

Dawson County High School
2023-2024

Student Handbook



2023-2024 Student Handbook

Dear Students and Parents:

The staff, administration, and Board of Trustees would like to welcome you to the 2023-2024 school year at Dawson County High School. We are all working hard to help you be as successful as you can be and hope that this handbook can help guide you on your journey. There is a great deal of information here, so if you have any questions or need clarification on any aspect in the handbook, please feel free to ask your teachers, counselor, or an administrator.

During your time at DCHS, we want to help you become a prospering community member of Glendive. The relationships and lessons you learn here will begin to shape your future so it is important to us that we work together to help you achieve the results you deserve.

The Student Handbook is an essential resource designed to enhance your educational experience and provide guidance on school policies and procedures. It serves as a comprehensive guide that outlines our school's mission, vision, and core values. It contains valuable information regarding academic expectations, behavioral guidelines, and the rights and responsibilities of students. By familiarizing yourself and your family with the contents of the handbook, you can actively contribute to creating a positive and productive learning environment for everyone at DCHS.

This year's edition of the Student Handbook reflects our commitment to continuous improvement and incorporates important updates and revisions based on feedback from students, parents, and staff. We encourage you to read it carefully and refer to it whenever you have questions or concerns. The handbook is available in both digital and physical formats, making sure everyone has access to it.

Along with providing general guidelines, the Student Handbook provides details about various aspects of school life, such as:

1. Curriculum and academic requirements
2. Attendance and punctuality policies
3. Code of conduct and disciplinary actions
4. Technology and internet usage guidelines
5. Extracurricular activities and clubs
6. Health and safety protocols
7. Support services and resources available for students
8. Parental involvement and communication channels

We strongly believe that a collaborative partnership between students, parents, and the school is crucial for your success. By following the principles outlined in the Student Handbook, we can work together to create an inclusive, respectful, and engaging environment that will encourage academic and personal growth.

Please remember that the Student Handbook is a living document that may be subject to periodic updates. We will notify you of any significant changes and make sure the updated version is readily available to everyone.

Again Welcome to both new and returning students. We are excited about the upcoming academic year!

Go Big Red!

Amy Ree – DCHS Principal

GPS AND DCHS VISION AND GOALS:

BOARD OF TRUSTEES STATEMENT OF INTENT:

This entire Handbook has been developed so that students, parents, teachers, and administrators will understand that firm, fair and consistent discipline policies are maintained. This handbook delineates the rights, responsibilities, and conduct expected of all Dawson County High School students, and a scope of discipline which may be imposed as appropriate to students, their particular age level and/or particular school. The Board of Trustees has approved these Rights, Responsibilities and Conduct with the intent to:

- Ensure a stable learning environment that encourages academic excellence.
- Ensure that rules are equitable and just while complying with state and federal law.
- Ensure that as students progress in school and advance in age and maturity, they will assume greater responsibility and accountability for their decisions.
- Encourage students, parents, teachers, administrators, and community members to work together in an atmosphere of respect, cooperation and courtesy, and ensure an effective educational program.

OUR VISION FOR DAWSON COUNTY HIGH SCHOOL:

- I. High school is, above all else, a learning community and DCHS must commit itself to expecting demonstrated academic achievement for every student in accord with standards that can stand up to national scrutiny.
- II. High school must function as a transitional experience, getting each student ready for the next stage of life, whatever it may be for that individual, with the understanding that, ultimately, each person needs to earn a living.
- III. High school must be a gateway to multiple options.
- IV. High school must prepare each student to be a lifelong learner.
- V. High school must provide a foundation for good citizenship and for full participation in the life of a democracy.
- VI. High school must play a role in the personal development of young people as social beings who have needs beyond those that are strictly academic.
- VII. High school must lay a foundation for students to be able to participate comfortably in an increasingly technological society.
- VIII. High school must equip young people for life in a country and a world in which interdependency will link their destiny to that of others, however different those others may be from themselves.
- IX. High school must be an institution that advocates on behalf of young people.

MISSION STATEMENT

Glendive Public Schools are committed to providing academic and activity programs in a safe environment where our students can acquire knowledge, skills, and values that will prepare them to be contributing, constructive members of our society. We are dedicated to implementing effective school practices and to forming partnerships with parents and community in support of quality education.

VISION STATEMENT

Glendive Public Schools strive for excellence in Education.

GLENDIVE PUBLIC SCHOOLS DISTRICT GOALS Glendive Schools will provide a safe environment for learning. Students will acquire the essential knowledge, skills, and values to prepare them for a productive life. Teachers will implement effective school practices to improve learning for all students. The school will form partnerships with parents and the community to ensure a quality education for all students.

CORE VALUES

1. Trustworthiness
2. Respect
3. Responsibility
4. Fairness
5. Caring
6. Citizenship

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BELL SCHEDULES

DCHS 2022-2023 Regular Bell Schedule

55 minute periods, extra time 4th period for announcements, no advisory, 5 minute passing periods

Period	Start	End
1	8:00	8:55
2	9:00	9:55
3	10:00	10:55
4	11:00	12:00
Lunch	12:00	12:45
5	12:50	1:45
6	1:50	2:45
7	2:50	3:45

DCHS Early out schedule

Period	Start	End
1	8:00	8:39
2	8:44	9:23
3	9:28	10:07
4	10:12	10:53
5	10:58	11:37
Lunch	11:37	12:17
6	12:22	1:01
7	1:06	1:45

2023-2024 DCHS PERSONNEL DIRECTORY

District Office:

Superintendent..... Stephen Schreiber
District Clerk / Business Manager..... Interim
Accounts Payable..... Yvonne Schaecher
Administrative Assistant to the Superintendent Jackie Stinnett
Administrative Assistant to Special Services Kathy Nicholson
Director of Special Services..... Val Hafele
School Psychologist..... Chad Pinkston

H.S. Admin:

Principal..... Amy Ree
Assistant Principal John Larsen
Activities Director Wade Murphy

H.S. Secretaries:

Building Administrative Assistant Staci Nottestad
Building Administrative Assistant Terri Boes
Administrative Assistant to Counselor/Athletic Director..... Deb Lytle

Certified:

Art Charity Schreiber
Business..... Brent Kolobakken
Communication Arts Philip Reed
Communication Arts..... Nichole Cohen
Communication Arts..... Laurie Nelson
Communication Arts..... Rachel Ringen
Family and Consumer Science Renique Burke
School Counselor / 504 Coordinator, Title IX Coordinator Desiree Hoffer
Industrial Arts..... Trey Dempewolf
Industrial Arts/Vo-Ag..... Leanne Hoagland
Library/Media..... Justin Jacobson
Mathematics..... Nick Vogel
Mathematics Sonja Tuma
Mathematics Christie Tennant
Music..... Claire Boes
Music..... Mary Senvold
Health Enhancement..... Mike Sikveland
Health Enhancement..... Anita Selvig
Science Jennifer Olmstead
Science Rebecca Flegel
Science Tom Temple
Social Studies Jesse Schaaf
Social Studies Rebecca Fawns
Social Studies Phillip Corbett
Spanish..... Aaron Tuma
Special Education - Learning Strategies Lorelei Nielsen
Special Education - Learning Strategies Jessa Blackhurst
Special Education - Learning Strategies Denise Beach

Classified :

Head Cook Elise Kirschenmann
Cafeteria Staff..... Jeanette Curtis
Cafeteria Staff..... Darci Baker
Head Custodian Sam Buckley

Custodian.....	Michael Privatsky
Custodian	Jason Miller
Custodian.....	Mac Haggerty
ISS (In School Suspension Monitor)/Study Hall.....	Kris Harpster
School Nurse.....	Meg Ziegler
K-12 Technology Coordinator	Cody Cook
K-12 Assistant Technology Coordinator.....	Peter Lester
Paraeducator / Special Education	BobiJo Schipman
Paraeducator / Special Education	TBD
Paraeducator / Special Education.....	TBD
Paraeducator / Special Education.....	TBD

ACADEMIC DISHONESTY-CHEATING

Cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school’s computer network, or various technology devices including texting cannot be tolerated in the school environment. The teacher will confiscate all evidence, document the situation, and report it to an administrator.

A student shall not use materials or notes in taking an examination except those permitted by the teacher, nor offer another’s work as his or her own.

1. First Offense – student will receive a zero (0) grade on any assignment or test.
2. Second Offense – Student will be removed from the course and an “F” will be entered on the transcript for the course. Any student who is in National Honor Society will forfeit their membership in the National Honor Society. Any student who is eligible for National Honor Society will forfeit his/her eligibility. Students found guilty of cheating on a second occurrence during their four years of high school will be considered as ineligible for valedictorian or salutatorian. Administration discretion will be used.

ACCIDENT/INCIDENT REPORTS

All accidents and/or incidents causing bodily injury or property damage, which occur on the grounds or in the school buildings, are to be reported to the individual in the advisory position and to the Principal’s office.

