To Dillon Middle School students and their parents/guardians,

Welcome to the exciting world of DMS, your educational home for the school year! We appreciate the opportunity of being your educators during this exciting time. We hope that you are ready for what promises to be an exciting time of your life, and we at the middle school will be here to make it an enjoyable stay. In this school year, we challenge you to be the best that you can be. We ask that you take positive risks and have fun, while challenging yourself academically and socially to reach your greatest potential. At the middle school, students who are the most successful have learned the trick to this success. If you will use this planner as it is intended, and keep track of your assignments, you will indeed succeed. We do not expect “A’s” on every assignment, but we do expect that all assignments will be turned in. A low score may bring down an average, but it does nothing to bring down an average like a zero. You will be successful by utilizing this planner.

We encourage you to get involved in the school through activities, clubs or the music department. We are excited to begin another year and hope it will be the best year of your educational journey so far!!! Thank you for being a respectful, responsible and awesome Dillon Middle School student!!!

Very Respectfully,

Joel Rogers, Principal
DMS Staff

14 N. Cotton
Dillon, MT 59725
Telephone: (406) 683-2368
Fax: (406) 683-2369
www.dillonschools.org

Randy Shipman  Joel Rogers
Superintendent  Principal

This student and parent handbook is presented to you so that you can become familiar with our school; however, it still remains school property. It serves as an organizational tool and hall pass. If planners are lost, students are required to purchase a new one at the office. This handbook contains information that will be of great value in helping you adjust to our school. All information could not be included here, so you will receive additional assistance from school personnel during the course of the school year. This planner is also an assignment book that should be treated with respect. Please do not remove pages, deface the cover, or damage in any way. This student planner should be used to list lesson objectives and record assignments and upcoming tests, as well as other pertinent school information. We expect all students at DMS to be successful; this tool will help with that. We look forward to an exciting and successful year, so have fun and get involved here at DMS!

WE EXPECT ALL STUDENTS TO HAVE THIS PLANNER WITH THEM EVERYDAY IN EVERY CLASS!

Name ____________________________________

Phone ____________________________________

Address ____________________________________

Grade ____________________________________

Homeroom ________________________________
Mission Statement-
Dillon Middle School is committed to balancing human development needs with academic goals. We recognize the uniqueness of each individual as he/she grows from childhood to adolescence and commit to provide a smoother transition through this period of growth.

District #10 Mission Statement-
Our mission is to provide a safe, positive, purposeful learning environment. We will persevere to effectively teach the essential skills by maximizing learning opportunities and recognizing the uniqueness of the individual learners.

We will strive for student success through effective instruction, standards-based curriculum and frequent monitoring of progress. We will nurture a relationship with the community by developing a partnership through positive communications.

Goals-
1) DMS will assist and prepare each student to develop pride, understanding and respect for oneself, peers, teachers, parents, school, and society,
2) DMS wants to allow each student to achieve his/her fullest potential and highest self-image in a caring and sensitive learning environment,
3) DMS will provide each student with the opportunity to make choices and help him/her understand the responsibilities and consequences that accompany those choices,
4) DMS views community involvement as being necessary to help create the kind of atmosphere and experience that will contribute to successful curricular offerings. We urge parent’s active participation in their child’s education, and
5) DMS staff members will model good judgment and understanding in his/her dealings with students, parents and other staff members.

School Policy-
Within the student handbook reference may be made to District #10 Policy Manual. One copy of the complete policy manual is located in the school library, in the main office, and also at the superintendent’s office.

Website-
The Dillon Middle School website can be accessed at www.dillonschools.org. From here all teachers and staff members can be accessed via e-mail.

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<td>1-2</td>
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</table>

Visitors-
We welcome and encourage visitors to visit Dillon Middle School; however, in order to ensure the safety of children at all times, the following procedures are in effect:
1) Parents and other community members are welcome; however, all visitors must check in at the office first and obtain a visitor’s pass.
2) Parents/Guardians wishing to pick up their children from school must come to the office to do so. The office staff will call your child to the office while the child is being signed out. Children arriving late for class or returning to school after being checked out must report to the office to clear attendance procedures.
Dillon Middle School Directory

Anderson, Jeremy (Tech Ed.  janerson@dillonelem.k12.mt.us
Applegate, Julie (Behavior Specialist/YBGR japplegate@dillonelem.k12.mt.us
Bartstone, Tessa (Art tbartstone@dillonelem.k12.mt.us
Blake, Meagan (Family Consumer Science/Title/Skills lab mblake@dillonelem.k12.mt.us
Bocklin, Melissa (Librarian mbbocklin@dillonelem.k12.mt.us
Broder, Shellie (Special Education sbroder@dillonelem.k12.mt.us
Dunlap, Carly (Paraprofessional cdunlap@dillonelem.k12.mt.us
DeMark, Becky (Office Secretary bdemark@dillonelem.k12.mt.us
Eller, Stephanie (Paraprofessional seller@dillonelem.k12.mt.us
Gibson, Sarah (History sgibson@dillonelem.k12.mt.us
Jory, John (Math jjory@dillonelem.k12.mt.us
Korpi, Trudi (Secretary tkorpi@dillonelem.k12.mt.us
Konen, Bobbi (Paraprofessional bkonen@dillonelem.k12.mt.us
Lemieux, Neil (Music nlemieux@dillonelem.k12.mt.us
McQuiston, Amber (Paraprofessional ammcquiston@dillonelem.k12.mt.us
Miller, Katie (English/Reading Strategies kmiller@dillonelem.k12.mt.us
Moreni, Mark (History/Reading Strategies mmoreni@dillonelem.k12.mt.us
Morganthal, Fred (Behavior Therapist/YBGR fmorganthal@dillonelem.k12.mt.us
Olson, Alex (Spanish Teacher aoolson@dillonelem.k12.mt.us
Rogers, Joel (Principal jrogers@dillonelem.k12.mt.us
Telling, Becky (English bttelling@dillonelem.k12.mt.us
Waldorf, Ginny (6th Reading gwaldorf@dillonelem.k12.mt.us
Williams, Shannon (Counselor cwilliams@dillonelem.k12.mt.us
Williams, Rami (P.E./Health rwilliams@dillonelem.k12.mt.us
Zier, Andrew (Math azier@dillonelem.k12.mt.us
Zitzer, Andrew (Science azitzer@dillonelem.k12.mt.us

Dillon Middle School –

During first period every morning at DMS students begin with a welcome from their first period teacher. After attendance and lunch count is taken, the teachers and students start the school day with the Pledge of Allegiance followed by the daily announcements.

Middle School education is the curriculum and program that takes place within the building. As Dr. John Lounsbury states, “These are the prime years, the years during which one’s value system, one’s behavior code, and one’s self-esteem are largely formed. When the adolescent leaves the middle level institution, his/her personality and personal values are largely set - for life.” We at the middle school level have a unique and important responsibility to middle school students.

Students from ages ten to fourteen have very specific needs. They are growing in every way possible-socially, emotionally, physically, and intellectually. A middle school is uniquely equipped to meet the needs of young adolescents. Providing students, the opportunity to learn new interpersonal skills and to enhance their self-esteem as well as learning about character traits is a very worthwhile endeavor. At DMS we care about the whole child!

Eighth Period at DMS -

Eighth period at DMS will be an opportunity for sixth graders to get academic assistance at the end of the day in a homeroom setting. Seventh and eighth graders will be able to participate in curriculum extensions in areas such as: science, math, physical education, technology, art and library skills. The curriculum extensions will rotate quarterly. Additionally, eighth period can be utilized to teach character traits or learn about and practice MBI lessons.

8th period – 6th Grade

The most important component to school will be the “connection” that students can make with a teacher each day. Because of the need for a daily connection eighth period for sixth graders will be a year long course. It is designed to help middle school level students wrestle with many of the problems they encounter at this age. Providing young people, a teacher they can ‘connect’ with each day in their life while attending school is a positive and necessary step. 8th period for sixth grade students will allow us that critical and important opportunity.

