DUTTON/BRADY PUBLIC SCHOOL DISTRICT #28C

Mastery today...success tomorrow.

2026-27 Student/Parent Handbook

"A well-round education for students to confidently navigate their world"

A message from the Superintendent

Welcome to the 2026-2027 school year at Dutton/Brady Schools. We look forward to an excellent year of providing **"a well-rounded education for students to confidently navigate their world."**

Please read the Student/Parent Handbook to familiarize yourself with our school's procedures and expectations. Please keep this handbook throughout the year to answer any questions regarding school policies.

Concerns will be addressed through the proper channels. Please consult teachers first regarding classroom curriculum, instruction, and management questions.

The necessity of positive communication cannot be overstated. Dutton/Brady staff work hard to ensure students feel safe and welcomed throughout the school day. For this reason, policies help establish standard procedures (refer to #3226, #3310, #3510, #3612, and #3630) to help maintain a positive learning environment. Our goal is to uphold the Professional Educators of Montana Code of Ethics that maintains a commitment to students and families, the professions of teaching and learning, and an active role in the community.

Your cooperation is essential to establishing an environment of respect that helps students reach high academic and vocational achievement levels.

Thank you. Together, we can continue the tradition of excellence and strive toward our school's vision of mastery today…success tomorrow at Dutton/Brady Schools.



Jeremy Locke, Superintendent
Dutton/Brady Public Schools
Mastery today...success tomorrow

Read a book. Drink water.

ATTENDANCE POLICY

District policies #3122 and #3123 identify the importance of the continuity of instruction. 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 and turned into the office.

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

Student will have two days to make up an absence with no more than one week to complete all missing work.

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 must be made up within two days to receive full credit. 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 student's responsibility to arrange to make up any work missed when gone.

Unexcused Absences:

Unexcused absences are not acceptable to the District. Students will not be able to make up work during days of absences that are not excused. 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 the school administration. The administration has the authority to determine if an absence is excused or unexcused.

Calls to excuse an absence must be made the day of the absence.

Eight-Day Policy:

Students can accumulate eight (8) absences each semester. This includes excused and unexcused absences but not school-related activity absences. 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 eighth (8^{th}) 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 the parent/student. After 8 days students will receive a zero for that day's assignment for each class.

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 the necessary paperwork. The absence will be considered excused when the office receives the proper documentation. Failure to provide documentation within two (2) days will result in a permanent unexcused absence. The eight (8) days are computed on a semester basis. The administration reserves the right to extend this policy after parent consultation in extenuating circumstances.

- A letter will notify Parents/guardians after every fourth (4th) absence from school/class period.

SCHOOL BUSES

District policy #8110 outlines vital provisions of District transportation activities. Bus transportation is a service provided for you. The bus driver is responsible for transporting pupils. Please treat your bus driver with courtesy. Students who board the buses late, either in the morning or afternoon, alter the schedule and could cause anxiety along the route. Be on time.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. The rules that apply during school are also in effect while riding the bus, whether on a regular route or for a school activity.-Students must realize that safety is based on group conduct. All students using District transportation will use the following procedures:

- The driver is in full charge of the bus and students. Students will comply promptly with any request made by the driver.
- At the discretion of the driver, students may be assigned a seat and held responsible for that seat.
- Students will observe classroom conduct while on the bus.
- Students will not move about within the bus while it is in motion.
- Arms or head will not be extended out of bus windows at any time.
- Students will not throw waste paper or other debris on the floor of the bus.
- Any damage to the bus will be reported to the driver at once. The Dutton/Brady School District expects to be compensated for any malicious damage to a school bus by a student.
- Students may not reserve seats.
- Students will adjust windows only when instructed to do so by the bus driver.
- Students must be absolutely quiet while the bus is stopped at a railroad crossing.
- Students may not board or depart the bus at a stop other than their own, without prior notice being given to the bus driver.
- Students will not eat any food or snacks or drink beverages on the bus unless permitted to do so by the driver.
- Students will not exit from the emergency door unless an emergency exists. Students will use respectful language on the bus. Profanity will not be tolerated.
- Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their right to ride the bus.

Bus drivers must report misbehavior on the school bus to the building superintendent. Such reports may result in the following consequences:

- A warning will be issued to the student and parent.
- Riding privileges will be revoked for two weeks.
- Riding privileges will be revoked for the rest of the current school year. Please note: depending upon the seriousness of the incident(s), riding privileges for any individual student may be permanently revoked. Other consequences, such as being assigned a specific seat, may be earned, as well. Parents will be notified of continued misconduct on the buses.

RESPONSIBILITIES – PARENTS:
The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only a few of the many ways parents can assist:

- Ensure that students are at the bus stop in sufficient time to meet the bus.
- Properly prepare children for weather conditions.
- Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.
- In the event that weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the operation of buses will be broadcast over KSEN/KMON Radio Station, 96 FM and 1150 AM or 560 AM at 7:00 a.m. If buses are dispatched prior to the end of the school day due to adverse weather conditions, radio announcements will be broadcast immediately, and school personnel will attempt to contact parents by phone.