ACTIVITY TICKETS:

Each student is encouraged to purchase an activity ticket for the school year. Activity tickets, which cost \$40.00 for non-activity participants, \$55.00 for activity participants, will entitle a student to attend all home regular season sports events. All students, including participants, attending any of the activities are required to pay admission or present an activity ticket for admission. Activity tickets do not entitle the holder to attend musical events or school plays, if special charges are applicable.

All students that participate in any extracurricular activities at Dawson County High School **must** purchase an activity ticket. Failure to purchase the activity ticket will result in exclusion from the activity. Activity tickets are purchased during registration in the fall or may be purchased in the Principal’s Office.

ASBESTOS

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE GLENDIVE ELEMENTARY AND DAWSON HIGH SCHOOL Asbestos is a naturally occurring mineral which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, and pipe insulation. As ACBM deteriorates over time, or if disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne, microscopic fibers has been proven to cause such deadly diseases as lung cancer, mesothelioma (cancer of the lining of the lungs), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In

1987, the US Environmental Protection Agency finalized a regulatory program that enforces the *AHERA* mandate. These regulations are incorporated within the *AHEREA Rule* (40 C.F.R Part 763, Subpart E). In compliance with the *AHERA Rule*, the Glendive School District had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings. These materials, and their locations, are listed in the school management plan. Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the Glendive School District by an asbestos management planner, accredited by the State of Montana. The Asbestos Management Plans include a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings is maintained in a condition that will not pose a threat to the health of our students and employees. The Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. These response actions include monitoring and encapsulating any ACBM remaining. Information is provided on the periodical monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through semi-annual surveillance, conducted by trained school maintenance staff. Finally, the asbestos awareness-training program for maintenance and custodial personnel is documented. A copy/copies of the Asbestos Management Plans is/are available for your review in the Glendive School District administration office during regular office hours. Mr. Ross Farber is the designated Asbestos Program Coordinator for the Glendive School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at 377-5293.

ASSEMBLIES

Various programs will be held in the gym or auditorium during the school year. DCHS audiences are expected to be cooperative, interested and polite. Proper care of the facilities requires that students not put their feet on the backs of the auditorium seats and that food and drink not be in the auditorium/foyer area. Assemblies presented by the school are compulsory for both the teachers and students. When you come to a program, speakers and other guests deserve your courteous attention. Appropriate applause is clapping. Unless directed to do so, shouting, whistling, or feet stomping is inappropriate. When the assembly concludes, an orderly return to class is expected.

ATTENDANCE

Attendance Policy Attendance at Dawson County High School is a privilege. Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-lead activities, to build each day's learning on that of the previous day, to build teacher-student relationships, to facilitate collaboration and social interactions, to develop discipline and responsibility, and to grow as an individual. In the context of a four-day school week, attendance takes on even greater significance due to the condensed schedule. The school will do everything it can to provide a learning environment which will encourage students to attend. The school will also inform the parents of their child's attendance records and work closely with the home. Irregular attendance is usually reflected in the grades a student receives.

Attendance in all classes, unless excused, is mandatory and students are responsible for being in class on time and prepared to participate. In order to receive credit for a class a student must fulfill both the attendance and the academic policy requirements. That is, the student must have minimum absences in the class and must fulfill the academic expectations set forth by the instructor.

The State of Montana has made education compulsory for all children from the ages of 7 to 16. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law. Please refer to code: *MCA 44-2-507 and MCA 20-5-106 (Truancy)

School employees will investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or

her parents.

Dawson County High School's attendance follows Montana State School Law MCA 20-5-101-102 & 103. Any parent or guardian who is responsible for the care of any child who is 7 years of age or older prior to the first day of school in any school fiscal year shall cause the child to attend the school in which he or she is enrolled for the school term and each school day therein unless the student is excused because of:

- a) Illness (the school may ask for medical verification) or one of the provisions specified in MCA 20-5-102 & 103;
- b) School-sponsored activities;
- c) Suspension or expulsion under the provisions of MCA 20-5-201 and MCA 20-5-202;
- d) Other reasons that may be considered by the Principal or Assistant Principal on a pre-approved basis.
- e) There is **NO** school authorized senior skip day. Students who are truant may be suspended.

Age-Attendance Policy MCA 20-5-102 – A child will be in school until the **later** of the following dates:

- a) The child's sixteenth birthday (16th).
- b) The date of completion of the work of the eighth (8th) grade.

Board Policy – Students age nineteen (19) or older on or before September 10th of the current school year shall be ineligible to attend Dawson County High School. (per: BP-3110)

Attendance Procedures All attendance business will be transacted at the principal's office.

Parents or guardians must notify the school and report EVERY student absence. (**Attendance Office: 377-5265 ext 5301**) By calling the office with pertinent information, the parent shall report the absence of a student each day the student is absent from school. The school must be notified within 48 hours in order for the absence to be excused. Any absence which has not been reported within 48 hours will become an unexcused absence.

In the event a student will be absent from school for an extended period of time, the parent will need to report that absence to the building administration.

Upon returning to school, a parental phone call or a note signed by the parent that addresses the absence is required. A written excuse must contain this information:

- a) Student's name
- b) Statement of excused or unexcused
- c) Date(s) of absence (i.e. Monday P.M., December 20, 20--)
- d) Signature of parent or guardian

MCA 44-2-507 – Notice to parents of children absent from school. Phone calls will be made by the school to inform the parent of their student's absence if the school has not been notified of any absence by the parent. This is to assure the safety and welfare of the student and to comply with the law. (**Please notify the school, 377-5265 ext. 5301, if your child is absent**). **An automated system will also make phones calls to the number of the parent/guardian's choice alerting them of their student's absence.**

Non-Resident Policy
(20-5-101)

"Every school board, unless otherwise specifically provided by law, shall have the power (and it shall be its duty) to allow students residing in other school districts to attend school in the district of which they have charge, if in their judgment there is sufficient room," and a tuition agreement has been made, if applicable.

Request for such permission to attend school outside the district shall be filed on the special state form provided for

this purpose. Attendance Agreement Forms from the Office of Public Instruction are available in the District Clerk's office.

Work Permits Students will not be granted permission to work during school hours except when enrolled in special education work programs.

Absences: 10-Day Absence Policy:

Students will be allowed up to ten (10) excused or unexcused absences per class period per semester. Should a student who is passing a class go over the ten (10) allowable absences in a semester, the student may receive a "P" grade in each class for which the student would have otherwise earned a passing grade. If the student wishes to receive the letter grade earned instead of the P grade, the student will be required to serve one hour for each class period missed over ten (10) in each class through Attendance School. (See Attendance School Policy page 17) In the event extenuating circumstances exist, the student may appeal receiving a P grade due to more than ten (10) absences in a class using the P Grade Appeal Process. (See P Grade Appeal Process page 17)

After the tenth absence, a note from a parent may not be sufficient to excuse the absence. Rather, valid documentation involves written notification from a medical person, legal staff, or other pertinent person of authority verifying the reason for a student's absence from school as being extenuating circumstances. Absences beyond the ten allowed, for which valid documentation is not provided, are considered to be unexcused absences. In order for a student to be counted present for a class, that student must not miss more than fifteen (15) minutes of any class period.

Attendance School

Students who go beyond the allowable absences *may* have the opportunity to regain their letter grade through Attendance School. In order to earn their letter grade rather than a P, students will be required to make up each hour in *each class* in which they have gone beyond the allowable number of 10. For example, if a student missed twelve (12) days in two classes, they would be required to serve four hours, two for each class. Absences that can be made up in Attendance School will be determined by the administration. Absence totals will not change upon completion of Attendance School hours. This only gives the student an opportunity to regain their letter grade. Arrangements to serve hours to regain a letter grade through Attendance School will be made with the assistant principal. Attendance School time will be served outside of regular class time or other times the student is required to be in attendance.

P Grade Appeal Process

Any student passing a class but exceeding ten (10) days excused or unexcused absent due to legitimate extenuating circumstances may appeal for the original letter grade earned in each class. Extenuating circumstances include but are not limited to the following:

- A documented health care appointment
 - A juvenile court proceeding documented by a probation officer
 - An absence required by state or local welfare authorities
 - Prior approved activities as identified by the principal or superintendent
- The student must initiate the appeal process by fully completing and submitting the P Grade Appeal Form obtained from the Assistant Principal. Approval or denial of the request for the original letter grade will be determined by the DCHS administration. A denial of the request will result in the student receiving a P grade. Further appeal may be made to the Glendive Schools Superintendent.

Excused Absences:

An excused absence is any absence caused by illness, health condition, unforeseen family emergency, prior approved parent activity, or authorized school-approved activity that is reported by a parent/guardian **within two day of the absence(s).**

Unexcused Absences:

An unexcused absence is any absence which does **not** meet the criteria of an excused absence, is **not** communicated to the school by the parents/guardians, or is a result of leaving school without prior notification to the office by the parent/guardian or the student.

Absence Notice and Procedures:

A. Upon five (5) and eight (8) chargeable absences, the parent/guardian will receive a letter. B. At 11 chargeable absences, the parent/guardian will be notified that their student may receive a "P" grade if they earn a passing grade for the semester. Students have the opportunity to earn their letter grade rather than a "P" by participating in Attendance School.