DMS Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
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<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>
MONTANA BEHAVIORAL INITIATIVE (MBI) –
Dillon Middle School is a Montana Behavioral Initiative (MBI) school. MBI is a content-based staff development philosophy and process designed to meet students’ diverse and complex social, emotional, behavioral, and academic needs. The term initiative refers to proactive efforts by staff members to identify and prioritize concerns, teach acceptable alternatives to inappropriate behaviors and create a culture promoting healthy habits and respect in schools and communities.

MBI assists educators in developing the attitudes, skills and systems necessary to ensure that each student leaves public education and enters the community with social competence appropriate to the individual regardless of ability or disability. MBI has several beliefs that it promotes and at DMS we share the following beliefs:

- All students should be taught all the skills necessary for success: academic, social, emotional and behavioral.
- Schools are places where students can learn and practice positive interpersonal, cross-cultural and citizenship skills.
- A caring school climate and positive relationships between students and staff are critical to student success and provide an environment where academics flourish.
- Schools are places where youth have access to many significant adults to help them feel collectively and individually valued.
- Schools and communities must work together to meet the diverse needs of students and honor the traditions and contributions of both family and community members.
- All students are entitled to be treated with dignity and respect.
- Successful schools gather and use a variety of information to improve teaching and learning.
- Effective use of a team approach involving all school staff working together provides a consistency which enhances student success.
- Positive, proactive and preventative efforts of schools and communities can create a school climate free of stereotyping, harassment, hatred and violence – filled with a concern for justice and fairness.

Additionally, we have an acronym for DMS that stands for Determination Motivates Success. We also have three expectations regarding this acronym: 1) Be Respectful, 2) Be Responsible and 3) Be Prepared.

These expectations lead students to develop the Determination which Motivates them to be a Success.

Finally, a reward system may at times be implemented for those students who have followed the expectations of DMS. Students qualify for quarterly rewards by not receiving a write-up or 7 refocuses during a quarter. Students may also qualify for an end of the year rewards by not receiving a write-up or 7 refocuses during the entire year. Additionally, students must not receive any D’s of F’s on any quarter report cards or the fourth quarter mid-term report to be eligible for the end of the year rewards.

BULLYING/HARASSMENT/INTIMIDATION
At Dillon Middle School bullying, harassment and intimidation are not allowed or tolerated. Simply put, bullying is when someone hurts or scares another person on purpose. Bullying, harassment and intimidation are aggressive behaviors – words, actions or social exclusions – that intentionally hurt or harm another person. The aggressive behaviors occur repetitively and there is an imbalance of power between the perpetrator and the victim. Bullying may be perpetrated by one person or by a group.

Misplaced sentiment has it that being bullied is part of growing up and builds character. This unfortunate and dismissive attitude underlies a seeming acceptance of bullying and leads to more of the same harmful behavior. Many researchers now believe that effective intervention and a school climate that has clear rules and social norms against bullying can reduce and eventually eliminate this inappropriate behavior. A clearly stated and consistently enforced school policy is a highly significant factor in establishing a school climate that does not tolerate bullying, harassment or intimidation.

Dillon Middle School is a place that will foster an atmosphere free of fear and of physical or emotional harm. Dillon Middle School maintains the stand of preventing such behavior and/or dealing with this behavior when it arises, so a safe environment is provided to all students. (See Corrective Actions for Behavior Referrals)
As a DMS student I will:

- unlocked bikes taken from school.
- provided across the street from the school to lock up your bike. Bicycles, skateboards, roller blades, etc. need to be stored in the office during the school day.

Dillon Middle School is committed to the tenet that every student should attend school every day, and that poor attendance results not only in a loss of valuable instruction time but creates life-long behavior patterns which could dramatically influence a student’s career success. Regular attendance and promptness are expected and essential for success in life.

**ATTENDANCE PHILOSOPHY**

Dillon Middle School is committed to the tenet that every student should attend school every day, and that poor attendance results not only in a loss of valuable instruction time but creates life-long behavior patterns which could dramatically influence a student’s career success. Regular attendance and promptness are expected and essential for success in school. The law of the State of Montana, MCA 20-5-103, specifies the requirements for compulsory attendance in school. It requires parents and guardians who are responsible for the care of school-age children to enforce attendance to the school in which the child is enrolled. DMS believes that regular attendance is primarily the responsibility of parents and, to a lesser extent, students, depending on their age. We encourage good attendance by all students. However, do not send children to school if they are ill. All children will be required to go outside for the lunch break except in extreme weather or in the event they are in lunch detention or academic assistance or involved in a tournament.

**ATTENDANCE**

***District procedure requires that absences from school must be reported by telephone before 10:00 AM on the first day a student is absent. Please call the school office if your student will be absent or arriving after the day has begun.*** If the parent does not contact the school, we are required to attempt to make contact with the parent. Parental cooperation on calling will be appreciated. For medical appointments (doctor, counseling, ortho, etc), a doctor’s note must be provided to the DMS office to excuse the absence to be counted in the 20% days absence rule noted below. Medical notes will **ONLY** be accepted three days after a student returns to school.

***An absence letter will be sent home when a student has been absent 20% of the days in a quarter. After 20% days absent in one quarter, a letter of notification will be sent to the Beaverhead County Attorney. For complete policy please refer to District #10 Policy Manual section 3122.***

As a DMS student I will:

- Have my parents/guardians notify the school if our address or phone number changes.
- Have my parents/guardians notify the school if our address or phone number changes.
- Check with my teachers when I return to request any work missed due to my absence.
- Make every effort to be at school every day.

**BICYCLES, SKATEBOARDS, ROLLER BLADES and HEELYS**

Bicycles, skateboards, roller blades and heelys are to be used only for transportation between home and school. Bicycle racks are provided across the street from the school to lock up your bike. Locked bicycles are never stolen; however, every year students have unlocked bikes taken from school. Skateboards, rollerblades, etc. need to be stored in the office during the school day.

As a DMS student I will:

- Ride only my own bike.
- Always lock my bike to a rack.
- Only use my skateboard, roller blades or heelys as transportation to and from school.

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**2020-2021 REGULAR SCHEDULE**

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<tr>
<th>BELL TO START THE DAY</th>
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<tbody>
<tr>
<td>1st PERIOD</td>
<td>8:15 – 9:02 (47)</td>
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<tr>
<td>2nd PERIOD</td>
<td>9:06 – 9:51 (45)</td>
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<tr>
<td>3rd PERIOD</td>
<td>9:55 – 10:40 (45)</td>
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<td>4th PERIOD</td>
<td>10:44 – 11:29 (45)</td>
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<td>LUNCH</td>
<td>11:30 – 12:15 (45)</td>
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<td>5th PERIOD</td>
<td>12:19 – 1:08 (47)</td>
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<td>6th PERIOD</td>
<td>1:13 – 1:59 (46)</td>
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<td>7th PERIOD</td>
<td>2:03 – 2:49 (46)</td>
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<td>8th PERIOD</td>
<td>2:53 – 3:40 (47)</td>
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**2020-2021 SCHEDULE FOR FRIDAY EARLY RELEASE**

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<tr>
<td>2nd PERIOD</td>
<td>8:58 – 9:36 (38)</td>
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<tr>
<td>3rd PERIOD</td>
<td>9:40 – 10:18 (38)</td>
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<tr>
<td>4th PERIOD</td>
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<tr>
<td>LUNCH</td>
<td>11:01 – 11:46 (45)</td>
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<tr>
<td>5th PERIOD</td>
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<tr>
<td>6th PERIOD</td>
<td>12:32 – 1:10 (38)</td>
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<tr>
<td>7th PERIOD</td>
<td>1:14 – 1:52 (38)</td>
</tr>
<tr>
<td>8th PERIOD</td>
<td>1:56 – 2:35 (39)</td>
</tr>
<tr>
<td>Bus Departs</td>
<td>2:40</td>
</tr>
</tbody>
</table>

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**ADDRESS OR PHONE NUMBER CHANGE**

Parents/Guardians are asked to notify the office of any changes during the school year. This is for student safety reasons. We appreciate parent cooperation in this matter.