DUTTON/BRADY GOLDEN RULES

Dutton/Brady Public Schools have developed the following golden rules to support the implementation of Positive Behavioral Interventions and Supports (PBIS):

Dutton/**B**rady students
Act responsibly,
Cooperate,
Keep our school safe, and
Show respect. (DBACKS)

CLASSROOM ENROLLMENT AND OPERATIONS

EARLY LITERACY TARGETED INTERVENTION

District policy #2165 under classroom-based programming states, "The Board of Trustees has established a half time classroom based early literacy targeted intervention program. The Board of Trustees authorizes the District staff to admit, enroll, and serve an eligible child who is 4 years of age or older on or before September 10 of the year in which the child is to participate in the program and who is not entering and who has not completed kindergarten in the District's classroom-based early literacy targeted intervention program. If a full-time program is established the District will allow a parent or guardian to enroll their child on a half-time basis. The classroom-based program shall foster parental engagement, be research-based, and be proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade."

KINDERGARTEN ENROLLMENT

In order to enroll in school, Kindergarten students must be **five** years old on or before September 10. All children who meet the age requirements are encouraged to register for kindergarten. If you are unsure and have any questions, please feel free to call. A copy of a Certified Birth Certificate and most up-to-date Immunization Records are required as the **first step** of the enrollment process. These documents may be emailed to office@dbps.us; faxed to 406-476-3342, or dropped off at the school office.

ENTRANCE, PLACEMENT, TRANSFER

Requirements

District policy #3110 provides further information on the necessary components of a birth certificate and an immunization record required for admission to the District. The District will not assign nor admit any person who has reached his/her (19th) birthday on or prior to September 10th of the year in which he/she is to enroll without board action.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to District Policy #3141. For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity.
2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The Superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

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. The final disposition of all placement decisions rests with the principal and is 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 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 REGISTRATION

Prior to the beginning of each semester students will meet with the school counselor to determine their class schedule. Students will then have up to four school days after the semester begins to add/drop classes. After the fourth day, students will no longer be allowed to add/drop classes.

CLASS REQUIREMENTS

District policies #2410 and #2410-P(1) provide information on 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:

Credits	Subject
4	English
3	Social Studies (Including US Government, US History, World History)
3	Mathematics (Includes financial literacy)
3	Science
2	PE and Health
1	Senior Survival (JMG)
1	Arts (visual or performing)
1	Vocational Class (FCS, Business, Financial Literacy, Ag. Ed)

CLOSED CAMPUS POLICY

The campus is closed during lunch to grades K-8. Grades 9-12 are allowed to leave campus during lunch with written, signed permission from parents or guardians. Parents/guardians can sign a Permission to Leave Campus form annually. Students arriving back late from lunch one time (without an extenuating circumstance determined by the administration) will have closed campus for the remainder of the semester. A closed campus list will be maintained at the front office. Failure to follow closed campus procedures will result in further disciplinary measures.

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. Various staff and superintendent signatures 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. The administration will design a timeline for check-out procedures.

DUTTON/BRADY SCHOOLS – BELL SCHEDULE

	Monday-Friday
1	8:00 – 8:58
2	9:01 – 9:59
3	10:02 – 11:00
4	11:03 – 12:01
Elem. Lunch	11:15 – 11:55
JH/HS Lunch	12:01 – 12:41
5	12:44 – 1:42
6	1:45 – 2:43
7	2:47 – 3:45

DIAMONDBACK ACADEMIC LETTER

The Academic Letter is designed to give recognition to those students at Dutton/Brady High School for excellence in academics. These awards will be given at the end of each school year once the final grades have been submitted and are calculated. All currently enrolled, full-time students meeting the criteria are eligible to receive the academic letter. Academic Letter will be awarded at the completion of the school year, sent home.

Once a high school student has been awarded an academic letter and continues to maintain both active enrollment status and the required cumulative average, subsequent awards will consist of a bar to be affixed to the original academic letter.

Criteria for Academic Letters are provided below.

The following minimum Grade Point Averages need to be achieved at the completion of each school year.

Freshman	Sophomore	Junior	Senior
4.0 Cumulative	3.90 Cumulative	3.80 Cumulative	3.70 cumulative

DISTANCE LEARNING COURSES

District policies #2170 and #2170-P(1) provide information that the district will permit a student to enroll in an approved online course from The Montana Digital Academy or a school approved by the administration so that such a student may include a greater variety of learning experiences within his/her educational program.
Credit for online 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, including the Montana Digital Academy, North Dakota Center for Distance Learning.

The District encourages students to participate in Dual Credit and approved online classes. However, there are costs associated with these classes. The State of Montana will pay the fees of up to six dual credits in a student's high school career. Beyond these six credits, the student is responsible for payment of fees. If a class is not provided in the Dutton/Brady schedule, and the school counselor and administrator determine it is in the best interest of the student, the District will pay the fees for MDTA or other district-approved classes. If students take a class for remediation purposes, the student will be responsible for payment of fees.

DUAL CREDIT ENROLLMENT

Due to the nature of higher expectations and more demands for dual-credit enrolled students through the Montana University System, credit load will be reflective and aligned to match class demands. Students who receive three college credits for a college class will be granted the equivalent of one high school credit for the area outlined for the subject matter in the course catalog.

