete may also letter if they accumulate two points at every meet participated in where the meet consists of five or fewer teams, accumulate a point (place in an event) at every meet participated in where the meet consists of six or more teams, or are invited to the Top 8 Meet.
  
- E. Speech & Drama—A student must attend an appropriate number of practices as determined by the coach, must compete in three regular season meets, and advance to Divisionals in order to letter.
  
- F. Drill Team and Cheerleading—A student-athlete must attend an appropriate number of practices as determined by the coach and must participate in all performances.
  
- G. Miscellaneous—All other extra-curricular letters are earned according to rules set by the advisor. Managers, statisticians, videographer, etc earn Manager Letters as to be determined by the head coach. (3 per team per season)

### **VIII. Conflict Between Activities**

Students are encouraged to take advantage of as many extra-curricular activities as their family and school obligations allow, but it is understood that there may be occasions when more than one activity is scheduled on a given night. If this is the case, the student **MUST** participate in the activity that is the higher level of competition. For example, Divisional Speech & Drama will take precedence over a regular season basketball game or State FFA will take precedence over a semi-final football game. If there are two activities of the same level of competition on the same day, the student participating shall make a decision and advise their coaches/advisors at least a week ahead of time. Coaches/advisors **WILL NOT** discriminate against a student for making such a decision.

## **DIAMONDBACK CHEERLEADING GUIDELINES AND STANDARDS**

1. DiamondBack Cheerleading is a support group for DiamondBack boys and girls basketball. Although it is not a varsity sport as defined by the MHSAA, cheerleaders will be held to the same standards as any other student-athlete. This includes the opportunity to earn varsity “letters” if cheerleaders are high school students. Junior high school students will receive another form of recognition.
2. If there are sufficient numbers as determined by the advisor and administration, the team will be split into junior varsity and varsity squads.
3. Cheerleading is primarily a high school activity. If there are fewer than three high school students interested in cheerleading, then tryouts will be opened up for 8<sup>th</sup> grade students. If there are still insufficient numbers, the administration and advisor will consider whether or not to allow 7<sup>th</sup> grade students to participate.
4. The cheerleading advisor will determine whether or not tryout sessions are necessary. Tryouts will be in the fall preceding the basketball season.
5. Cheerleaders will be expected to attend all practice sessions prescribed by their advisor, but **MUST** attend at least 10 practices prior to their first performance. The cheerleading advisor will inform the girls of the criteria for approval of excused absences and missed games at the beginning of the season.
6. The advisor will assign practice and performance sessions.
7. Cheerleaders will use pyramids and throws **ONLY** when they and their advisor have been properly trained—safety is of utmost importance. Unapproved stunts may result in removal of cheerleaders from the squad or termination of the cheerleading program as a whole!
8. Cheerleaders and their advisor will be encouraged, but not required, to attend clinics. Advisors **MUST** comply with all MHSAA Spirit Requirements.
9. At least two cheerleaders must perform at each athletic event in which cheerleaders are scheduled to perform. If there is one squad, cheerleaders must perform at all home and away varsity competitions. If there are two squads, then cheerleaders will also perform at JV games when there is also a varsity contest. If just the JV team has a game, then no cheerleaders are expected to perform.
10. Cheerleaders will ride in district-owned transportation to go to and from performances and practices unless previously approved by the administration.
11. Cheerleaders must adhere to all academic extra-curricular and athletic training rules including obtaining a physical prior to their first practice.
12. While “Pep Club” is a separate organization from Cheerleading, it is expected that cheerleaders assist in any way possible to support and enhance Pep Club activities, as both groups exist in order to help recognize the activities and accomplishments of all students participating in extra-curricular activities.

## **APPENDIX I—ASSERTIVE DISCIPLINE PLAN**

The philosophy on assertive discipline is very clear. A discipline management plan must define rules, establish consequences and provide rewards for and to those who follow the rules. People don't like rules but in order to succeed must follow them. No one likes to be disciplined when rules are violated but that's the learning experience and many take rewards for granted until they lose them. Play by the rules, pay the price if you mess up and appreciate the reward earned by being responsible. That's assertive discipline.

### **STUDENT PERFORMANCE EXPECTATIONS**

#### **WE THE STUDENTS OF DUTTON/BRADY SCHOOL:**

Respect those who are in authority over us, as well as our fellow students.

Take care of school property.

Keep our body to ourselves.

Walk in the hallway.

Speak in a mild tone of voice and use words found in the English language dictionary, which are not vulgar or swearing.

Dress appropriately.

Take part in activities that promote a healthy and safe life style.

Get permission to leave the building and sign out.

Get permission to drive vehicles or transport others.

Eat lunch in the lunchroom, drink pop and eat candy in the school entry during lunch hour and chew gum as allowed by the teacher in a responsible way.

Take pride in our school.

Are responsible for our actions

Maintain a positive attitude.