As a DMS student I will:

- Have my parents/guardians notify the school if our address or phone number changes.

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*Note: The table with the school schedule is repeated in the document.*
BUS STUDENTS
If students ride the bus, they will be asked to fill out an emergency form at the start of the year. Bus drivers want to make every effort to ensure safe transportation and knowing exactly where students are to be picked up and delivered will help considerably. Whenever an alternate bus is ridden or the drop off spot varies, the bus driver will require a “bus transfer form”. This form is provided when parents notify the school that a variation will occur. Please call the school or send a note if your bus plans are different on some days. Bus rules and expectations are the same as though you are at school.

As a DMS student I will:
- Have my parents notify the school when an alternate bus plan is needed.
- Ride my scheduled bus and meet the driver’s expectations for behavior.
- Treat my bus drivers with respect.

SKILLS LAB (Title One)
Title 1 is a federally funded regular education program that supports and reinforces classroom instruction. The Title One program at DMS is called the Skills Lab. Our Lab is a collaborative tutorial model designed to accelerate the progress of at-risk students. We operate with the conviction that the best instruction for math and reading is tailored to individual needs. Learning will only occur if a child feels invested in the learning process. We accomplish this by running a well-organized, consistent, enthusiastic program that helps our students meet success in school and in life.

CLASSROOM MATERIALS
Students are responsible for any classroom materials that are lost or damaged. These items are the responsibility of the student and the student will be charged appropriately if lost or damaged.

CLOSED CAMPUS POLICY - DMS has a closed campus. The rules and regulations are as follows:

1. All students except those that have a written off-campus lunch request form on file in the office from parents will remain on the school grounds from the time they arrive at the school in the morning until they are dismissed in the afternoon. Bus students are considered to be on school property upon boarding the school bus in the morning. Bus students will remain on the school grounds until they board the bus after school. Students will not board the bus at the high school without written permission from the office.
2. Students who are excused to go home at noon will follow a planned route home and back to school. An off-campus permission form is available in the school office. With written parental permission from both students’ parents, a student will be allowed to eat lunch at another student’s home.
3. Students must have permission from the office before leaving campus anytime before school is dismissed.
4. After school is dismissed in the afternoon until the buses arrive, students may remain on school grounds under school supervision. Students not riding buses may leave the school grounds after the dismissal bell.
5. Students wishing to go out to lunch with their parents/guardians may do so by having their parents/guardians sign them out. Parents wishing to take another student(s) out for lunch may do so with written permission from those students’ parents/guardians. Phone calls for taking a child other than your own will not be acceptable except in unusual cases; we need that permission in writing.

As a DMS student I will:
- Remain on campus unless I have permission to leave campus.
- Check out of the office whenever I leave the campus.
- Check into the office when I return to campus after checking out or come to school late.

DANCES
There may be scheduled school dances during the year. Students must be in school the day in which dances occur for a minimum of 7 periods unless approved by the building administrator. Dances are for Dillon Middle School students only; no guests are allowed to attend. Organizations wishing to sponsor a dance must request a date from the office and complete the required arrangements. Admission to dances will close approximately 30 minutes after the stated starting time. Once you leave the dance, you will not be readmitted. You must sign out with the time noted and you will only be released to your parent/guardian. No refunds of ticket money will be made to students who are removed from dances due to misconduct. The school dress code applies at dances and students must earn the right to attend dances.

GANGS
Dillon Middle School is a “gang-free zone.” No gang activity is allowed at DMS. Gang activity includes activities such as: dress that indicates gang affiliation; drawings, writing or hand signals that refer to gangs; and intimidating groups or discussions of gang business.
DRESS CODE
All students are expected to dress cleanly, neatly, and modestly. Students are encouraged to dress appropriately for the school environment and weather. Questionable items will be handled at the discretion of the principal. Students who have questionable or inappropriate dress will not be allowed to attend class. Dress that is not specifically forbidden is not necessarily acceptable. Use common sense in your dress; when in doubt, check with the building principal first.

The following specific rules will serve as a minimum guide to acceptable dress for DMS students.

➢ Clothing of a suggestive, sexually harassing, or demeaning nature will not be allowed.
➢ Dress/makeup/hair which encourages undue attention is not acceptable. Hair deemed disruptive to the school environment will not be allowed.
➢ Clothing that displays and/or advertises alcohol, drugs or other controlled substances will not be allowed.
➢ Clothing that advertises violence and/or harassment will not be allowed.
➢ Students’ clothing should be neat and clean and not in noticeable disrepair. Unhemmed (cut-off) shorts, shirts, or pants, inappropriate slits, or holes in clothing are not allowed.
➢ Shirts– Tank tops, halter tops, and fish net shirts are not allowed. Shirt straps must be two inches wide. If midriff shows at all when you move or sit down, then that shirt may not be worn at school. The rule is that no midriff skin may be showing at any time. Crop tops, short shirts, and low-cut attire are not allowed. Cleavage and bra straps may not show.
➢ Pants/Shorts/Skirts– “Low riding” pants and shorts will not be permitted. Pants worn too low, too long, too large or too tight are not permitted. Shorts, skorts, and skirts must be mid-thigh in length with or without leggings.
➢ Spandex/Tights/Leggings – worn by themselves are not appropriate and not to be worn.
➢ No Sleepwear – Pajama pants and slippers are not appropriate for school and are not allowed.
➢ Hats– Hats and other head coverings (this applies to boys and girls and includes bandanas and head scarves) may be worn to and from school, and outside at noon. As soon as a student enters the school building, hats must be removed. Failure to do so can result in losing the hat for the remainder of the school year.
➢ Jewelry– Jewelry must be appropriate. Any jewelry that advertises, depicts, or displays alcohol, drugs or other controlled substances is not allowed. Jewelry that could cause harm to self or others because of size, length, or weight is not allowed. Chains for watches, wallets, etc. are prohibited.
➢ Coats/Backpacks– During school days, coats and backpacks are to remain in students’ lockers, except during the lunch break. Some teachers will allow backpacks and coats to be carried to their class right before lunch and right before the end of the day depending on the location of the classroom. Check with the teacher.
➢ Flip-Flops are not allowed, and shoes/sandals must have hard soles and a back.

Pierced body parts (excluding ears) and exposed tattoos or body art is not acceptable at this level - With the educational distraction that is generated, personal expression by way of exposed tattoos, body piercing, or other adornment that draws attention to oneself in a manner that may be disruptive to the educational process is prohibited.

The Principal shall have the discretion to determine the appropriate dress for special occasions.

As a DMS student I will:
➢ Wear appropriate clothing that covers my body.
➢ Wear my hair and make-up in a way so that it does not interfere with or disrupt the educational process.
➢ Call my parents for different clothes, or wear school issued clothes for the day if I choose not to follow the dress code.
➢ Remove my hat, scarf, or head covering when I am in the school.
➢ Follow the school dress code while at school dances.

EMERGENCY
In case of emergency students will be escorted to a safe area. If the area is outside, the students will be escorted to the designated safe area and parents/guardians will be notified according to school procedures.

ENTERTAINMENT DEVICES (MP3 PLAYERS, WALKMAN/RADIO, TOYS, CD PLAYERS, LASER POINTERS, iPODS, DVD PLAYERS, PAGERS, VIDEO CAMERAS, VIDEO GAMES, TAPE RECORDERS, ETC.)

These are not appropriate to have at school and should be left at home unless requested or authorized by DMS staff. For the first offense, the student will be warned, and the item taken away. It may be picked up at the end of the day. On the second offense, the item will be returned to parents or stored for the remainder of the year and can be picked up in the office on the last day of school. Some items taken away will only be released to a parent/guardian. Laser pointers confiscated will not be returned.