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 completed before the quarter ends to ensure credit for that 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 fail the entire semester of work. All grades must be turned in 3 days after the quarter ends. Due last day of quarter

Semester Test

Semester test will be at the teacher's discretion based on a criteria outlined in their syllabus.

GRADING SYSTEM/HONOR ROLL

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:

Percentage	Grade	Rating
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 a differentiation made for +/– grades. This means that an A is considered a 4.0, but an A- is not.

Each quarter and semester, the administrative office will calculate and release an 'honor roll' list to the local media. 'High Honors' will be granted to those with a GPA between 3.50 and 4.0; 'Honor Roll' will be designated for students with a GPA between 3.00 and 3.49. +/- grades will reflect GPA equivalency

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

District policy #2333 identifies the responsibility of the District, upon the student's completion of the requirements for graduation, 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 will be allowed to honor their American Indian Heritage through the display of culturally significant tribal regalia.
5. Students who participate will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
6. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.
7. 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.
8. 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 one week before graduation.

NATIONAL HONOR SOCIETY

The National Honor Society allows recognition to students who have met the following criteria:

1. Must be a sophomore or above.
2. Must have a cumulative grade point average of 3.5 or above.
3. Applicant will be evaluated on leadership, scholarship, character, citizenship and service.
4. The evaluation tool is the National Honor Society's Application Rubric.
5. Evaluators will be comprised of 5 faculty members, employees of the district and referred to as the Selection Committee. An Administrator will not be a member of this committee.
6. Members of the Selection Committee will remain anonymous.
7. Applicants will be informed of the decision made by the Selection Committee; either select or non-select.
8. Information discussed during the evaluation process will remain confidential.

TARDINESS

Tardy students 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 cumulative for all classes for one semester.

Tardy Policy: Grades 6-12

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

Unexcused tardy:	4 tardies per semester:	=	closed campus (HS), no gym at lunch (JH)
	5th tardies per semester:	=	Lunch detention
	6th tardy	=	Loss of privileges
	7th tardy	=	ISS
	8th or more tardies	=	Loss of classroom credit

SCHOOL SERVICES

BREAKFAST & HOT LUNCH PROGRAM

Breakfast and hot lunch are services offered to you by your school district. Meals must be paid for in advance. The price of breakfast is $1.60 for students and $2.35 for adults. The price of lunch will be $2.35 per day for students and $4.10 for adults. Extra milk may be purchased for $.40. The district does provide free and reduced meals.

Applications will be sent out upon receipt from the Office of Public Instruction. Special dietary requirements will be accommodated after the school is provided with a doctor's written instructions.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Policy #3226 provides operational definitions of bullying, harassment, intimidation, and hazing. The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Definitions

1 "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

2 "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

3 "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

4 "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
3. Creating a hostile educational environment.

5 "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the District Administrator, who has overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

General

District policy #3612 identifies the use of provided access to electronic equipment. The District makes Internet access and interconnected computer systems available to District students and faculty. The District offers electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good online behavior. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise the use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

The use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum consistent with the District's educational goals.

Acceptable Uses

Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:

A. Uses that violate the law or encourage others to violate the law, including, but not limited to, transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

B. Uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.

C. Uses that jeopardize the security of student access and of the computer network or other networks on the internet.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers, unless approved by the administration.

DUE PROCESS

District policy #3300 identifies that each student has the right to due process. Efforts shall be made by the administrators and faculty members to resolve problems through the 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 l. 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 l 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.

EMERGENCY MANAGEMENT & CRISIS PLAN

The Dutton/Brady School District procedures for responding to crises that are most likely to occur on a school campus are outlined in the Emergency Management Guide & Crisis Plan. Some examples of these would be:

- A natural or “man-made” disaster that has a traumatic impact on a relatively large number of people;
- The death of a student or staff member;

- An individual who becomes violent, aggressive, or otherwise causes a significant disruption during the school day;
- A situation where a person presents an immediate threat to the physical safety of one or more people (but before a major incident occurs);
- Armed intruder incidents.

The manual is designed as a working document and is reviewed annually. Please visit our website at https://dbps.k12.mt.us/ or the front office to view our Emergency Management Guide & Crisis Plan.

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.

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 with students during the school year. 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.

HOMELESS STUDENTS

If a family or youth is experiencing an unsettled housing environment they may be entitled to services under Title IX of Every Student Succeeds Act (ESEA). For more information concerning the McKinney-Vento Homeless Education Assistance Act you can review Dutton/Brady's Homeless Policy in the Board Policy Manual, Policy #3125, located on our district webpage at https://dbps.k12.mt.us/.

Homeless children and youths may include:

- Individuals who lack a fixed, regular, and adequate nighttime residence;
- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and Migrant children who qualify as homeless as described above.

LIBRARY

District policies #2309, #2310, and #2314 identify the procedures and library selection of materials and the review process. The libraries are equipped with various materials for your use in classroom assignments and for pleasure and relaxation in reading. Proper use of the library by each individual ensures efficient use by all. Please see the Librarian for resources not found on the shelves.

MEDICATIONS

The school may 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 be brought to the office in the morning along with written directions for administration from parents in accordance with District Policy #3416.

Form #3416F MUST be on file before prescription medications will be authorized at school.