Consequences of Unexcused Absences/Truancies

(Refer to: MCA 20-5-106) A. Unexcused absence/truancy:

1. Parent notified by letter or telephone
2. Student notified in writing/conference and receives consequences of time for time. Students will serve the same amount of time as absent. Students will be required to attend lunch ICU until all assignments are made up.
3. Possible attendance meeting with parents and admin and attendance contract.
4. Possible referral to superintendent.

Clarification of absences:

A. School Related /Authorized Absence - A school related absence is any absence which is authorized for the purpose of a school sanctioned activity or other extraordinary circumstance. This absence will be requested by a teacher, coach, or advisor with prior permission and review by the administration. School related absences need to be verified at the time of the absence. Pre-release work and/or make-up work is required. School related absences do not count toward the 10 day absence policy.

B. Medical Absence - An absence will be recorded as medical when the attendance office has received written documentation from the attending doctor's office for each absence **within 7 calendar days of the recorded absence(s)**.

C. Excused Absence – Any absence which the parent/guardian authorizes before, the day of, or the day following the absence. Excused absences need to be verified at the time of return to school. Pre-release work and/or make-up work is required. Parental/Guardian notification of absence is accomplished by calling the school attendance office (377-5265 ext 5301), sending a written note prior to the absence, or sending a written note upon the student's return to school.

D. College Visits – Senior students in good standing (2.0GPA or better) will be allowed three (3) days of postsecondary institutional visits per year. These will be considered school-related absences and will not count toward the ten-day total. Dates must be pre-approved by school administration, and documentation from the institution the student has visited must be provided upon return. *Note: Visits are limited to out-of-town institutions only.

E. Unexcused /Truant Absence – All absences not school authorized and without parental or guardian knowledge and/or permission, or those not communicated to the school within 48 hours are unexcused. Missed work will be required by the instructor. The student may not participate in school sponsored activities during the time period that the suspension for truancy is in effect. [It should be noted that the SCHOOL determines truancy and NOT the parent or student.]

F. SUSPENSION: The student may not participate in school sponsored activities during the time period that the suspension is in effect. A student returning from suspension shall submit all assignments and/or be ready to take make-up quizzes and exams upon return to class. Full credit may be granted.

G. Students who participate in school-sponsored activities MUST be in attendance for the immediate half-day

prior to that activity. Students are not to compete in an after-school activity if they did not attend their afternoon classes (periods 5, 6, 7) and a morning absence must not be unexcused. The only exception to the above would be a pre-arrangement made with the DCHS administration.

H. Should a student be removed from a class(es) and/or have a situation of more than two (2) study halls, there will be a hearing with the Board of Trustees that could lead to expulsion. If the student is not suspended, the student will attend classes until a determination is made.

Leaving The Building During The Day.

Students needing to leave the school building during the school day **must obtain a signed check out slip from the Principal's Office** prior to leaving.

Students must **not** leave the school building or grounds at any time during the school hours unless they have reported to the office and have received permissions to do so - even in the case of illness. Parents of students who are ill will be notified and required to come to the school to take their son/daughter home unless other arrangements are made. Students are not allowed to leave the building with the intent of having their parent/guardian check them out at a later time.

To obtain the check out slip, the student must present a written excuse or have a telephone excuse from his/her parent or guardian. The check out slip is required to be returned to the Principal's Office and exchanged for the yellow admit to return to class. If a student does not check out in the Principal's Office, the period(s) absent will be unexcused.

Make Up Work

The student is responsible for completing all makeup work. A student returning from an absence has a day for every day missed to make up any and all missed work for credit. Ex. If the student misses 3 days, upon return to school the student has 3 days to complete the missed work. The student **MAY** be given more time at the discretion of the teacher. **Make-up work will be completed within a MAXIMUM OF SEVEN (7) CALENDAR DAYS of the student's return to school.** THIS MAKEUP RULE DOES NOT APPLY TO SUSPENSION DAYS WHERE NO EXTRA TIME IS ALLOWED FOR MISSED WORK.

Teachers may require work to be done prior to pre-planned absences. Students who miss days on which assignments are due or on which tests are schedule are expected to have the assignment completed when they return to school or be prepared to complete the examination on the day they return.

Tardiness Policy (Per Semester) It is the desire of the District to promote punctuality, accountability, and other time management skills for all students. Students are required to be on time to class and other activities.

A student who fails to be on time is considered tardy and is subject to discipline as per the discretion and policy of the classroom instructor. Excessive tardiness should be referred to administration by the teacher for further disciplinary action.

If a student is **tardy to school**, he/she must first report to the Principal's Office. A 4-minute passing time is allowed between class periods to permit students the necessary time to move from one class to another, make restroom stops, and to complete minor business items. Students are expected to be in the classroom by the time the tardy bell rings. A little late is **TOO** late, and the doors may be locked when the tardy bell rings.

Standard Tardy Penalties:

1-3 tardies in any one class period is the teacher's discretion and determination.

4 tardies in any one class period will result in a one-hour after-school

detention

5 tardies in any one class period equals three consecutive lunch detentions

6 tardies in any one class period equals five consecutive lunch detentions

7 tardies in any one class period equal time for time or seven consecutive lunch detentions After the 7th tardy, other options may be used such as: in-school parent supervision, In-School suspension, or out-of-school suspension.

Tardiness will be reported on computer by teachers, and then will be recorded in the grade book and reported on Academic Progress Reports and Quarterly Report Cards.

The following practices will be employed at Dawson County High School in regard to tardiness: Classroom teachers will deal with students who are tardy to their class unless an administrative announcement or memo has been made due to the buses being late, etc. Students who are unavoidably detained by a teacher in the previous class WILL BE issued an admit by that teacher for his/her next class. If the above measures prove to be unsuccessful, the student WILL be referred to the office for a conference.

BACKPACKS

Backpacks and school bags are allowed in the classrooms or for use in the hallways between classes. Students are expected to use the lockers provided to them for storage of school supplies and personal items.

BUILDING ACCESSIBILITY AND ENTRANCE

Access to the building throughout the day is controlled with Access ID Cards. Students and visitors who wish to enter the building during the day must utilize the camera/buzzer system located at either the Merrill or Slocum Entrances. Persons wishing to gain access must state their name and purpose within the school.

STUDENT CODE OF BEHAVIOR (See also: Discipline)

Students should behave in a manner that will be a credit to our school. Certain human actions show that a person is unable to cope with a certain problem or condition, and resorts to expressing himself/herself in an immature way. As young adults, you are well aware of what you should or should not do or what is appropriate or inappropriate; therefore, the school expects you to conduct yourself in an acceptable and responsible manner at all times.

1) Beverages of any kind other than water in clear containers are not allowed in hallways, computer labs, or classrooms.

2) Food use in the classroom is at the teacher's discretion. Failure to abide by classroom rules will be considered insubordination and handled according to school policy. However, students are not allowed to eat in the hallways.

3) All classroom parties are to be cleared by the office before scheduling.

4) Couples must conduct themselves properly at all times. While the school recognizes that peer relationships are normal and natural, a proper school atmosphere must be maintained. In high school, couples are limited to holding hands in the halls and on school grounds and auxiliary classrooms.

5) No gambling allowed.

6) To avoid congestion, refrain from stopping to talk in the stairways.

The following are some examples of student behaviors that violate school policy and will lead to appropriate disciplinary action (i.e. detention, suspension, expulsion) when they occur at school or during school activities. This list is NOT intended to be all-inclusive:

a. The possession, transmission, and/or use of tobacco, drugs or alcohol. This includes possession of any empty

containers or bottles in locker/luggage. Students holding a cigarette will be presumed to be smoking.

- b. Insolence, disrespect, insubordination or defiance of authority, failure to comply with legitimate instructions or defy the reasonable request or direction of school personnel.
- c. The use of improper language. Students are expected to conduct themselves in a mature manner. Profanity or obscene, indecent, immoral, and/or offensive language or gestures are not appropriate for school and will not be tolerated.
- d. Fighting. Including to and from school as well as during school hours/activities.
- e. Inappropriate displays of affection. Students are limited to holding hands.
- f. Initiate or participate in any unacceptable physical conduct or rowdy behavior. (i.e. running, pushing, shoving, yelling, whistling, and horseplay, etc.)
- g. Leaving a classroom or leaving school without permission.
- h. Repeated or multiple incidents of class tardiness or truancy.
- i. Vandalizing, damaging, destroying or stealing school or private property
- j. Threatening, intimidation, or causing bodily harm to any person; hazing or initiating, assault and/or battery.
- k. Cheating or plagiarizing.
- l. Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction, or school activity or disrupting assembly.
- m. Weapon possession; extortion; use or possession of explosives, fireworks and/or flammables.
- n. Littering
- o. Pornography (including pictures, articles, or on any electronic devices i.e. phones, Ipods, ETC.)
- p. Possess food or drink in the hallways
- q. Throwing objects (i.e. snowballs, rocks, etc.)
- r. Participate in theft (sticky fingers); bomb threats; arson; blackmail; forgery; coercion; extortion, robbery; burglary.
- s. Unlawful interference with school authorities; unlawful intimidation of school authorities; other unlawful acts.
- t. Multiple disciplinary referrals.
- u. Repeated incidents of truancy, absenteeism, and/or tardiness – during study hall and/or educational classes.
- v. Habitual detentions or refusal or failure to serve assigned detentions.
- w. Falsely activate a fire alarm. (Student will also be reported to the local Police and Fire Marshal's Office.)
- x. Streaking and/or indecent exposure.
- y. Possession of weapons or dangerous instruments: and/or sale, distribution, or use of such.
- z. Verbally, physically, or sexually harass another individual.