As a DMS student I will:
➢ Leave my personal items and toys at home.

CELL PHONES OR OTHER ELECTRONIC COMMUNICATION DEVICES
Cell phones or other electronic communication devices (smart watches, etc) are not necessary or appropriate to have at school unless directed by an administrator or teacher for a specific educational reason. School Board Policy states, “Students may not use cellular phones, pagers and other electronic signaling devices on campus at any time without the teachers express consent. Building-level administrators or teachers may grant permission for individual students to use and/or possess cellular phones, or other electronic devices (smart watches, etc), if, in the sole discretion of the administrator or teacher, such use is necessary to the education, safety and/or welfare of the student.” If this is authorized by the principal, the phone or device (smart watches, etc) must be turned into the office or classroom each morning for safe keeping. The item will be returned to the student at the end of the day. Under no circumstances are cell phones ever to be in restrooms or locker rooms. Failure to follow the stated rules will result in serious disciplinary action.

As a DMS student I will: Leave my cell phone and electronic devices at home or follow proper procedures to have it at school.
COVID 19/CDC GUIDELINES AND RESTRICTIONS

All Students will be screened prior to entering the body of our school. If a student presents with a fever (over 99.9), sore throat, or undiagnosed cough, the student will be sent home until a doctor’s release is provided to the school. Students who show signs of illness will be isolated from others until parents can pick them up from school. It is critically important that you do not send students to school who are ill. Board Policy Series 1900’s will be used to help guide decisions as well as our Dillon Elementary School District #10 Safe School COVID-19 Guidelines.

- As CDC guidelines change more restrictions may be added to this section.
- No visitors or volunteers will be admitted to Dillon Middle School without prior written authorization from administration.
- Authorization is required at least 24 hours prior to school admittance.
- Visitor/Volunteer must submit to a general health screening which includes but is not limited to general questionnaire and temperature check.
- Visitors must wear a badge for the duration of the visit.
- Per CDC guidelines PPE may be required during visitation.
- No birthday treats, balloons, flowers, etc. will be allowed at Dillon Middle School for the 2020-2021 school year

EQUAL EDUCATION AND NONDISCRIMINATION

The Dillon Elementary Public-School District #10 is committed to equality of education opportunity. Because freedom from discrimination is a fundamental right under the Montana Constitution, it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extra-curricular, and other school-related activities. Participation in activities is a privilege, not a right.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political beliefs, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination and its effect. For complete policy, please refer to District #10 Policy Manual section 3210. Please contact any of the school Title IX/504 Coordinators with concerns.

Joel Rogers
Greg Fitzgerald
Randy Shipman
Channon Williams

FEES

Questions or concerns about fees may be directed to the teacher involved or the office.

1. Each student must pay $4.00 for a school planner/hall passport. The planner shall be used in each class as a form of communication between school and home and as a hall pass. If planners are lost, additional planners are available in the office for $4.00.

2. **School District #10 Technology Maintenance and Repair Fee** – Dillon Elementary School District #10 Technology Fee is for all K-8 students who use a variety of technological devices. This fee is used to cover all technology maintenance and repair issues that arise over the course of the year and is in lieu of insurance. The fee structure is listed below.
   a. K-5 = $10.00 per student per year.
   b. 6-8 = $15.00 per student per year.
   c. Family Max = $25.00 (regardless of the number of students).

3. Each 6th grade and new student must pay a $4.00 refundable lock fee in order to receive a combination lock for their P.E. locker. This money is refunded when a student withdraws or at the end of the 8th grade year if they have not lost the lock.

4. Family & Consumer Science class may require the student to purchase materials for items they make and then take home. Costs per project may range from $4.00-$20.00 depending on what the student chooses to make. Some scholarships are available if necessary and appropriate.

5. Some field trips/odysseys will necessitate students paying a fee. Scholarships are available for all charges.

6. There is a $75.00 maintenance and repair fee for the use of school instruments and band equipment. Percussion instruments require a fee of $20.00. For students who use larger instruments such as a tuba, baritone sax, baritone trombone or French horn, the school has a small supply available.

FIELD TRIP/ODYSSEY/DANCE/EXTRACURRICULAR ACTIVITIES

Field trips, odysseys, dances and extracurricular activities are an integral part of the middle school experience. These are open to any DMS student who has demonstrated responsible citizenship in and out of school and is considered in good standing. A behavior/citizenship/academic rubric will be used to determine eligibility. In the event a student does not earn the right or chooses not to participate he/she must still attend school and will have an alternate schedule for that day. Students are expected to travel to and from school trips with the group and district staff. Convenience will not be a legitimate reason for varying from this procedure. The only exceptions are as follows:

1. Injury to a participant which would require alternate transportation.
2. Prior arrangements IN WRITING made with the teacher/principal by the parents before leaving for the event.

FOODS PROGRAM/COLD LUNCHES

Breakfast and hot lunch will be served in Parkview Elementary. A grab-n-go breakfast is also available in the DMS Cougar store. Breakfast begins at 7:45 a.m. and will cost $1.50 per student/adult. Lunch is $2.50 per student/$3.75 per adult. Reduced and free lunches are available for those qualifying students. A reduced/free qualifying form will be sent home to see if you may qualify for a reduced rate.

The Dillon Elementary Schools use the Accu-Scan system of accounting for student’s meals. Monies, when received, will be credited to each individual account. Lunch accounts are accessed only when a child purchases lunch. Money for lunches will be collected in the office and sent over to Parkview to be credited to the student’s account. Checks should be made payable to Dillon Hot Lunch. Dillon Middle School students will not be permitted to charge lunches without arrangements made through the office. The office staff can arrange charges for students on an individual needs basis. Students will call home to notify parents that they plan...
to charge a lunch. Students will be notified by the Hot Lunch staff when their individual account has been depleted. All students will use lunch numbers, no money will be accepted in the lunch line. The hot lunch program strives to provide well-balanced nutritious meals for its students. Students may not share food in the lunchroom.

Students bringing cold lunches will take their lunches to the cafeteria at Parkview Elementary to eat. Lunches will be eaten inside the cafeteria only. When arrangements have been made through the office or with classes, students may eat lunches outside on the school grounds or within the middle school. Students are expected to eat lunch each day.

**As a DMS student I will:**
- Respect the staff at the food service at all times.
- Pick up after myself, leaving the table and floor area clean.
- Use appropriate language and volume while in the lunchroom.
- Eat and drink in the lunch room, not bring food outside and not share my food with other students

**GUESTS**
No guests are to be brought to the school by students.

**As a DMS student I understand:**
- That only enrolled students are permitted to attend classes, dances, and field trips.
- That school board policy does not allow me to bring guests to school.

**GUIDANCE**
Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, career planning, study help, help with home and/or social concerns or any questions the student may feel he/she would like to discuss with the counselor. If students wish to see the counselor, anyone may stop by the Counselor’s Office or call to make arrangements for an appointment.

**As a DMS student I have:**
- The opportunity to speak to a school counselor as appropriate and necessary.
- The opportunity to speak to the school counselor privately.

**GUM/FOOD/DRINKS**
Chewing gum is permitted with the discretion of the teacher. Pop/juice/lattes/energy drinks are not allowed in the building unless it is a class activity. However, water in a clear non-glass container is acceptable. The eating of food and candy are not allowed in the building unless it is a class activity. **Sunflower seeds or similar seeds are not permitted at any time.** No food or drink is to be brought from outside the school - only Cougar Store products are allowed in 1st period upon the discretion of the teacher.

**As a DMS student I will:**
- Chew my gum responsibly and appropriately.
- Not bring food or drink in from outside.
- Only drink water from a non-glass clear container.
- Not chew gum in the library, music room, gym, in the lunchroom or on the playground.