Students should not have any medications (prescription or over-the-counter) in their lockers.

HEAD LICE

District policy #3420 identify the important of healthy environments during school hours. The Board recognizes its responsibility to all students enrolled in the Dutton/Brady Schools to provide a safe and healthy environment in which they may attend school. One inhibitor to a healthy environment is the head louse (Pediculus capitis). Head lice infestations must be addressed in public schools if a healthy environment is to be maintained. Every attempt will be made to educate students and parents on preventing and eradicating head lice before and after infestation is detected.

Because of the innocent desire of children to be social, and the communicable nature of lice requires preventative measures by the school district and the public health agency to contain infestations, it is in the interest of health and welfare of students enrolled in the School District that no student will be permitted to attend classes with the general population if they are infested with head lice. A student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and eggs

SEARCH POLICIES

District policy #3231 allows school authorities to conduct searches and seizures of property to ensure the security of school grounds. 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 a 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 or 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.

SEXUAL HARASSMENT

It is the policy of the Dutton/Brady Public Schools to not discriminate on the basis of sex in any education program or activity that it operates. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the US Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Dutton/Brady Policy #3225 defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
- "Sexual assault" as defined in 20 USC 1093(f)(6)(A)(v).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Any individual may file a complaint alleging violation of this policy, Policy #3200 – Student Rights and Responsibilities, Policy #3225/3225P – Sexual Harassment. Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Name and Title – Janell Mischel – PK-12 Principal
Office Address – 101 2nd Street NE, Dutton, MT 59433
Email – jmischel@dbps.us
Phone Number – 406-476-3424

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secure by Title IX or this policy, or because the

individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts of circumstances as a report or complaint of sex discrimination, or a report of formal complaint of sexual harassment, for the purpose of interfering with any right o privilege secure by Title IX or this part, constitutes retaliation.

SPECIAL EDUCATION SERVICES

Dutton/Brady provides a comprehensive special education program that serves students who need individual educational services. Depending on need, some students are fully included in general education with modifications and minimal support from special education staff. Other students are taught in the general education classroom with special education supports and some students receive pull-out services. Besides our onsite Special Education teacher, our school also utilizes a regional cooperative provide a variety of additional student services.

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.

STUDENT BEHAVIOR

Our goal at Dutton/Brady School is to promote effective practices to create a positive learning environment for each student. In working toward this goal, students will be taught positive, proactive guidelines necessary for success. Teaching, modeling and reinforcing positive social behavior is an important step in a student's educational experience. By teaching and modeling positive behavior guidelines, we are able to establish a climate where appropriate behavior is the norm and students can be successful.

BEHAVIOR

Students are expected to behave in a manner that is a credit to our school. In meeting this goal:

1. Our students show respect to all teachers, staff, and fellow students.
2. Our students take care of school property.
3. Our students follow our school Dress Code.
4. Our students keep their bodies to themselves, treat each other appropriately and do not show excessive public displays of affection. They recognize that school is their business setting and that kissing, hugging and intimate touching are inappropriate. Do not have physical contact while on school property.
5. Our students eat lunch in the lunchroom, any snacks, drinks, and gum are only allowed with teacher permission.
6. Our students follow all established closed campus and lunchtime procedures.
7. Our students understand that initiations, hazing, and intimidation of fellow players, students, underclassmen, etc. is hurtful and strictly prohibited.
8. Our Students maintain a positive attitude and take pride in our school

9. Our students acknowledge and respect their privileges of extra-curricular and co-curricular activities. They demonstrate this by behaving in these settings as they should during the school day.
10. Our students do not use tobacco (including e-cigarettes) or drink alcohol on school premises, including other schools where you might be a guest (Do not bring alcohol to school). Violations will result in suspension.
11. Our students do NOT possess dangerous weapons or illegal drugs. If found, local law enforcement will be called.

GENERAL RULES

- Follow instructions the first time.
- Adhere to the student performance expectations.
- Follow the individual classroom rules.

PLAYGROUND RULES (K-6)

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 SUPERINTENDENT.
   - **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. Equipment for the playground may be brought for use 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 safely 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 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 wear a coat and other appropriate clothing as directed by teachers.
    - 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 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 quietly.
8. **At ball games**.
    - I will walk, not run, for safety and courtesy while in the building.

POSITIVE REWARDS

- Organized recess for special occasions.
- School dances and social events.
- Curricular and extra-curricular activities participation.
- Student Recognition

STUDENT DISCIPLINARY MEASURES

Dutton/Brady Schools believes that a safe, respectful, and productive learning environment is a partnership between the school, students, and parents. In accordance with **District Policies #3300 and #3310**, teachers and administrators hold the authority to keep students accountable for proper conduct during school operations.

Our school utilizes a **Multi-Tiered System of Support Discipline Framework** designed to provide reasonable, constructive consequences for inappropriate behavior. Our primary goal is to keep students engaged in learning while teaching accountability.

Please Note: Nothing in these procedures inhibits the District from removing students or increasing consequences immediately for extreme or dangerous behaviors, as determined by the Superintendent.

The 3-Level Student Behavior Matrix
The school categorizes behaviors into three levels of severity. Consequences scale progressively if behaviors are repeated or uncorrected.