Students are expected to have respect for school property and to take good care of books, desks, lockers and other furniture and equipment. By exhibiting a great deal of respect for yourself and others, you will make it easy for others to respect you.

BULLYING POLICY

Please see District Bullying Policy

32.26.

BUS TRANSPORTATION

District school bus transportation is a convenience and a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home and locations requested in writing by parents. Students riding the bus must comply with the requests of the driver and posted rules.

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly.
2. Each pupil may be assigned a seat in which he/she will be seated at all times unless permission to change is given

by a school principal and/or drivers.

3. Outside of ordinary conversation, classroom conduct must be displayed while on the bus as well.
4. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing any object out the window.
5. No pupil shall open a window on the school bus without first getting permission from the school bus driver.
6. No pupils shall at any time extend his/her head, hands or arms out of the windows, whether the bus is in motion or standing still.
7. Pupils must see that they have nothing in their possession that may cause injury to another such as sticks, any type of firearms, straps or pins extending from their clothing.
8. Each pupil must see that his/her books and personal belongings are kept out of the aisle.
9. No pupil shall sit in the driver's seat, nor shall any pupil sit to the left nor to the right of the driver, interfering with him/her in any manner.
10. No pupil will be allowed to talk to the driver more than is necessary.
11. Pupils are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
12. Pupils must leave the bus in an orderly manner and must obey the bus driver and teacher on duty. They must not cross the highway until given consent by the driver. When boarding or leaving the bus, pupils should be in full view of the driver at all times.
13. Pupils must cross the highway ONLY in front of the school bus.
14. Pupils must NOT stand or play in the roadway while waiting for the bus.
15. Pupils who have to walk some distance along the highway to the bus loading zone must walk on the left hand side facing oncoming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
16. Dress appropriately for weather conditions.
17. Pupils must be on time and wait for the bus to come to a complete stop before loading.

Revoking of Bus Riding Privileges

1. Students who abuse the privilege of bus transportation by breaking any of the rules that are posted in the school buses, may lose their privilege for a period of time. Suspensions are normally one week for the first offense, and for the remainder of the school year for additional offenses, or for more serious offenses such as possession of alcohol and/or the use of drugs or tobacco products on the bus. 2. A letter will be sent to the parents detailing the situation and disposition of the case.

No Tolerance Behaviors

1. Fighting
2. Rude, disrespect towards teachers, drivers, chaperones, or other students
3. Inappropriate language
4. Possession of alcohol, tobacco or controlled substance
5. Destruction of school property

Consequences

1. Automatic parent pick-up and sent home for the day.
2. 1 – 3 day suspension

3. Restitution payment, notification of police authorities
4. Possible expulsion
5. Any other action deemed necessary by principal or designee

CAFETERIA, BREAKFAST & LUNCH PROGRAM
(Food Services)

Dawson County High School provides a nutritious breakfast and hot lunch program. Here are some general information about the school lunch program:

1. The cost of breakfast and lunch is taken from the student's account.
2. Meal balances may be checked in the parent portal of Infinite Campus. Furthermore, Infinite Campus can be set up in a manner that will send you updates of your student's account balance.
3. The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems. See [GPS Free/Reduced Online Application](#) to apply or contact the office. **You need to REAPPLY EVERY YEAR for your child to qualify for this program.**

Glendive Public Schools breakfast and lunch meal charges:

2023-2024	Breakfast	Lunch
PK-Gr 5	1.50	2.00
Gr 6-8	1.50	2.50
Gr 9-12	1.50	2.75
Reduced	0.30	0.40
Adult	2.00	4.50

Please refer to Policies 2510 and 8205 for additional information regarding the District's wellness program and its meal charging policy.

Breakfast

Breakfast is offered to students every school day. Breakfast serving time is 7:45 - 8:00 a.m., which allows students time to eat and arrive for class on time. Payments on student accounts can be for any amount the parent wishes.

Hot Lunch

Lunch is offered to students every school day. Lunch serving time is 12:00-12:45. Payments on student accounts can be for any amount the parent wishes.

Cold Lunch

When your child prefers a lunch prepared at home, we ask that you carefully consider items that provide a well-balanced meal. If your child is responsible for packing their own lunch, please check to see that a good variety of nourishing choices are included. Foods with high sugar content are discouraged. Please do not include soda pop with

a cold lunch!

School Meals Collection Procedure

Glendive Public Schools recognizes that the school lunch/breakfast program is extremely important to the well being of students. Students are encouraged to participate in the program. The following procedure will be used to deal with student accounts that are delinquent. Those accounts deemed delinquent would be turned over to a collection agency when any of the following occur:

- The school year has ended, 30 days have elapsed since the end of school, 3 notices (at least 10 days apart) have been sent to the parents/guardians, and the account is still showing a balance due.

CANINE INSPECTION

An announcement over the intercom will indicate when we are in Canine Inspection. Certified/licensed dogs trained in detecting drugs/alcohol/gunpowder will inspect the campus and/or parking lots to ensure a drug & alcohol free environment. Note: Classroom doors are to be locked and administration only is allowed in the hallways during these events. Educational practices will continue in the classroom.

CELL PHONE AND ELECTRONIC DEVICE USE

Student possession and use of cell phones, pagers, and other electronic signaling devices on school grounds, at school sponsored activities, and while under the supervision and control of school district employees, is a privilege which shall be permitted only under the circumstances described herein:

1. If students choose to bring cell phones, they must remain in their lockers or backpacks on silence at all times unless noted below.

Students are allowed to use their cell phones ONLY when:

- During transition periods while at their lockers.
- Permission has been given by a staff member to use cell phones for academic purposes in class at a specified time.
- During lunch time.

2. Students may not take videos/pictures that include other students, teachers, staff, or any school official without prior consent of those depicted in the images.
3. At no time will any student operate a cell phone or other electronic device with video or picture taking capabilities in a locker room, restroom, or other location where such operations may violate the privacy right of another person. **If a student has been deemed using a cell phone for the purpose of inappropriate picture/video taking or academic fraud, that student will not be allowed to be in possession of a cell phone or electronic device while on school grounds during school hours for the remainder of the school year. Failure to follow this policy will result in suspension/expulsion.**
4. Cell phones and other electronic devices **may** be in student possession on co-curricular and extra curricular activity trips. The use of such personal phones and equipment will be in accordance with the supervision by the school district supervisor. Students are solely responsible for their personal cell phones and other electronic equipment. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone/electronic device use after school restrictions have subsided or on school activity trips. Coaches and sponsors will set their rules and award consequences involving the use and or misuse of electronic devices.
5. Students are directed to not use cell phones during an emergency evacuation as it may interfere with the safety and efficiency of the procedure.

6. Building level administrators may grant permission for individual students to use and/or possess cellular phone, if in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student.
7. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned only to the parent or guardian. Repeated violation of this policy will result in progressive disciplinary action. Be advised that students are allowed to possess both cell phones and electronic devices during school hours; however, students must follow protocol when using their devices

***Final Note: Students and parents are notified that Dawson County High School is not responsible for the loss, theft, damage or vandalism to electronic devices and cell phones, as well as other student property.** Students and parents are strongly encouraged to insure that, if students have cell phones in their possession, they should not leave them unattended or unsecured.

Cell Phone Confiscation Policy:

A. **First time** a cell phone is confiscated

- 1) Verbal Warning
- 2) Student must pick it up in the office after the regular school day has ended.

B. **Second time**

- 1) 1 day of after school detention.
- 2) The phone will be returned to the parent/guardian in the principal's office.

C. **Third time**

- 1) Suspension for 1 day of I.S.S.
- 2) The phone will be returned to the parent/guardian in the principal's office.

D. **Fourth time**

- 1) Suspension for 2 days of I.S.S.
- 2) The phone will be returned to the parent/guardian in the principal's office.

E. **Fifth time**

- 1) Progressive disciplinary measures that may include increased days of suspension, confiscation and can lead to expulsion

CHANGE OF ADDRESS

Students should report any change of address or telephone number that may occur during the school year. This information is requested by the office in case of emergency so parents or guardians can be contacted with minimum conflict. Students with working parent/guardian(s) should provide the office with the place of employment so the parent/guardian(s) can be contacted immediately.