**HALL PASSES**
Hall Passes are needed to be in the hallways during class time. The pass form is located in your planner. **You must have your planner with you at all times when you are out of class during instructional time.**

**HANDS-OFF POLICY**
Respect the rights of others and their property by keeping your hands, feet, and other objects to yourself at all times. This means “hands-off” in the hallways, classrooms, bathrooms, playground, lunchroom and all other areas at school.

**HARRASSMENT**
District #10 which includes Dillon Middle School strongly enforces corrective actions regarding harassment. Students and employees will be expected to comply to the Harassment Policy, 3225.1 and 3225.2.

**As a DMS student I will:**
- Not interfere with another student’s education.
- Not tease, harass, or intimidate others.
- Treat all students and staff with dignity and respect.

**HONOR ROLL**
The “A” Honor Roll includes those with a grade point average of 3.66 to 4.0. The “B” Honor Roll consists of those with grade point averages between 3.0 and 3.65. Honor Roll is calculated each quarter.

**INCOMPLETES**
Incompletes (I’s) will be given to those students who do not turn in the required assignments, tests, etc. If students receive an incomplete for the quarter, all make up work must be turned in within two weeks or the “I” will be changed to an “F”.

**INTERNET NOTIFICATION FOR STUDENT INFORMATION**
In order to have pictures on our district website and district social media (Twitter and Facebook), parents must be notified their student(s) picture/image may be used. In most cases, the picture(s)/image(s) will be group related with no names included. Examples include sports, band, club or organization pictures and academic assemblies, as well as, pep rallies, and informal pictures of students engaging in daily school activities. As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website/social media since global access to the internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools wish to celebrate your child and his/her work and successes.
All students’ grades are checked on a weekly basis. If students are behind or missing schoolwork, they will receive a weekly notice and possibly an opportunity to make the missing work up at lunch or at Saturday school.
MAKE-UP ASSIGNMENTS
Absent students will receive make-up work for all essential practice, including both homework and class assignments. When a student has been absent from a class, he/she will be responsible for the make-up of his/her assignments and will get the work upon returning to school. IT WILL BE THE RESPONSIBILITY OF THE STUDENT TO APPROACH THE TEACHER AND MAKE ARRANGEMENTS FOR THE MAKE-UP WORK. Two days will be granted to make-up all missing assignments for each day missed. (2 days absent = 4 days to make up work, up to a maximum of 10 calendar days) Tests and some lab/class work may need to be made up within a more limited time frame at the discretion of the teacher.

Prearranged absences must be cleared prior to the student leaving school or the absence will not be excused. We encourage parents to avoid absences, including prearranged, and to assist the school in maintaining good student attendance. It is the student’s responsibility to request homework assignments for all classes before the intended day(s) absence if it is for a long-term absence. All homework assignments for prearranged absences are due the day of return.

Long-term Projects: If a child is absent or knows they will be absent on the day a project is due, he/she is still responsible for turning in the completed work on the due date or immediately upon their return to school.

HOMEWORK
Homework is a very important part of a child’s education as it gives students an opportunity to develop responsibility, improve work habits and practice skills, which in return affect school achievement. Homework practice helps develop skills of successful learners such as knowing how to study and organize time, completing tasks, and getting the most out of school.

As a DMS student I will:
➢ Check with my teacher when I return to request any work missed due to my absence.
➢ Be responsible for making up all assignments that were missed during my absence.
➢ Assume that I missed assignments when I was gone.

MEDICATION
All prescription or over the counter medications that must be taken at school must be delivered to the office by the parent/guardian of the student for distribution. A signed parent medication consent form must be filled out and cannot be taken over the phone. Prescription medication must be in the original prescription bottle with specifications from the pharmacy printed on it. Your cooperation in this matter is greatly appreciated.

As a DMS student I will:
➢ Have my parent/guardian deliver all medication, prescription and non-prescription, to the school office.
➢ Report to the office when I need medication.
➢ Have a signed form in the office.

As a parent/guardian of a DMS student I will:
➢ Deliver all medication, prescription and non-prescription, to the school office.
➢ Not send medication to school with my son/daughter.
➢ Send a signed form in to the office.

PARENT/TEACHER CONFERENCES
We believe that communication between school and home is critical. We believe that it is our responsibility to keep you informed about your child’s progress. Written reports are mailed to parents on an as needed basis. Report cards are distributed quarterly. We will have Parent/Teacher conferences in the Fall and Winter. This year’s scheduled conferences will be held on October 12th and 13th and February 22nd and 23rd from 4:00 p.m. to 7:00 p.m. Parents are always welcome and encouraged to schedule meetings with teachers at their convenience.

REPORTING PERIODS
Our grading periods are nine weeks in length. At grading time the students will receive a copy of the grades he/she has earned. This copy is for your records and parents are urged to file these for future reference.

In addition to these report cards, progress reports for students are also issued at mid-term. Progress reports can be sent at any time a student slips in his/her work. This report does not mean that the student is going to receive that grade. It emphasizes the need to improve dramatically in an area. Cooperation between the parents and school helps tremendously in these cases.
➢ First Quarter – (42 days) Tuesday, September 8th thru Friday, November 6th. Mid-term reports will be sent home with students on Friday, October 9th. Report cards will be sent home with students on Friday, November 13th.
➢ Second Quarter – (45 days) Monday, November 9th thru Friday, January 22nd. Mid-term reports will be sent home with students on Thursday, December 11th. Report cards will be sent home with students on Friday, January 29th.
➢ Third Quarter – (42 days) Tuesday, January 25th thru Friday, March 26th. Mid-term reports will be sent home with students on Friday, February 19th. Report cards will be sent home with students on Wednesday, March 31st.
➢ Fourth Quarter – (47 days) Monday, March 29th thru Friday, June 4th. Mid-term reports will be sent home with students on Friday, April 30th. Report cards will be handed out to the 8th graders at the 8th grade graduation rehearsal on Tuesday, May 21st at 9:00 a.m. Report cards for 6th and 7th graders will be handed out on Friday, June 4th, the last day of school.
**SCHOOL LOCKERS/LOCKS**

All students will be assigned a locker. It is the student’s responsibility to keep the locker orderly and clean. Failure to do so could result in losing the privilege of using a school locker. Lockers remain the property of the school and are provided to the students without charge. The right of personal property, however, as well as the rights of the school, must be afforded consideration. The school Principal or his designee is authorized to open lockers in the presence of another witness and to examine the contents, including personal belongings of the students, when such person has reasonable suspicion to believe that the contents threaten the safety or health of any students or include property stolen from the school, school personnel, or other students. This does not preclude administrators from performing random locker searches. In all cases of search, including search of lockers and persons, the responsible school official shall maintain an accurate written summary incident report. The School District has a reasonable and valid interest in ensuring that lockers are properly maintained for safety and health reasons.

Reasonable suspicion means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or a rule of the School District. Reasonable suspicion requires that independent facts exist and are able to be articulated. Reasonable suspicion may be formed by considering factors which include the following:

- eye witness by school personnel;
- information received from a reliable source; and/or
- suspicious behavior by the student and/or the student’s past history and school record.

Students are responsible for their own property. Check at the office for missing items. The office makes frequent announcements for students to check on lost articles. Students please do not leave money in your desk, locker, jacket, or coat pocket. Valuables should be left in locked P.E. lockers or turned into a teacher or the office for safe keeping. Students have the option of locking their locker; and we strongly recommend that they are locked at all times. The school does not assume responsibility for personal property in an unlocked school locker. If students opt to lock their locker, a lock must be rented from the office as personal locks are not permitted. Locks for school lockers may be checked out on a need basis. Students must pay a $4.00 deposit for the lock. Students are assigned lockers randomly. If a problem with this assignment arises, we ask that the parent notify the office and allow us to remedy the problem.

**As a DMS student I will:**

- Lock my valuables, as the school is not responsible for lost/stolen items.
- Rent a school lock for my locker if I do not want others to have access to my locker.
- Not share my lock combination with others as this allows others access to my personal items.