Level 1: Minor Classroom-Level Infractions
These are low-level disruptions handled directly during the school day through classroom management and positive behavioral supports.

- **Identified Behaviors:** Insubordination (failure to obey a reasonable request by an adult), Profanity, Cheating/Lying (unauthorized information or misrepresentation on assignments), Inappropriate Device Use, and Pushing/Shoving.
- **In-School Interventions & Consequences:**
    - **PBIS Strategies:** Positive reinforcement, reteaching expectations, and behavioral reflections.
    - **Lunch Detention & Follow-up:** Held during the lunch period under staff supervision.
    - **After-School Detention:** Held immediately following dismissal. *Note: Parents will always be notified in advance if a student is required to stay after school.*
    - **Digital Detox / Device Check-In:** Temporary loss of personal device privileges during the school day.
    - **Check-In/Check-Out (CICO):** Daily morning and afternoon goal-setting check-ins with a designated staff mentor.

Level 2: Intermediate Elevated Behaviors
These behaviors cause a more significant disruption to the school environment, involve minor property or safety concerns, or represent a failure to correct Level 1 behaviors.

- **Identified Behaviors:** Internal Damage to Property, Harassment or threatening behavior, Aggressive Behavior, and **Chronic Level 1 Behaviors** (repeated, uncorrected minor infractions).
- **In-School Interventions & Consequences:**
    - **Loss of Game Time / Practice:** Suspension from participating in or attending extracurricular activities, sports practices, and games.
    - **In-School Suspension (ISS):** Short-term removal from the classroom (not to exceed 3 consecutive days). Students report directly to the office, are supervised at all times, eat lunch in the ISS room, and must work on academic material for the entire day. *Parents will be notified by phone or certified mail, and a mandatory parent-administrator meeting is required. Full academic credit is awarded once all missed work is completed.*
    - **Restorative Campus Clean-Up / Restitution:** Supervised service or clean-up during non-instructional periods to repair or compensate for property damage.

- **Conflict Resolution / Peer Mediation:** Facilitated sessions with school counseling staff to resolve conflicts before they escalate.

Level 3: Major Severe Violations
These are major violations that threaten school safety, violate the law, or represent a chronic failure to respond to lower-level interventions. These require immediate administrative intervention.

- **Identified Behaviors:** Fighting (physical actions that may result in injury), Possession of Harmful Substances, Possession of a Weapon, Theft/Burglary, False Reporting, and **Chronic Level 2 Behaviors**.
- **Interventions & Consequences:**
  - **Out-of-School Suspension (OSS):** Suspension up to 10 school days. The student is held in ISS until a mandatory parent-administrator meeting takes place, after which they are released to parental custody. *No academic credit is received during an OSS period.*
  - **Individualized Behavior Plan:** A formal, cooperative behavioral contract developed between administration, teachers, counselors, and parents.
  - **Service Projects:** Structured, supervised school or community improvement assignments.
  - **Law Enforcement Involvement:** Contacting local authorities when a violation breaks state or federal law.
  - **Expulsion:** Long-term removal from school that can only be imposed by the Board of Trustees following a formal hearing. Expulsions range from 10 to 90 school days, except for weapons violations, which may result in an expulsion of up to 1 calendar year.

DETENTION

- Detention may be assigned during or 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, parents must be notified in advance if students are detained after school.

FRIDAY DETENTION

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

1. Friday detention will be from 8:00 a.m. to 12:00 p.m. on an assigned Friday. The doors will be locked at 8:00 a.m.; those not showing up may receive ISS or OSS the next school day.
2. Students are responsible for their 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 Friday 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 consequences of Friday's detention.
7. All rules regarding detention will be enforced.

IN SCHOOL SUSPENSION (ISS)

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) After 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—the ISS supervisor will escort them to the restroom.
9) Students will either have lunch brought to them from the lunchroom or 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 they are finished, they will read a book for one of their classes. They are not allowed to just sit and do nothing.

OUT OF SCHOOL SUSPENSION (OSS)

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 the authority of the administrator.
4) No credit will be received during the suspension period.

EXPULSION

1) May occur only at a hearing before the Board of Trustees and imposed by the Board of Trustees:
2) The superintendent will read the charges against the student and the administration's recommendations.
3) The student, parent(s), or a student representative will be allowed to state their version of the incident, ask questions, or produce witnesses or evidence.
4) 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:

- **Insubordination:** The failure to obey a reasonable request by an adult.
- **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.
- **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.
- **Use of Tobacco:** Smoking, chewing, vaping, or sniffing tobacco on school property during school hours or during a school-sponsored activity.
- **Fighting:** Physical actions between two or more individuals that may result in injury.
- **Stealing:** To take the property of another.
- **Truancy:** An absence from school without the knowledge and permission of a parent or guardian and school officials.

- **Unexcused Absence:** The failure to clear an absence through a written note or phone call from a parent.
- **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.
- **Cheating:** The use or giving of unauthorized information to willfully misrepresent him or her in an academic assignment.
- **Public Display of Affection:** Inappropriate display of affection between two individuals on school grounds.
- **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.