DETENTION

After school detention has been instituted as an effort to curb trancies, excessive tardiness, and other infractions. Detention, instead of suspension, is an attempt to keep students in school. Detention time will be determined by the teacher or administrator giving the detention.

Classroom Detention Time Teachers will determine student time to be served in the instructor's classroom for classroom detentions.

Administrative Detention Time Detention assigned to students by administration will be served on Wednesdays (unless otherwise indicated) beginning at 3:30 PM in a designated room (usually in assigned teacher's classroom).

Failure to complete assigned detention brings the following penalties:

First OffenseTime doubles to the following week.

Second OffenseOne (1) day in-school suspension.

Third & subsequent Offenses.....Progressive out-of-school suspension(s).

****Activity students are not exempt from detention** **Habitual offenses may lead to expulsion****

All students assigned to detention will be reported on Wednesday's Detention List and students are notified prior to the end of 7th period of the time increment to be served.

Rules for detention:

1) Be on time and be seated (Every other desk, every other row.) 2) If tardy for detention, the student will receive an additional detention. 3) Bring and do school work. 4) No talking, sleeping, making noise, electronic devices, eating/snacking. 5) Disruptive students will be dismissed from detention and the time will need to be re-served in its entirety, or time added to, or student may be suspended.

DIGITAL ACADEMY {See also: B.P.2170}

The District may permit a student to enroll in the Montana Digital Academy classes in order that such student may include a greater variety of learning experiences within the student's educational program or enroll in a class for credit. Please see B.P 2170 for a full description.

DISCIPLINE (See also: Student Behavior) {B.P.3310}

One of the most important lessons education can teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

To guarantee a good social and educational climate, **it is important that students understand that acceptable standards of behavior will be expected at all times.** Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn.

Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and any time. Students will be held responsible for their behavior.

Most disciplinary problems will be dealt with at the classroom level, and will be handled by the classroom teacher, the student and the parents. Parental contact by the teacher is vital for effective discipline. All teachers shall have a discipline plan that is conveyed to the student at the beginning of each year. If the classroom disciplinary plan has exhausted its limits then administrative disciplinary procedure shall go into effect. This system-wide discipline will be progressive (unless for some specific reason(s) immediate/drastring measures must be taken.)

A. All students who attend Dawson County High School shall comply with the regulations established in pursuance of law for the government of such school, shall pursue the required course of study, and shall submit to the authority of the teacher. **B.** Continued and willful disobedience and open defiance of the authority of the teacher shall constitute good cause for suspension or expulsion from school. **C.** Any pupil who shall, in any way cut, deface or otherwise injure any schoolhouse furniture, or any book belonging to the District classrooms(s) or other pupils; or any books belonging to the District library, shall be liable to suspension/punishment, and the parent/guardian of such pupil shall be liable for damages, on complaint of the school administration. **D.** All students will be under supervision of a teacher or other authorized person at anytime they are attending school or participating in a school function/activity. **E.** Students may be suspended from school by the principal or

assistant principal when this action is deemed in the best interest of the school.

1. Due process shall be followed to notify parents and students the nature of the charges prior to suspension.
2. This action shall be reported to the Board of Trustees as soon as possible for their action if suspension is to progress into an expulsion hearing. F. Expulsion

i) The Board of Trustees may expel from school pupils who refuse to obey the rules thereof. ii) Prior to expulsion, the Board will observe due process and shall ask parents to attend a hearing when charges will be discussed.

Discipline Rules The TEACHER has the primary responsibility and authority for the maintenance of discipline in the classroom, in the school building and on the school grounds. Teachers have the authority to...

...remove a student temporarily from the classroom by sending the student to one of the high school administrators. ...recommend suspension of a student. ...deny certain classroom privileges. ...use such reasonable measures as may be necessary to maintain control. ...keep a student after school for up to thirty minutes. (Students will be given a one-day advance notice, unless prior approval of the parent or guardian has been obtained, if the student rides a bus or time to be served is more than 30 minutes).

If the teacher's efforts to solve the problems are unsuccessful, the student may be referred to an administrator who has the responsibility and authority to use such reasonable measures as may be necessary to maintain control within the classroom, the school building and school property. The principal will establish and implement the rules and regulations for the school concerning the conduct of the students. The principal and assistant principal have the authority to impose suspension on students who fail to comply with school regulations and to recommend expulsion of students to the Superintendent of Schools and the Board of Trustees.

The right to learn also includes the right of classes to meet and carry on without interruptions, disruptions, or distractions – whether inside the classroom or from outside. Behavior, which disrupts the normal functioning of classes, is an infringement on the rights of others and is contrary to school policy.

Disciplinary action will be taken against students who violate rules established by the Dawson County High School Board of Trustees. This action may result in suspension of up to ten (10) days in length for a serious violation and/or expulsion.

The standard of conduct expected of students is such that learning may take place without interference or interruption. Infractions listed below are those most frequently committed. Other infractions will be dealt with as they occur.

School administrators and staff shall consider all aggravating or mitigating circumstances prior to dispensing disciplinary action. The circumstances to be considered (but not limited to) are:

1. seriousness of the offense
2. program placement
3. attitude and age of the student
4. pattern of misconduct
5. degree of cooperation
6. other aggravating or mitigating circumstances

Progressive Discipline Plan

<u>INFRACTION</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
<u>Alcohol/Illegal Substance</u> Under the influence or distribution	1-10 Days OSS Notify Law Enforcement, Possible Expulsion	Recommendation for Expulsion to GUSB. Notify Law Enforcement	
<u>Tobacco (including Vape Pens, E-Cigs, etc.)</u> Possession/Consumption/ Distribution	2 Days OSS Notify Law Enforcement if under 18	5 Days OSS Notify Law Enforcement if under 18	10 Days OSS Possible Expulsion
<u>Weapons</u>	5-10 Days OSS-Law Enforcement Notified- Possible Expulsion		
<u>Inappropriate Paraphernalia</u> Lighters, Matches, Poppers, Stink bombs, Pepper Spray, etc	1-3 Days Detention up to 1-3 Days ISS Confiscation of device	1-7 Days ISS Confiscation of Device	5-10 Days ISS Possible Expulsion Confiscation of Device
<u>Theft</u> -Possible Law Enforcement Notification on all	1-10 Days ISS Monetary Reimbursement on all thefts	3-10 Days ISS	5-10 Days ISS Possible Expulsion
<u>Bullying/Harassment/Intimidation</u> -As defined by district policy	3-5 Days Detention 1-3 Days ISS Possible Law Enforcement	1-5 Days ISS Behavior Contract Parent conference	5-10 Days ISS Possible Expulsion
<u>Conflict</u> -Name calling, etc.	Warning/1-5 Days Detention 1-5 Days ISS	3-5 Days Detention 3-5 Days ISS	1-10 Days ISS
<u>Inappropriate Sexual Behavior</u> Call home required	1-5 Days ISS/OSS	3-5 Days ISS/OSS	5-10 Days ISS/OSS Possible Expulsion
<u>Fighting/Inciting</u> Includes physical conflict	1-10 Days ISS/OSS Fight Contract Signed Possible Notification of Law Enforcement	1-10 Days ISS/OSS Fight Contract Signed Possible Notification of Law Enforcement	1-10 Days ISS/OSS Notification of Law Enforcement Possible Expulsion
<u>Dishonesty to Staff</u>	1-3 Days ISS/OSS	Depending on the situation	
<u>Explosives/Fireworks-No Tolerance</u>	1-10 Days ISS/OSS Depends on severity/Notify Law Enforcement/Possible Expulsion	1-10 Days ISS/OSS Depends on severity/Notify Law Enforcement/Possible Expulsion	1-10 Days ISS/OSS Depends on severity/Notify Law Enforcement/Possible Expulsion
<u>False Fire Alarm/Bomb Threat/Threatening Behaviors</u>	1-10 Days ISS/OSS, possible expulsion, Notify Law Enforcement	Meeting w/parent before allowed back into school.	
<u>Vandalism/Destruction of Property</u>	1-10 Days ISS (Pays for Damage) Law enforcement possibly notified on all steps.	3-10 Days OSS (Pay for Damage)	5-10 Days OSS (Pay for Damage)
<u>Cheating/Plagiarism/Academic Dishonesty</u>	Student will receive a zero. Parent notification.	Student may be removed from the course.	
<u>Insubordination/Disrespect</u> To any school employee *Law enforcement notified if necessary.	1-5 Days Detention or 1-3 days ISS	3-5 Days ISS Possible Behavior Contract	5-10 Days ISS. Behavior Contract Signed