**DISCIPLINE PLAN**

Dillon Middle School is committed to ensuring that the learning environment is conducive to productive learning. Individuals are responsible for their behavior; therefore, any student whose behavior compromises the learning environment will be subject to actions that are appropriate to the misbehavior. We believe that every misbehavior is an opportunity to learn and practice the behavior that is acceptable and appropriate. Unfortunately, there are times when students are unwilling to cooperate. It then becomes necessary to use other means for which to protect the integrity of the classroom. Refocus forms and write-ups are both used as a part of the discipline process. Refocus forms go to the counselor and write-ups go to the principal. Refocus forms are used before a write-up; however, if a student receives 3 Refocus Forms within a quarter, the student will receive a write-up and notification from the office. If the principal receives a write-up he shall:

1) Determine whether the discipline problems referred to him are major or minor in nature, and 2) Determine the appropriate course of action. A progressive discipline plan is as followed:

- **1st Offense** - The Principal will take disciplinary action, which may include detention at lunch or after school, in-school suspension, out-of-school suspension, Saturday school or any other action deemed appropriate by the principal and parents may be notified and the student may be referred to the guidance counselor.
- **2nd Offense** - The Principal will take disciplinary action, which may include detention at lunch or after school, in-school suspension, out-of-school suspension, Saturday school or any other action deemed appropriate by the principal and a parental conference may be held and the student may be referred to the guidance counselor.
- **3rd Offense** - The Principal will take disciplinary action, which may include detention at lunch or after school, in-school suspension, out-of-school suspension, Saturday school or any other action deemed appropriate by the principal, a parental conference may be held, and the student may be referred to the guidance counselor.
- **Succeeding Offense** - Department information charts will be gathered, a parental conference held, in-school or out-of-school suspension assigned, or an alternate schedule devised, a behavioral contract may be written, and/or the student may be referred to the school board on a recommendation for expulsion.

The principal may repeat or accelerate the above progressive discipline process with due cause. Students who demonstrate repeatedly that they cannot abide by the rules and who do not respond to the corrective discipline efforts attempted, will be referred to the school district trustees for expulsion as a disruption to the educational process. The Principal may include action as prescribed in this handbook, suspension, or referral to police.

**DETENTION**

Detention may be assigned for minor discipline problems that occur outside the classroom either from a teacher, staff member, or administrator. All students will serve detention during noon recess unless an alternative consequence such as Saturday school or after school detention is assigned by the Principal. Failure to serve detention may result in that detention time being doubled. Repeated failure to serve detention may result in Saturday school, after school detention, ISS or OSS plus the original detention.

**IN-SCHOOL SUSPENSION**

In an attempt to modify behavior while enabling students to remain in school, an In-School Suspension (ISS) program is in place at Dillon Middle School. A special area near the main office has been set aside for ISS and students will spend the assigned day(s) in that room. Students will remain in the ISS room for the entire day – including lunch, assemblies, field trips and other extra-curricular activities – and must complete all the work assigned by his/her teachers. Students will not participate in extra curricular events, practices or games during the time that he/she is serving ISS. ISS time begins at 8:15 on the first day assigned and ends at 3:40 on the last day assigned. All activity is monitored closely in the ISS room.
SEVERE DISRUPTION
In the event a student becomes unruly, insubordinate or abusive, it may become necessary to handle such situations in a very swift, yet judicious, manner. Certain behaviors will not be tolerated. The following behaviors could result in Saturday school, ISS, ISS with service, OSS, and serious restrictions of extra-curricular activities and events, or even recommendation to the school board for expulsion from Dillon Middle School. The following are circumstances that would be considered major in nature:

1. Foul language or gestures
2. Defiance of authority/insubordination
3. Vandalism
4. Forgeries of any kind
5. Disruptive behavior resulting in an excess of three incident reports
6. Skipping class/school
7. Stealing or Cheating
8. Hazing, threatening, or harassing students in a physical or verbal manner
9. Use of/possession of flammable materials
10. Fueling a fight (spectator at/encouraging a fight)
11. Use of/possession of weapons
12. Fighting/assault
13. Physical or verbal abuse of school property
14. Use of/possession of Tobacco, Alcohol, drugs or other mind-altering substances

HARASSMENT
Montana Human Rights Commission (406-444-2884) Regulations state that “No student shall be subject to intimidation or harassment by any other student or employee on school-owned property or at any school-sponsored activity”. Students who believe they may have been harassed should:

1. Not ignore it, because harassment tends to get worse.
2. Let the person know you don’t like the behavior. Say it will be reported if not stopped.
3. If it doesn’t stop, keep a record or a diary of the events that happen.
4. Report it to your home base teacher, the counselor, the Principal, or the district Title IX coordinator. Your report will be handled confidentially, and you will be given help to cope with the situation.
5. Request disciplinary action against the person harassing you by filing a written complaint.
   - Penalties for harassment will range from a verbal warning to suspension or expulsion, depending on the severity of the incident. Law enforcement authorities will be contacted in severe circumstances.
   - Students who make false accusations of harassment of other students or school personnel may be subject to disciplinary action.

SEXUAL HARASSMENT
Sexual Harassment is prohibited. A student engages in sexual harassment whenever he/she makes unwelcome advances, requests for sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experience, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. Any student who violates this policy will be dealt with severely and may be referred to local enforcement authorities.

STUDENT RECORDS
The District shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operations of the school and as required by law. All information related to individual students shall be treated in a confidential and professional manner. Student records are the property of the District but shall be available in an orderly and timely manner to students and parents. A parent may challenge any information in their student’s record believed to be inaccurate, misleading, or in violation or other rights of the student. For complete policy, please refer to District #10 Policy Manual section 3600.

TARDINESS
Chronic tardiness has a disruptive effect on the educational process. A student is considered tardy when he/she is not in class when the bell rings. Students that are tardy must check in at the office before going to class. Teachers may detain students if the tardiness becomes a disruption. Disciplinary action will be taken for chronic tardiness; after 5 tardies in a quarter a student will receive a write-up. Tardies caused by a teacher, counselor, or administrator will be verified at the time of the delay with a note. In this case, students will not be credited with a tardy.

SCHOOL PROPERTY
The student body of any school is judged by the appearance of the grounds and the building. We can be proud of our student body for the example they have set. However, we believe we can do an even better job with a more conscientious effort on proper disposal of litter and care of the building. State statues in school law (75-6310) provides penalties for destruction of school property: “Any pupil who shall, in any way, cut, deface or otherwise injure any school house furniture, fences, or outbuildings, or any books belonging to the district library, shall be liable to suspension and punishment, and the parent or guardian of such pupil shall be liable for damages on complaint of the teacher or any trustee and upon proof of same.”
# CORRECTIVE ACTIONS FOR BEHAVIOR REFERRAL