SCHOOL DRESS CODE

District policy #3224 describes the importance of proper dress during school hours.
Dutton/Brady students are expected to respect the school community by dressing appropriately for the environment and activity. Dress and attire should facilitate learning and not present health or safety issues or cause a disruption to the educational process. Dutton/Brady School adopted the philosophy of covering the 3B's and a C: Backs, Bellies, Bottoms, and Chests. The staff and/or Superintendent have full discretion to determine if student clothing disrupts the educational process.

Minimum Requirements:

- Shoes must be worn at all times: slippers are not considered shoes.
- Shorts and skirts must be at least fingertip length, or longer, when arms are extended.
- Rips or tears must be below the fingertip length when arms are extended.
- Muscle, side-slit and midriff shirts are not appropriate for the classroom or physical education classes.
- Polyester spandex and yoga pants must be opaque and not see through.
- Leggings may only be worn if the hip and buttock area are completely covered by a shirt or top.
- Tops must be wide enough to cover undergarment straps and cover from armpit to armpit. No halter tops or strapless shirts allowed.
- Hair is to be kept clean, trimmed and neatly groomed at all times. It should provide no distractions from participation in the education process.
- Facial hair is to be kept clean, trimmed and neatly groomed at all times. It should provide no distractions from participation in the educational process.
- P.E. dress code includes: gym shoes, t-shirt and shorts with any of the same dress code rules as stated above.
- Clothing normally worn when participating in a school-sponsored extracurricular or sport activity may be worn to school when approved by the advisor. Examples would be, band uniforms and team shirts or dress warm ups (NO team shorts, skirts or spandex.)

Not Permitted

- No student is to wear an article or clothing that graphically displays or leads an individual to believe that they are promoting gang activity, alcohol, tobacco, drugs, or sexual content, double meaning, or innuendo. Students wearing or displaying offensive messages will be required to change or cover the disputed message

- No undergarments should be visible (i.e., underwear/boxers, bras, etc.). See-through, sheer, lace fishnet fabrics, off the shoulder are prohibited. See-through shirts may be worn over a t-shirt or tank top that meets dress code.
- Sunglasses are not to be worn inside the school building.
- There are to be no garments covering a student's head while in the school including, but not limited to, hats, bandannas, sweatshirt hoods, or head warmers. Hats will be placed in the student's locker when entering the building. Violation of this rule may result in the article being confiscated for the remainder of the school year.
- Hats can be worn at designated times issued by the administration. **This does not include hoodies.**

*Standards of dress will vary for students in different programs that require special clothing or uniforms (i.e. shop class, certain laboratory classes.)

1. **P.E. dress code includes**: gym shoes, t-shirt and shorts with a mid-thigh inseam or longer (no spandex unless worn with cover shorts or spandex has at least a 5" inseam.)

2. **Extra-Curricular Activities**:
    a. Dress during practice will follow standard dress code policies and procedures.
    b. Dress to and from any extra-curricular event will follow the aforementioned guidelines of the School Dress Code.

The school shares in the responsibilities of the student dress code and appearance with the parent/legal guardians and the individual student in the area of health, safety and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, **school officials will decide**.

Students who arrive at school wearing clothes deemed inappropriate for school may choose to:
- Remove the offending item (hat, sunglasses, inappropriate shirt, etc.);
- Change clothes, cover the offending clothing item with another item of clothing or turn the offending clothing item inside-out;
- Have a parent bring other clothing to the school for the student to wear;
- Drive him/herself home to change clothes at the parent's request (1st offense will be given an excused absence.)

Students who continually disregard the dress code will be considered insubordinate and are subject to the District disciplinary policy.

CLOTHING (elementary)

Students should wear clothing appropriate for the classroom and a learning environment, as well as for the various weather conditions. 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, roller-blades, skate-boards, or the like will be allowed in the building.

STUDENT LOCKERS

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

STUDENT PURCHASES

Students must pay in advance for any item they wish to purchase through the school. This includes athletic warm-ups, sweatshirts, or items offered for fundraising. Students also have the flexibility to be billed for any expenses. The balance must be paid at the end of the year prior to graduation.

STUDENT RECORDS

District policy #3600 identifies the importance of confidentiality of student records. A student's records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District through an eight-year period following the student's departure. A copy of this record moves with the student from school to school.

By Law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Records may be reviewed during regular hours, upon completion of written request. The principal or Superintendent or their designee will respond to reasonable requests for explanation and interpretation of the records. Copies of the records are available at a minimal cost.

The Family Education Rights and Privacy Act (FERPA), a Federal Law, requires that Dutton/Brady Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dutton/Brady Schools may disclose appropriately designated" directory information" without written consent, unless you have advised the District to not contact, in accordance with District procedures. The primary purpose of directory information is to allow the Dutton/Brady Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognitions lists
- Graduation programs
- Sports activity sheets, such as for basketball, showing height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two laws require local educational agencies, like Dutton/Brady Schools, receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military

recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised Dutton/Brady School that they do not want their student's information disclosed without their prior written consent.

If you do not want Dutton/Brady Schools to disclose directory information from your child's education records without your prior written consent, you must notify the building superintendent (Jeremy Locke). Dutton/Brady Schools has designated the following information as directory information:

- Student's Name
- Address
- Telephone Listing
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Degrees, Honors, Awards
- Weight and Height of Members of Athletic Teams
- Participation in Recognized Activities and Sports
- The most recent Educational Agency or Institution
    - Dates of Attendance
    - Grade Level Attended

Please note that DBPS customarily uses electronic and traditional print media to highlight students' involvement in activities and classes.