<u>Disruptive/Inappropriate Behavior</u>	1-5 Days Detention or ISS	3-5 Days Detention or ISS	5-8 Days Detention or ISS
<u>Dress Code Violation</u>	Warning-Correct Inappropriate Attire	1 Detention	3-5 Days Detention or ISS
<u>In Hallway w/o Pass</u>	Warning	1-3 Days Detention	3-5 Days Detention
<u>Inappropriate Behavior</u>	1-5 Days Detention/ISS	3-5 Days Detention/ISS	5-10 Days Detention/ISS
<u>Profanity</u> Directed/Non-Directed at peer or staff-Outside/Inside classroom	1-3 Days Detention	1-3 Days ISS	5-10 Days ISS
<u>Public Displays of Affection</u>	Warning	1-5 Days Detention	1-3 Days ISS
<u>Possession/Distribution of Pornographic Material</u>	1-3 Days ISS Parents Notified	3-5 Days ISS	5-10 Days ISS
<u>Throwing Inappropriate Objects:</u> rocks, snowballs, etc.	1-5 Days Detention	3-5 Days Detention or 1-5 Days ISS	1-7 Days ISS

Behavior Contract

Continuous infractions or a combination of infractions of the rules by an individual student are a sign to staff and parents that something is happening or has happened that is **distracting** from the student's ability to focus on academic or personal progress. When a cumulative accounting of a particular student's acts are considered, it may become evident that a structural accounting of the student's school day is necessary to reach successful results. When such a pattern is evident, a "behavior contract" will be developed. A behavior contract is a mutually agreed-upon document that outlines specific expectations and goals for a student's behavior. It serves as a framework to address any behavioral concerns that may be impeding their learning experience. The primary purpose of a behavior contract is to promote self-awareness, personal responsibility, and positive behavioral choices. It is important to note that a behavior contract is not meant to be punitive but rather a tool for growth and development. It provides students with an opportunity to take ownership of their actions, learn from their mistakes, and make positive changes. By setting clear expectations and offering support, we help students build important life skills such as self-discipline, self-regulation, and goal setting.

In very extreme cases, **it may be necessary to recommend expulsion rather than to allow a student to continuously engage in acts that disrupt the daily routine and cooperative atmosphere within the school.** In such circumstances individual improvement, as set forth in the student's contract, will also be weighed by the principal.

. A student's behavior contract **may not be consistent with the handbook range for specific actions because this is a student who shows a greater need for structure than what may be deemed necessary for occasional offenders.** \ The behavioral contract is a document that will be reviewed regularly and revised as necessary.

When reviewing a student's record for possible placement on a behavior contract, the following criteria will be used:

- a) record of attendance
- b) behavior
- c) record of tardiness
- d) cooperation e) academic progress
- f) interviews with staff
- g) social progress
- h) parental input
- i) attitude toward school
- j) participation in school and activities
- k) other as principal/assistant principal may deem appropriate

The ultimate objective of a behavior contract is to direct actions of individual students toward defined goals for:

- Attendance
- Consistency
- Personal
- Conduct
- Academic
- Success

**Students may be placed on a behavior contract for any 3rd violation of policy on the progressive discipline chart, receiving 10 or more days of ISS/OSS, or when school administration deem it necessary.

DRESS CODE

It is essential that school rules exist so that the learning atmosphere will not be disrupted by student attire, and the health and safety of students shall not be jeopardized. Appropriate dress and grooming for our school setting is expected of students. Basically, the control of student grooming is left to the good taste and discretion of the individual student and his/her parents. The goal is to prepare students to present themselves in a manner which is conducive to an environment where professionalism is expected.

Students are not to wear clothing that interrupts the educational process. Students' clothing must be clean, neat and in good repair, comfortable and in good taste. Clothing must be modest so as to not be offensive or embarrassing to any teacher, fellow student, or other employees of the District, and shall in no way take away from the educational environment.

Clothing advertising alcoholic beverages and/or tobacco products and/or sexually suggestive or inappropriate language, or messages or innuendoes will not be worn. Clothing advertising establishments demeaning to either males or females will not be allowed (No *Hooters* clothing, etc.). Unacceptable attire will include, but is not limited to: midriff exposing or inappropriately revealing tops, **ALL Cleavage Must BE Covered**, Hemline on shorts must reach the tip of the thumb when hands are placed to the side, **NO** shirts not having sides, **NO** strapless tops, **NO** spaghetti straps (2 finger width rule). **Also, No designer contact lenses allowed that mask the pupils of the eyes.**

Students' hair must be neat and clean. Sponsors, teachers, or coaches of the student activities shall have the right to prescribe and enforce certain rules of dress and hair length. Such rules may be stricter than the general school dress code for the purpose of safety, improving the image projected to the community, or for purposes of school spirit. Clothing, shoes, and hair should also provide for the safety of the student. Students must wear shoes or sandals for sanitary reasons and **keep the torso and undergarments covered**. (No bra straps showing or jeans hanging down that show undergarments)

Students will **not** wear sunglasses, hats, caps, or other head coverings inside the building during regular school hours (7:30am – 4:00pm / Monday-Friday). Violation of student attire rules will result in confiscation & consequences or the student being sent to the office and/or asked to correct the situation or be sent home to change. The time missing school as a result of this infraction will be unexcused.

DROPPING AND/OR ADDING SUBJECT(S)

The changing of courses at any time is strongly discouraged. Considerable forethought should be given to the selection of courses in the spring prior to the construction of a class schedule that reflects the interest of student's desires.

Should you have a good reason for switching or adding a subject, discuss the matter with a guidance counselor. Should he/she deem it in your best interest, he/she will have you receive the consent of your parents and the principal before the change will be made. In other words, before you can drop a subject, you must have the consent of the guidance counselor, the principal, your parents, and involved teachers. There will be a three day period after each semester begins for dropping or adding classes. No course changes are permitted after the 3 day period of the semester unless recommended by the teacher or parent, and administratively approved.

A student who is REMOVED from a class for disciplinary reasons will receive an "F" on his/her transcript. A student who DROPS a class after the three day period will receive an "F" on his/her transcript. All changes must be made through the counseling office by getting a drop/add slip and having it signed by the involved teacher(s), a guidance counselor, the principal, and parent/guardian.

DRUG FREE SCHOOLS/INTERVENTION PROGRAM (DCHS Drug/Alcohol & Tobacco Policy)

(As required by Section 5145 of the Drug Free Schools and Communities Act as added by Section 22 of the Drug Free School and Communities Act Amendments of 1989 P.L. 101-226.)

I. The use of illicit drugs and unlawful possession and/or use of alcohol by minors are illegal and harmful to your health.

Students in Activities also refer to the DCHS Activities Handbook. A. The unlawful possession, use, or distribution of illicit drugs, alcohol or tobacco by students on school premises or as a part of any school activities is prohibited. Violation of the above standards may result in elimination from school activities for a season or year, suspension from school and referral to the authorities for prosecution. B. Drug and alcohol counseling is available from the guidance office or from the District II Alcohol and Drug Program.

Rehabilitation and re-entry programs are available and sources may be obtained from the District II Alcohol and Drug Program. C. Disciplinary Actions/Student Behaviors

The confidential service that student assistance programs provide is based on an educational premise: Students who receive help and support to deal with pressing personal concerns will be able to focus their remaining energy more efficiently on their schoolwork and important tasks of developing academically, socially, and emotionally.

In summary, any student of Dawson County High School who possesses, attends under the influence of, furnishes, sells, attempts to sell, transports, or uses illegal or non-prescription drugs, alcohol, and other intoxicants on school premises and/or at a school function, and/or from the time a student leaves home for school until he/she returns home within reasonable time, shall be subject to suspension, expulsion, or other disciplinary action. In addition, any offense will be reported to the Police Department, who will proceed as they see fit. (Students in Activities please refer to the DCHS Activities Handbook as well.)

The Glendive Schools and school property shall be drug free. The administration of Glendive Public Schools is authorized to schedule drug dog searches whenever appropriate.

Consequences:

Regardless of age, no one shall possess, sell, buy, barter, exchange, cultivate, process, give away, or be under the influence of drugs or alcohol on any school property. This policy is in force from the time the student leaves for school, during school hours, (including lunch period), when the student leaves the school at the end of the day until they arrive home (within reason), and at any school function or activity, either in Glendive or away, or on school property at any time. (MCA 20-5-201). Any infraction will be reported to the Principal and/or Assistant Principal. The Principal and/or Assistant Principal will follow Administrative procedure, which states:

FIRST OFFENSE: Immediate out-of-school suspension for a period or up to and including 10 days. Notification of parent(s)/guardian(s); and Law Enforcement Authorities, possible expulsion. Referral to the school drug and alcohol/chemical coordinator for further assessment, and possible recommendation for referral to a chemical counselor.

SECOND OFFENSE: Administrative recommendation of EXPULSION for the remainder of the current semester and up to the following two subsequent semesters of school or if deemed necessary permanently from Glendive Public Schools. *(Students in activities also need to refer to the DCHS Activities Handbook.)*

Tobacco Policy:

Students in possession of and/or consumption of tobacco products in public school buildings or property or away from school while on a school-sponsored activity are prohibited in accordance with the STATE LAW.

Public school buildings or property means public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children and includes school playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker, and locker rooms, and school busses.

Tobacco product means a substance intended for human consumption that contains tobacco, including cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, and any other tobacco or nicotine innovation this includes vape pens, e-cigs or any other device intended to deliver banned substances i.e. THC. FIRST OFFENSE: Immediate out-of-school suspension for two (2) days. Notification of parent(s)/ guardians; and Law Enforcement Authorities if under the age of 18 years.