## **RULES**

1. Follow instructions the first time.
2. Adhere to the student performance expectations.
3. Follow the individual classroom rules.

## **CONSEQUENCES**

1. **Warning** - initiated by supervisor.
2. **Detention** - initiated by supervisor; not less than 15 min, not more than 2 hours. Denial of extracurricular participation until completed.
3. **Suspension** - initiated by principal, ½ to 5 days, receive no credit in classes, but must complete work.
4. **Expulsion** - initiated by the School Board, 1 week to permanent, no credit.

**Severity Clause** - Denial of participation in school and related activities as a result of rejecting the rules.  
(Suspension)

## **POSITIVE REWARDS**

1. Early dismissal for special occasions.
2. School dances and social events.
3. Senior privileges.
4. Curricular and extra-curricular activities participation.

# DiamondBack Volleyball 2008

(Last updated June 3)     *Junior High in Italics*

August 18—First Day of Volleyball Practice

August 29—*JH/JH/JV/V* at Highwood

*September 5—JH/JH at Belt 4:00/5:00*

September 5-6—JV/V at NorthStar Showcase

September 11—*JH/JH vs. Geraldine 4:00/5:00* JV/V vs. CJI 6:00/7:30

September 13—JV/V at Heart Butte

September 18—*JH/JH/JV/V* at Power

September 19—JV/V vs. Simms

September 23—JV/V at Sunburst

September 26—JV/V at Valier

*October 3—JH/JH vs. Belt 4:00/5:00*

October 3—JV/V at NorthStar (stay overnight)

October 4—JV/V at CJI Showcase

*October 9—JH/JH at Geraldine 5:30/6:30*

October 9—JV/V at CJI

October 10—JV/V vs. Heart Butte

October 14—*JH/JH/JV/V* vs. Power

October 20—*JH/JH/JV/V* vs. Highwood

*October 24-25—JH Volleyball Tournament in Dutton & Power*

October 25—JV/V at Simms

October 31—JV/V vs. Valier

November 1—JV/V vs. Sunburst—senior night

November 6-8—District 6-C West Volleyball Tournament at CJI

November 13-15—Northern C Divisional Volleyball Tournament at Chinook

November 20-22—State Volleyball Tournament at MSU-Bozeman

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Head Coach: Kathy Wesche

Assistant Coach: Lori Ostberg

*Junior High Coach: Mandy Brumwell*

# Titan Football 2008

(Last updated March 17)

August 18—First Day of Football Practice

September 5—JH/V vs. Belt at Power 4:30/7:30

September 8—JV at Belt 4:00

September 12—JH/V vs. Simms at Power 4:30/7:30

September 15—JV at Simms 4:00

September 19—JH/V at Chinook 4:30/7:30

September 22—JV vs. Chinook at Dutton 4:30—Dutton/Brady Homecoming

September 26—JH/V at Centerville

September 29—JV vs. Centerville at Dutton 4:30

October 3—JH/V vs. CJI at Power 4:30/7:30

October 6—JV at CJI

October 11—JH/V vs. Hays-Lodgepole at Dutton 9:30/1:00

October 15—V at Rocky Boy

October 25—JH/V at Sunburst

November 1—1<sup>st</sup> Round Playoffs

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Head Coach: Brent Hitchcock

Assistant Coaches: Darrell Laubach and Tom Tranmer

Junior High Coach: Joe Schmidt

Assistant JH Coach: Scott Stevenson

# DiamondBack Basketball 2008-2009

(Last updated March 17)

All games are JVG 3:00, JVB 4:30, VG 6:00, VB 7:30 unless otherwise noted.

November 24—First Day of Basketball Practice

December 12—BB vs. Chinook at Big Sandy (Girls at 1:00, boys at 2:30)

December 13—BB vs. NorthStar at Big Sandy (Girls at 4:00, boys at 5:30)

December 18—BB vs. Valier

December 20—BB vs. Power

January 2—BB at Sunburst

January 3—BB vs. Heart Butte

January 9—BB at Augusta

January 10—BB vs. Simms

January 16—BB at Great Falls Central Catholic

January 17—BB vs. CJI

January 22—BB at Valier

January 24—BB at Power

January 30—BB vs. Sunburst

January 31—BB at Heart Butte

February 6—BB vs. Augusta

February 7—BB at Simms

February 13—BB vs. GFCC—senior night

February 14—BB at CJI

February 18-21—District 10-C Basketball Tournament at Shelby Fieldhouse & Event Center

February 25-28—Northern C Basketball Tournament at Four Seasons Arena

March 5-7—State Girls Basketball Tournament at Belgrade

March 12-14—State Boys Basketball Tournament at MetraPark Arena in Billings

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Head Girls Coach: Randall Reeve

Assistant Girls Coach: Richard Reeve

Head Boys Coach: Brent Hitchcock

Assistant Boys Coach: Scott Stevenson

JH Girls Coach: Randall Reeve

JH Boys Coach: Tim Johnson