For a full review of the Trustees' Policy on Student Records, please consult School Board Policy #3600-F(2). You may access these policies at the District website online or by requesting a copy from the office.

SURVEILLANCE

District policy #3235 permits video cameras to be used on district property. The district uses cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district facilities and equipment. Cameras may be used in locations as deemed appropriate by the Administration. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

TELEPHONE

The phones are for your convenience. Calls should be made before 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.

Headphones will not be allowed during the school day unless provided for an instructional purpose.

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 limits 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, smart watches, 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, bathroom, 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 and during lunch on the school property as long as they do not create a distraction or disruption. 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 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.

TITLE I SERVICES

Our school uses its Title I funds to provide additional academic support and learning opportunities to help our low-achieving children master challenging curricula and meet state standards in core academic subjects. For example, these funds support extra instruction and personalized interventions in reading and mathematics.

VOLUNTEERS

The District recognizes the valuable contributions made to the total school programs by community volunteers. District employees who work with volunteers shall clearly explain their duties for supervising children in school, on the playground, and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers, including employees of the District assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use an illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day's activities for students. The chaperone shall not encourage or allow students to participate in any activity that violates District policy during the field trip or excursion, including during the hours following the end of the day's activities.

WEAPONS POLICY

District policy #3311 defines what constitutes firearms and weapons. 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.

MONTHY SCHOOL NEWSLETTER AND DISTRICT COMMUNICATIONS (APPTEGY AND INFINITE CAMPUS)

The school publishes a regular newsletter highlighting key events and community information. Please contact the superintendent if you wish to add information to the newsletter, or prefer a hard copy mail to you. *Dutton/Brady Public School District reserves the right to edit and decide what information is published in the school newsletter.*

Dutton/Brady Public School District uses two forms of electronic community with parents and the community. Apptegy is our main communication platform that houses our website and phone application, where you can find all up to date news and information. Infinite Campus has student and parent portals for attendance, grades, and assignments. Please refer to these for any information. Emergencies will be communicated through both platforms and on our social media (Facebook, Instagram, etc.)

USE OF SCHOOL PROPERTY

Textbooks, library books, desks, lockers, and other school property will be on loan to the students for 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.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ACADEMIC ELIGIBILITY

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 4-12 who participates in extracurricular events including, but not limited to, volleyball, football, basketball, track, speech & drama, FCCLA, FFA, 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 the last instructional day of the week 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 any class/subject the following week, they will not be eligible for extracurricular participation for that week. (Tuesday PM to Wednesday AM). Any week of failing classes/subjects will immediately place a student in ineligible status."

For athletes—any student not eligible will be expected to attend all team practices, but are not allowed to travel with the team or "dress out" for the 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.

The Superintendent will contact coaches/sponsors/advisors to let them know which students are not eligible each week. Parents will be contacted for students who become ineligible.

ACTIVITIES AVAILABLE

1. **Athletics** – Dutton/Brady offers a comprehensive sports program for both boys and girls. Our country's leaders are quickly 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, yearbook staff, and National Honor Society. 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.

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 Esther Clark 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 Opportunity Bank of Montana, Dutton Branch.
*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; checks shall be signed by the Superintendent, Business Manager and/or Secretary.
*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.

ACTIVITY TICKETS

Activity tickets will be sold at the beginning of the year and cost $40.00 for students in grades 5-12 and $35.00 for students in grades 1-4. Adult all season passes will sell for $75.00. Family passes are also available for $175.00. These tickets will allow you to be admitted to any regularly scheduled athletic home 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.**

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 lunch or during another non-academic time.

COMMUNITY NIGHT

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

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.

Fundraisers will be determined annually at the beginning of the school year for scheduling purposes, no fundraising will take place during certain times of the school year.

PARTIES/DANCES (elementary)

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.

SCHEDULING

All school activities need to be scheduled with the Superintendent at least one week in advance to allow for the necessary arrangements to be made. Groups sponsoring an event are responsible for finding chaperons. Permission for extracurricular 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.

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 - $15.00 Lunch - $18.00 Dinner - $20.00

The amounts listed cannot be combined for one meal. Following the meal, receipts with full details must be submitted to the office.

SUNDAY ACTIVITIES

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

SCHOOL DANCES

The following rules shall apply to school dances:

1. Dances schedules will be determined by the Administration.
2. A minimum of two adults is required to chaperone dances. Formal dances must have at least two teacher chaperones.

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 dance should be removed from the dance and the student's parents and law enforcement should be called. Chaperones 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 superintendent AT LEAST THREE DAYS PRIOR TO THE DANCE.
7. Only students in high school (grades 9-12) will be permitted to attend Prom. Participants who have been out of high school for one year will be allowed to attend as *partnered guests* by those attendees, designated above.
8. Junior high students will not be allowed to attend high school dances.