SECOND OFFENSE: Immediate out-of-school suspension for five (5) days. Notification of parent(s)/guardians; and Law Enforcement Authorities if under the age of 18 years. Referral to the school counselor.

THIRD OFFENSE: Immediate out-of-school suspension for ten (10) days. Notification of parent(s)/ guardian(s); and Law Enforcement Authorities if under the age of 18 years. Referral to appropriate agencies.

FOURTH OFFENSE: Immediate out-of-school suspension until the next scheduled School Board Meeting. Notification of parent(s)/guardian(s); and Law Enforcement Authorities if under the age of 18 years. Possible expulsion for the remainder of the current semester. *(Students in Activities also need to refer to the DCHS Activities Handbook.)*

Interrogations:

The Principal and/or Assistant Principal, of Glendive Public Schools, or his/her authorized representative, possess the authority to conduct reasonable interrogations of students in order to properly investigate charges of student misconduct.

Searches:

The district endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, and with respect to student personal privacy.

The principal and/or assistant principal or his/her authorized representative, possesses the authority to conduct inspection of students' school lockers or articles carried upon their persons. Such search shall be based on a reasonable suspicion of the presence of

deleterious items. Examples of items shall include, but are not limited to: secreted noisemakers, water guns, contraband drugs, handguns, fireworks or other dangerous weapons/items.

Note: School, gym and sports lockers are ***considered school district property and are subject to inspection and search by school officials or their designees.*** In the event of a search of a student's person, his/her personal possessions, or his/her locker reveals the student is concealing material the possession of which is prohibited by federal, state, or local law, law enforcement authorities shall be notified so that they may take appropriate action. The administrator may, with reasonable suspicion, search vehicles parked on school property. In addition, the administrator may request the proper authorities to obtain the necessary search warrants in order to search reasonably suspicious property.

Police Interrogations and Investigations:

It is the policy of the high school to cooperate with law enforcement, federal, and state agencies in the interest of all citizens. At the same time, schools have responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials should observe the following guidelines:

1. Unless extreme circumstances dictate otherwise, a student in school may not be interrogated on school

property by any authority without the consent of the appropriate school official and knowledge of a parent or legal guardian, if possible. 2. Any interrogation must be done in private with an appropriate school official and, if possible and appropriate, a parent or legal guardian of the student present. 3. A student may not be released to the custody of persons other than a parent or legal guardian unless placed under arrest by legal authority; detained or held by a federal, state, county or local agency, summoned by subpoena, or upon express written consent of the parent or legal guardian. 4. If a student is removed from the school by legal authority, an appropriate school official should:

a. request the legal authority to notify the student's parent or legal guardian, and b. make a reasonable effort to notify the parent or legal guardian of the action taken as soon as possible, except in cases such as suspected abuse/neglect where legal official will give notification as per their established procedures.

i. Normal conferences that juvenile probation officers have with students under probation are not subject to the above guidelines.

DUE PROCESS PROCEDURE

Any student or parent having a question concerning an issue, a teacher, a policy or in general, is to follow the prescribed procedure. Always start at the lowest level, the point closest to the issue in question. If the result is not perceived as satisfactory, then appealing to the next level of authority is the procedure to follow. In those cases when disciplinary action is contemplated, the following procedures will be included in the process:

1. A student may be given an opportunity for a hearing if the student, the student's parents/guardians indicate a desire for one. A hearing may be held to allow the student, parent/guardian to contest the fact which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student, parents/guardians allege prejudice or unfairness on the part of the school district authority.

a) The request for a hearing shall be made to the school principal/assistant principal within ten (2) days of the disciplinary action.

2. The hearing authority in each case shall be designated by the superintendent. The hearing authority shall be the building principal/assistant principal, or if involving a Title IX discrepancy, or is a 504 discrepancy – the

Title IX or 504 Coordinator.

3. The school principal/assistant principal may request the student and the student's parents/guardians to attempt conciliation first, but if the student and parents/guardians decline this request, the hearing shall be held within two (2) school days of the receipt of notice.

4. The following procedural guidelines shall govern the hearings:

- a) Written notice of charges against a student shall be supplied to the student and parents/guardians prior to hearing date.
- b) The student and parents/guardians shall be present at the hearing.
- c) The student and parents/guardians may be represented by legal counsel.
- d) The student and his/her parents/guardians shall be made aware of their right to appeal the decision of the school principal/assistant principal to the next appropriate school authority.

5. APPEALS

- a) In the event that the student or his/her parent/guardian is not satisfied with principal/assistant principal or his/her designee, he/she may request that the superintendent of schools or his/her designee conduct a hearing to review the principal/assistant principal's decision.
- b) Such a hearing shall be conducted as soon as possible, but in no event later than two (2) school days following the date on which the principal/assistant principal's decision was rendered.
- c) In re-examining the principal/assistant principal's decision of disciplinary action, the superintendent shall give an opportunity to the principal/assistant principal or his/her designee, the person who witnessed and reported the incident(s), which resulted in the student's disciplinary action, and the student or his/her designee to give individual accounts as to the events leading to the disciplinary action. The superintendent shall determine whether such accounts shall be oral or written.
- d) The superintendent shall report his/her decision in writing to the principal/assistant principal and to the student or his/her parent/guardian as soon as possible, but in no case later than five (5) school days following the date of the hearing.
- e) In the event that the student or his/her parent/guardian is not satisfied with the disposition of his/her appeal to the superintendent of schools or his/her designee, he/she may request that the Board of Trustees conduct a hearing to resolve the issues. Such a hearing will be held within a reasonable time after the decision of the superintendent of schools.

ELEVATOR

The school elevator is to be used primarily by individuals with handicapping conditions or for moving equipment. Keys may be made available in the principal's office. A key deposit will be required.

EMERGENCY CLOSURE

Closure or changes in the school schedule will be given to the following radio stations by 6:30 AM on the day of the change: KXGN AM 1400, KDZN FM 96.5, KGLE AM 590. The determination will be made by the District Superintendent or designee.

EMERGENCY HOME CONTACT

The emergency phone numbers on the student record card are important, especially when accidents or illnesses occur. Without accurate data, we may find it impossible to notify parents/guardians. It is vital to keep this card up-to-date. Students will be asked to list information on their enrollment cards at the time of registration. Parents are requested to inform the school of any changes in home, work or emergency telephone numbers.

The Glendive School District now has the capability to contact all parents simultaneously due to the School Messenger service. For this system to work correctly, every parent will need to contact the students' schools if there has been a contact number change recently. The system will contact first contact the home telephone, followed by the work telephone and an emergency contact.

In the event that the school would have an emergency, administrators will use the School Messenger service to

contact parents to let them know what is happening as quickly as possible. If students must be moved to another location, administrators will contact parents to tell them the location and the protocol for taking the students home safely.

With School Messenger now active, all parents will be kept informed of what is actually happening in school during a lockdown. This should eliminate several of the rumors that accompany any event.

EMERGENCY PROCEDURES

Dawson County High School Safety Plan and Procedures:

In the event of an emergency, Dawson County High School staff and students will follow the procedures outlined below. The

following procedures are specific to DCHS and will be used in the case of an Inspection Mode, Lockdown, Fire Escape, or Evacuation.

Inspection Mode: Inspection mode will be used when students are to remain in their classrooms but there is no immediate threat of danger. The PA system will be used to communicate "We are now in inspection mode. Please close and lock your doors. Teaching may continue." Inspection Mode is most commonly used for canine inspection at DCHS, but may include other situations as well.

Procedure: 1. Staff is to shut their doors but maintain classroom procedures and instruction. 2. Students in the hallway or bathroom at the time of "Inspection Mode" are to return to their classrooms. 3. Students in the cafeteria are to remain in the cafeteria under the supervision of a staff member. 4. If Inspection Mode is called for during the lunch period, students outside of the building will not be allowed back in the building until Inspection Mode has ended. 5. Students and staff stay in their classrooms until they are notified they can return to regular procedures.

ALICE/Lockdown/Evacuation Procedure In the event of life threatening situations in the building the school district will use the ALICE system. **Alert** – An alert about the situation will be broadcast over the PA system or by any means necessary by any staff member. Alerts may not always come from the office and can be as simple as a staff member hearing a threatening noise or confrontation. **Lockdown** – When appropriate a lockdown will be performed. In the case of a lockdown the door will be barricaded and steps will be taken to make access to the room difficult. Remain calm and reassure students. Keep students as calm and quiet as possible, silence mobile devices. A pre-planned or an unannounced "Lockdown" will be initiated using the building PA system. Communication will include, "This is a Lockdown drill." In the event of a necessary "Lockdown", the communication will state, "This is a Lockdown."