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<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Detention/Saturday school</td>
<td>Tardy contract, Saturday school</td>
</tr>
<tr>
<td>Classroom Disruption</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Subject to expulsion</td>
</tr>
<tr>
<td>Defiance of Authority</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Subject to expulsion</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Suspension</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk, change or school issued outfit</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Suspension</td>
</tr>
<tr>
<td>Fighting</td>
<td>Minimum</td>
<td>Minor</td>
<td>Parent involved, ISS</td>
<td>Parent involved, suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Subject to expulsion</td>
</tr>
<tr>
<td>Forgery</td>
<td>Minimum</td>
<td>Minor</td>
<td>Parent involved, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Parent involved, ISS</td>
<td>Parent involved, ISS</td>
</tr>
<tr>
<td>Fool Language or Gestures</td>
<td>Minimum</td>
<td>Minor</td>
<td>Parent involved, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Parent involved, ISS</td>
<td>Parent involved, ISS</td>
</tr>
<tr>
<td></td>
<td>Minimum</td>
<td>Minor</td>
<td>Parent involved, detention</td>
<td>Parent involved, ISS</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Parent involved, ISS</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td>Fueling/Encouraging a Fight</td>
<td>Minimum</td>
<td>Minor</td>
<td>Parent involved, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Parent involved, ISS</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td>Bullying/Harassment</td>
<td>Minimum</td>
<td>Minor</td>
<td>Parent involved, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Parent involved, ISS</td>
<td>Parent involved, ISS</td>
</tr>
<tr>
<td>Hat/Head Covering</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk, remove hat/head covering Detention</td>
<td>Detention, lose hat indefinitely</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Detention</td>
<td></td>
</tr>
<tr>
<td>Inappropriate Behavior</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Suspension</td>
</tr>
<tr>
<td>Inappropriate Behavior for a Guest/Substitute Teacher</td>
<td>Minimum</td>
<td>Minor</td>
<td>Detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Suspension</td>
</tr>
<tr>
<td>Inappropriate Display of Affection</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Suspension</td>
</tr>
<tr>
<td>Misuse of Internet</td>
<td>Minimum</td>
<td>Minor</td>
<td>Detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension/loss of privilege</td>
<td>Suspension/loss of privilege</td>
</tr>
<tr>
<td>Misuse of Passes</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk, detention</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Suspension</td>
</tr>
<tr>
<td>Off Campus/Out of Designated Area</td>
<td>Minimum</td>
<td>Minor</td>
<td>Informal talk, detention</td>
<td>Informal talk</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension/loss of privilege</td>
<td>Suspension/loss of privilege</td>
</tr>
<tr>
<td>Truant from Class/School</td>
<td>Minimum</td>
<td>Minor</td>
<td>Parent involved, ISS</td>
<td>Parent involved, Saturday school</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Suspension</td>
<td>Suspension</td>
</tr>
<tr>
<td>Use/Possession Flammable or Dangerous Items</td>
<td>Minimum</td>
<td>Minor</td>
<td>Parent involved, suspension</td>
<td>Subject to expulsion</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Subject to expulsion</td>
<td>Subject to expulsion</td>
</tr>
<tr>
<td>Use/Possession Alcohol, Drugs, Tobacco, E-Cigs, Vap Pens/Inhals, and/or Weapons</td>
<td>Minimum</td>
<td>Major</td>
<td>Parent involved, suspension</td>
<td>Subject to expulsion</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Major</td>
<td>Subject to expulsion</td>
<td>Subject to expulsion</td>
</tr>
</tbody>
</table>

**PUBLIC DISPLAYS OF AFFECTION (PDA)**

Any undue or unnecessary displays of affection on the school grounds or at a school sponsored event are not permitted.
**DILLON MIDDLE SCHOOL ACTIVITIES**

The basic premise of Dillon Middle School is that all students should be allowed to participate in a variety of activities in order to discover and to explore their skills and talents. The activities program will allow students to acquire knowledge, to discover strengths, to learn new skills, to develop awareness, and to establish new relationships. Through participation in the activities program, students also achieve a sense of accomplishment and can gain recognition.

Dillon Middle School’s activities program focuses on a balance of the developmental and competitive needs of the students. DMS activities are meant to be developmental in nature with a competitive element. Through the DMS activities program, all students will have opportunities to:
- Select activities based on interest.
- Participate in activities that are physical or academic in nature.
- Increase experience beyond those in the academic curricula.

With the above goals in mind, DMS offers an activities program for all students. Grouping of students by ability levels in activities promotes confidence and encourages growth.

Activities are offered for Dillon Middle School students only. Out of district students may be allowed on a case by case basis. Private School and Home School students are not eligible for participation. The DMS activities include, but are not limited to the following:

- 6th, 7th, & 8th grade Cross Country
- 6th, 7th, & 8th grade Girls Basketball*
- 6th, 7th & 8th grade Boys Basketball*
- 6th, 7th, & 8th grade Girls Volleyball*
- 6th, 7th, & 8th grade Wrestling
- 7th & 8th grade Girls Cross Training
- 7th & 8th grade Girls and Boys Track
- 7th & 8th grade Boys Football
- Yearbook
- Morning Computer Lab
- Jazz Band
- Craft Club
- Math Counts/Science Fair/Spelling Bee/Geography Bee/Academic Olympics
- Student Council/TEAM

*If enough students participate two travel teams for 7th grade and two travel teams for 8th grade will be created, based on the ability, performance, and attendance during the intra-school/pre-season. The travel team roster will consist of no more than 20 student athletes. The travel team practice schedule will be set by the coach and administration and will include only students on the travel team.

**PHYSICALS**

Dillon Middle School does require student athletes to have a sports physical before participation in any extra-curricular activities. Physicals will be considered current for a 12-month period. Forms are available in the school office.

**COACHING/ADVISING GUIDLINES**

- Operates within the philosophy of the activity program and upholds the philosophy and integrity of Dillon Middle School.
- Supervises and oversees their activity.
- Hand out and check-in equipment. Be responsible for uniforms and roster of those who have not turned in equipment.
- Stay knowledgeable in coaching/advising strategies and drills.
- Be at all scheduled practices, games, or meetings, or designate a responsible party with administrative approval.
- Keep attendance at practice and games.
- Attend activities meetings.
- Set up and take down equipment needed for all activities.
- Communicate with parents as needed.
- Report all accidents or problems to the Principal.
- Fill out roster for trips.
- Take role on the bus before departing, and again on the return trip.
- Supervise at all times.

Although activity participation varies as explained above, coaches will make every effort to do the following in their respective activities:
- All who wish to participate will.
- All participants will be given opportunity to play, practice, and be involved. Some variations in participation may occur, for example: ability, the student’s health, attendance, behavior and effort.
- Whenever possible, teams will have an equal number of contests.
STUDENT/ATHLETE GUIDELINES

ATTENDANCE - Students must be in attendance the full day of an activity in order to participate in either a practice, meeting, or competition. If the competition is during the day the student athlete must be in attendance for the previous 7 periods of school before departure. For a Saturday contest the student must be in school on the Friday preceding the event for all day. An unavoidable absence from school, as determined by the administration, such as a medical appointment, funeral, or emergency, will not be considered an absence by the coach/advisor. Any decisions regarding questionable attendance will be answered by the administration.

Students must be at practice prior to a game to be able to participate in that game or event unless excused per coach discretion.

Attendance at practice, meetings, and contests are required, but considering the age and nature of the middle school student, absences for other activities (for example, piano, dance, family trip) may be excused. The deciding factor is PRIOR ARRANGEMENT and coach/advisor discretion.

ELIGIBILITY/GRADERS - As per the DMS handbook, students involved in activities must:
➢ Maintain a passing grade academically and behaviorally in all classes.
➢ Maintain a 2.0 GPA academically and behaviorally.
➢ Must obtain weekly eligibility updates from classroom teachers
➢ Academic ineligibility will result in suspension of participation of the activity for the following week. Behavioral write-ups will result in suspension from the activity for one week from the time of the infraction.

Students who have below a 2.0 GPA or an F in any class when grades are posted will be ineligible to participate. If the student has raised his/her grades to or above a 2.0 GPA when the grades are posted next, the student is then eligible for activities. The rationale behind this rule is that students who have less that a 2.0 GPA or an F need to concentrate on their academic life to improve grades.

CELL PHONES – In order to protect personal privacy cell phones are generally not necessary on, and therefore discouraged from, activity trips. In the event they are necessary the student is responsible for checking them in to the advisor and they may only be used appropriately. If they are not checked in or if they are used inappropriately the violation will result in a write-up and dealt with severely.

DRESS - Students representing Dillon Middle School in competition or meetings will be expected to be well groomed in accordance with prevailing style and coach/advisor’s wishes. Dress for home and away trips in a manner which will bring credit to the team, school, and community. Clothing with alcohol or drug advertising, sexual harassment insinuations, etc., will not be allowed.