SENIOR TRIP REQUIREMENT

1. Define chaperones (must be at least one class advisor).
2. Define certified bus driver.
3. Destination & Activities & Dates.
4. Financial plan to pay the costs. Seniors are responsible for paying all direct and indirect costs, including transportation, fuel, and driver, unless otherwise approved by the Trustees.
5. Assessments cannot exceed $25.00 per person.
6. Surplus student monies may NOT be distributed to seniors in a cash payout.
7. 1(one) school day.
8. Parent authorization for students to attend the trip.
9. Prefer central or western Montana. Travel outside the continental United States is prohibited.
10. The entire class must agree to the plans.
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 TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

No employees shall transport students in their private vehicles.

No student is permitted to perform district business with their vehicle, a staff member's vehicle, or a district-owned vehicle.

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.

DIAMONDBACK EXTRA-CURRICULAR POLICY

The following rules will apply to interscholastic athletics, which are defined as basketball, track, football, volleyball, speech and drama, student council, FFA, FCCLA, and any other school-sponsored activities, including all junior high (grades 4-8) activities**.**

Criteria for Fourth and Eighth-Grade Participation:

The school Athletic Director shall submit a written application for waiver.

1. Participation of an eighth-grade student(s) **can only be on** a varsity team and/or junior varsity team. Participation of a fourth-grade student(s) can be on either the A squad or B Squad team.
2. Participation of an eighth-grade student(s) will not result in the exclusion of other eligible high school players ***(high school players cannot be cut).*** Participation of a fourth-grade student(s) will not result in the exclusion of other eligible fifth through eighth-grade students. ***(Fifth through Eighth-grade students will not be cut).***
3. ***The Dutton/Brady School Athletic Director, at the request of the respective coaches, will determine whether eighth-grade or fourth-grade students need to participate. Requests will not be made if teams reach or exceed 18 volleyball players or 16 basketball players.***
4. The student(s) meet the following criteria necessary for participation in MHSA (High School) and Dutton/Brady School (Junior High) activities: age, residency, and regular enrollment in the school they are attending. The enrollment requirement is waived for Home or Nonpublic school students per MHSA 20-5-109.
5. Any eighth-grade student who is declared eligible under this section must participate in the approved sport at the high school level (grades 9-12) only. Students cannot compete concurrently on the high school and junior high teams in the same sport. If an eighth grader quits the high school team(s), he/she can return to eighth-grade participation but cannot compete again at the high school level for that sport.
6. All students must meet Dutton/Brady School policy requirements, including but not limited to: physicals, concussion protocol, attendance, behavior, failing list and all others listed in the student handbook.

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 standards. These standards include but are not limited to:

No students will be allowed to start athletic practices without a physical, signed concussion form and ImPACT test if required.

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 – Hair is to be kept clean, trimmed and neatly groomed at all times.
5. Facial Hair – Facial hair is to be kept clean, and neatly groomed at all times.
6. Academic Eligibility – As per Board Policy #3920—also see the student handbook.
7. 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.
8. Attendance – 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 a non-school day, students must be in school the entire day before the event. Exceptions may be made by the Administration for medical reasons.
9. MHSA Residency Eligibility - Students must be recognized by MHSA for sports eligibility.
10. 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.
11. Travel - Participants are expected to follow guidelines for athletic travel to maintain the highest level of safety. Junior high students will not be permitted to participate in any overnight extracurricular trips unless they are part of a high school activity that allows their participation, determined by the Superintendent.
12. 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.
13. Obligation - Participants are responsible for necessary insurance, payment of fees and replacement of damages or destroyed equipment or property.

I. <u>Curfew</u>

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 an activity the next day	11:00 p.m.
3.	Saturday	12:30 a.m.

B. Punishment

1. 1st offense:
The coach will determine a 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, but will not 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 (including vaping), 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 of the report.

B. Punishment

1. **1st offense:** Two-week suspension from scheduled activities.
   Students will not practice during the suspension, and will not travel with the team.
2. **2nd offense:** Suspension will include total nonparticipation in athletic activities for the remainder of the season.

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. Social Media Guidelines

A. Online behavior should reflect the same standards of honesty, respect, and consideration expected in face-to-face communication.

B. Consequences for participating in cyberbullying will be the same as for bullying/harassment/intimidation/hazing.

V. Suspensions

A. If a student is suspended from school during the week for any reason, they will also be suspended from participating in scheduled extracurricular activities that same week. Students will not practice during the suspension, and will not travel with the team.

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

VI. 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 shall report any training violations to the athletic director.

VII. 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 unless they are part of the team's official warm-up uniform and the entire team is wearing this uniform.

B. Hair is to be kept clean, trimmed, and neatly groomed at all times. It should provide no distraction from participation. Facial hair is to be kept clean, trimmed and neatly groomed at all times.

C. Denial of participation will be a discipline until the athlete provides proper dress and appearance.

VIII. Lettering Criteria

Lettering criteria will be set at the beginning of the year by the coaching staff for their specific sport. This criterion will be provided to parents and students for transparency on how lettering can be obtained.

Please contact the Titan Athletic Director if you have any questions on athletic lettering requirements.

IX. 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 decide 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.

STUDENT HANDBOOK GRIEVANCE PROCEDURE

General Statement

Students may be disciplined through loss of privileges, detention, suspension, or expulsion. The superintendent 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.