TRAVEL – Travel to and from activities must be with the team/group on transportation provided by the district. The only exceptions are as follows:
➢ Injury to a participant which would require alternate transportation.
➢ Prior arrangements IN WRITING made with the coach/advisor by the parent before leaving the event.
➢ Students will be released only to their parents/legal guardians, no exceptions.

STUDENT CONDUCT - Students involved in activities with the Dillon Middle School are to conduct themselves in a manner which represents the school, their team, and themselves well. The school’s disciplinary policies are the same for activities after school as for school time. Severe issues such as the following will affect eligibility:
➢ Stealing or malicious destruction of any school or individual equipment or property.
➢ Unsportsmanlike conduct toward an opponent or official or use of profanity during a practice, meeting, or contest (at home or out of town).

All district drug and alcohol policies and Dillon Middle School rules apply to extra curricular activities as well as those specifically listed above.

1st INFRACTION - Meeting with coach, parent, and building administrator, and possible referral for counseling. Removal from the activity including practice, meetings, contests, etc. for a length of time as determined by the administration and coach/advisor, based on attendance in counseling and required referral programs.

2nd INFRACTION – Meeting with coach, parent, and the building principal; notification to the superintendent. Suspension from the activity for the season, and possible referral for counseling.

Students that are disruptive during the school day and disciplined under the school handbook will have the following corrective actions for activity participation (the student’s record for activity participation will be cleared at the end of each quarter).

CORRECTIVE ACTIONS

FIRST SEVERE DISRUPTION – Student will be removed from the game or contest(s) for one week.
SECOND SEVERE DISRUPTION – Student may be removed from the activity or sport.

A student assigned detention and/or Saturday school must serve this obligation before attending practice and/or a game. Students have a right to due process and can also request a hearing with a committee consisting of the: coach/advisor, building principal, a teacher of the student’s choice, and a representative, if requested.

This policy will be reviewed and updated annually.
**ACADEMIC ASSISTANCE PROGRAM**

**PURPOSE:** The purpose of the DMS Academic Assistance Program is to serve as a check and balance system for DMS students. It provides an opportunity through a multi-step program for students to experience success within their academics. (MBI & RTI backed program)

The Academic Assistance Program is monitored by certified teachers. They are available for students as needed. The goal is for the students to learn self-monitoring, organization, and self-initiated success.

**EDUCATION** leads to success for students. It is vitally important for ALL STUDENTS to learn that their learning comes first. Some students need support and that the importance of this program. With school and parental support – EVERY CHILD CAN BE SUCCESSFUL!!!!

**PRELIMINARY STEPS:**

1. All students and parents will be notified of the program and purpose.
2. Parents and students will submit a signed form indicating that they are aware of the academic assistance program and how it works.
3. All parents and student athletes will also be reminded of this process at the parent meetings for each sport.

**HOW IT WORKS:** The step-by-step assistance program is outlined below.

**STEP 1:** Any DMS Student that has a grade of D or below will automatically come up on a report that is generated every Friday. Each individual grading area is then evaluated on the reason for the grade indicated. Any grade that is due to “missing work” or “incomplete work” – an individual student report will be generated for the student. Student will receive the report by the end of the academic school day – last day of the week (primarily on Friday).

**STEP 2:** The multi-step academic assistance program works in this way:

1. First Week of written notification – the student has the following week to correct the indicated academic deficiency. If the student does not correct the indicated deficiency, Student will automatically receive mandatory academic assistance during lunch.
2. Second Week of written notification – the student will automatically receive mandatory academic assistance during lunch.
3. Third Week of written notification – the student will automatically receive mandatory academic assistance during lunch. Parents will be notified that their child is on the “third” week of academic notification and if at the end of the third week – academic deficiency has not been corrected – the student will move to after-school (3:45-4:45) or morning academic assistance(7:15-8:15) the following week.

**Step 3:** If in sports --- student will be expected to attend morning academic assistance. If morning is missed – the student will automatically attend the after-school session which as a result will miss or be late to practice.

**Step 4:** Student will also move to an Academic Progress reporting system (see below).

4. Fourth Week of written notification – the student will automatically receive mandatory academic assistance before or after school. This will last for one week at a time. Each Friday reporting determines the next week’s requirement.

Student will also be required to be monitored daily on an Academic Progress reporting system. Student will see Mrs. Williams first thing in the morning to receive their progress report where they will be required to have each classroom teacher sign off on their individual academic progress for the day. The student will then meet with Mrs. Williams during 8th period where their individual academic progress will be evaluated.

This step could last for up to 3 weeks as long as progress is being made.

5. Saturday School can be an option anywhere within the fifth week on. It can be combined with the Academic Progress reporting system or act on its own. Saturday School is from 8am-12pm. Parents will be notified on Friday after the generated report if Saturday School is recommended.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The following policy and procedures are designated to meet the provisions of the Family Education Rights and Privacy Act (FERPA) and the Montana School Accreditation Standards. Students may request a copy of the Family Education Rights and Privacy Act and its implementing regulation by contacting the school district administrations office. A student has the right to report violations of the Family Education Rights and Privacy Act to the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C.

Eligible Students shall mean all rights and protections given parents or legal guardians under the Family Education Rights and Privacy Act. This policy transfers to the student when he or she reaches age 18 or enrolls in a post-secondary school. Student’s record or education record shall mean records, documents and other materials which contain information directly related to a student and are maintained by the school district or a person acting for the school district. Education record or student record does not include records of instructional, supervisory and administrative personnel and other educational personnel which are not accessible or revealed to any other person except a substitute teacher.
PARENTS AND ELIGIBLE STUDENTS HAVE THE FOLLOWING RIGHTS:

1. The right to inspect and review the student’s education records. Parents of students and eligible students may inspect or review the student’s education records upon request. Submitting to the school building principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to seek to correct the student educational record. Parents of students and eligible students have a right to seek to change any part of the student records they believe is inaccurate, misleading or in violation of student’s rights.

3. The right to exercise control over disclosure of information not authorized under the Family Rights and Privacy Act without contest of the parent, legal guardian, or eligible students. The district does release directory information which is not generally considered an invasion of privacy. The information could include, but is not limited to, name, address, parent’s name, phone number, age, participation in officially recognized activities and sports, honor roll and dates of attendance. If a parent, legal guardian, or eligible student does not want this directory information released, they must notify the building principal in writing within two weeks of the student’s enrollment of each school year. Additionally, student’s records will be forwarded upon request to officials of another school district in which the student seeks or intends to enroll.

4. The right to know the location of student’s education records. Generally, an enrolled student’s record is located in the administration office of the school building where the student attends. Upon request by a parent, legal guardian or eligible student, education records will be gathered for purpose of review.

RIGHT TO REVIEW TEACHERS QUALIFICATIONS
As a parent of a student at Dillon Middle School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether Montana’s Office of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Montana’s Office of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulation because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any information, please call the Principal’s office at (406) 683-2368.

GUN – FREE SCHOOLS
In accordance with provisions of the Gun – Free Schools Act, 20 USC 3351, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the district superintendent. In accordance with the provision of the Gun – Free School Zones Act, 18 USC 992 (q), students may bring unloaded firearms onto school property for use in an approved program with the prior written permission of the district superintendent. The term “firearm” shall be defined as provided in 18 US 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary or poison gas. The district superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property. The firearm must be unloaded, and, in a condition, which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property. If a student violating this policy is identified as a child with disabilities whether under the IDEA or Section 504, a determination must be made whether the child’s conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA of Section 504, lawful procedures for changes in placement must be followed for suspension of greater than ten days. Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for the student in lieu of expulsion provided that such placement removes the student from the regular school program. The District shall keep a record of all student disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law.

VIDEO SURVEILLANCE
The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. Video/audio monitoring devices may be used in locations deemed appropriate by the Superintendent. Camera locations are positioned outside on exits and entrances. The District may choose to make video recordings a part of a student’s educational record. (Policy 3235)