Procedure: 1. Keep locked or barricade classroom doors, openings, and windows. Pull inside shades immediately and turn off classroom lights. 2. Keep students away from doors and windows. Move to an area that will provide cover. 3. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal. 4. Remain in secured classrooms or areas until notified to return to regular procedures. 5. Discourage students from using any cellular or electronic devices that may interfere with Emergency Response. 6. If there is an intruder, specific locations if possible will be given out over the PA system. 7. Do not open doors or windows unless directed by Emergency Response or school administration.

Inform – This is a continuation of the alert and information will be passed on to communicate real time information.

Counter – Actions to create noise, movement, and distraction are used to confront the threat. This is a worst-case option. *The ALICE philosophy is one of survival by any means necessary. Do what needs to be done to keep everyone safe.*

Evacuate – Evacuate to a safe area. In the event an evacuation of Dawson County High School is necessary, the evacuation will be announced over the PA system.

In the event an evacuation of DCHS is necessary, the evacuation will be announced over the PA system. 1. Teachers are to lead students out of the same exits they use during a fire evacuation and use their secondary evacuation route

if needed. *Teachers need to be sure to take their rosters.* 2. Teachers will lead their classes to Washington Middle School using *Slocum Street and proceeding to Meade. Classrooms evacuated onto Merrill will proceed to Slocum* if deemed safe by the teacher. *If Merrill is not deemed safe, classrooms will evacuate north on Merrill to Gresham, proceed to Meade and continue to WMS from there.* 3. After arriving at WMS, teachers need to check their roll. If they are missing students, administrators must be notified immediately. 4. Students will be released to their parents when their parents arrive at WMS. Teachers will keep track of students who have been released to their parents.

5. *Discourage students from using cellular phones and other electronic devices that might interfere with Emergency Response.* **The secondary evacuation destination will be for teachers to lead their classes to Sacred Heart Catholic Church where the above procedures will be followed if going to WMS is not possible.

It is in the hands of the teachers and staff members to determine the best course of action. ALICE is not a linear set of steps

to follow but is a list of options for staff to use based on the information they have about the incident based on the alert and inform steps. Staff will use the option that best assures the safety of the students under their supervision.

NOTE: PE students - go to the locker room in the event of a lock down. Students in restrooms or hallways - go to the office or nearest classroom. In the event that students and staff find themselves outside during an emergency, actions must be taken to ensure the safety of all students in the care of district employees that are aligned with the ALICE philosophy.

Return to Regular Activity: The office will notify all classrooms using the PA system when the drill or lockdown situation has concluded. Communication will include, "The lockdown drill/lockdown has concluded. Please return to regular activity."

Evacuation Procedures for Bomb Threats/Hazard Waste Spills/Natural Disasters: Teachers will use the Fire Drill Procedures to evacuate the building should a threat occur. Staff and students will use the prescribed escape routes as posted in each classroom. Teachers should familiarize ALL students attending their classes with the fire drill evacuation procedures regardless of class period. The fire drill alarm will be sounded and all personnel will evacuate the building to the appropriate areas. Teachers will be notified to proceed to the designated holding area. Students and staff will proceed to this area and wait for parents to pick up students. Parents will be notified by telephone, radio or television.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Certain information about District students is considered directory information and will be released upon request in writing, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. There is a sign-off form in the front of this handbook. These forms are due to the office by the end of the day on the second Friday of September or the student will be subjected to consequences.

FEES, FINES AND OUTSTANDING BILLS

Students are responsible for the reasonable care of school property such as books and lockers. Damage or loss of school property will result in fines, which must be paid before grades and transcripts will be issued. It is the student's responsibility to make sure that they do not have an outstanding account balance. Outstanding Account balance also includes lunch account. Fines and charges not paid will result in withholding of report cards and/or transcripts. At the end of the year, a notation is attached to the permanent record, which causes issuing of a diploma to be held until the charge is paid. Students owing fine money will not be issued a locker or any school equipment pending the payment of such fines.

FIRE DRILLS

Fire drills at regular intervals are required by the law and are an important safety precaution.

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of an emergency alarm and strobe light. The teacher in each classroom will give the students appropriate instructions. Observe the following fire drill rules:

1. When the fire alarm is heard, EVERYONE is to leave the building.
2. Do not talk, as directions may have to be given in case of blocked stairways, etc.
3. Do not get excited or confused. Move quickly, but not hurriedly – NEVER RUN.
4. NEVER PUSH those ahead of you.
- 5 The object is to see how efficiently and how orderly the building can be evacuated, in a reasonable amount of time.
- 6 Calm anyone who becomes frightened and hysterical.
7. Should a student faint, the nearest two students should assist the student to the proper exit with the least possible confusion.
- 8 Students should never go to a locker. (Stay with the group.)
- 9 Students should leave their books in the classroom.
- 10 Those who exit the building first should get far enough away from the building to allow others to exit (all students go to designated areas).
- 11 Do not re-enter the building until allowed to do so by school authorities.
 - a. The signal to return to the building will be three (3) short interval bells.
- 12 Maintain as much order re-entering as in leaving the building.

The electric fire alarm signal boxes are located in each hallway. No one is to use the alarm, except the Administration, unless a fire actually exists. Intentional false ringing of alarms will result in disciplinary action. If a student smells smoke or senses something which leads them to believe a fire exists, it should be brought to the attention of the teacher or supervisor at once, or notify the principal's office. The teacher who turns on the signal is responsible for calling the fire department and informing the principal/assistant principal at once.

GANG RELATED BEHAVIOR {B.P.3611}

Students on school property, on the way to or from school, or at any school sponsored activity shall not:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, or items which are evidence of membership in or affiliation with any gang and/or is representative of any gang.
2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or are representative of any gang.

**Students found in violation of items 1 and/or 2 of Gang Related Behavior shall meet with the principal of his/her designee. Verification to the parent/guardian shall occur immediately. A second violation of items 1 and/or 2 will result in recommendation for expulsion.

3. Engage in any act furthering the interest of any gang or gang activity including, but not limited to:

- a. Soliciting membership in or affiliation with any gang.
- b. Soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
- c. Painting, writing, or otherwise inscribing gang related graffiti, messages, symbols or signs on school property.
- d. Engaging in violence, extortion, or any other illegal act or other violation of school property.
- e. Soliciting any person to engage in physical violence against any other person. Students in violation of item 3 of Gang Related Behavior shall be recommended for expulsion. All violators of this policy who are recommended for expulsion shall be reported to the police.

The principal or his/her designee shall investigate each violation of this policy on a case-by-case basis. In the case of a recommendation for expulsion, the principal shall prepare a written recommendation for the Board of Trustees information. Included in the recommendation shall be the specific length of expulsion, and rationale for recommendation. During investigation, the student(s) shall be suspended.

GRADES/GRADING (Board Policy 2410P)

The grading scale for each class is determined by Board policy and will be articulated to students in a course disclosure document (syllabus) at the beginning of the semester or year regarding his/her grading system. Generally, letter grades are interpreted to mean:

Letter Grades DCHS Grading Scale:

A Superior Work (4.0 GPA)	A = 100-90%
B Above Average Work (3.0 GPA)	B = 89-80%
C Average Work (2.0 GPA)	C = 79-70%
D Below Average Work (1.0 GPA)	D = 69-60%
F Failing - Unacceptable Work (0.0 GPA)	F = 59% Incomplete

1. Academic Progress Reports may be sent out at any time. 2. Mid-term reports are distributed every 4 1/2 weeks (mid-term) of each 9-week grading period to offer teacher comments concerning class progress at that time. Any areas needing improvement may be noted. 3. Student report cards are mailed to parents/guardians at the end of each 9 week period. All incomplete work must be made up within 7 school days following each grading period or the student will receive an "F" for the course in question. The deadline may be extended, by administrative approval, due to unusual circumstances on an individual basis.

The nine-week grade is a means of reporting how the student is progressing. Semester grades are NOT necessarily the average of the two nine-week grades. Semester grades are assessments of work done over the entire semester. The major concern is that each student has learned the required amounts of material. Teachers should discuss this with their students.

Semester grade reports are withheld if Library/Media Center fines have not been paid, overdue books have not been returned, or any other school fees or classroom fines have not been paid.

GRADUATION CEREMONY POLICY

Dawson County High School will provide a ceremony for its graduating seniors. This ceremony is an earned privilege by each of the graduates. Graduates must meet all Dawson County High School academic requirements in order to take part in the ceremony. The graduation ceremony is a privilege. It is not a right. Students who fail to follow Dawson County High School protocol and regulations may not be allowed to participate in the graduation ceremony. This will be at the discretion of school administration. There shall be no alterations, additions or enhancements to the graduation robe, cap or mortar board. This includes sunglasses, necklaces, writing, painting or other decorations intended to change or alter the appearance of the basic ceremonial attire. Students who are under the influence of drugs or alcohol will not be allowed to participate in the ceremony. They will be removed and law enforcement will be notified. Failure to follow the above-stated protocol will result in removal from the ceremony.

GRADUATING EARLY

The Board of Trustees considers the curriculum of Dawson County High School to be a four-year program. As such, the curriculum should have adequate courses for the above average, average, and below average achiever. The fast achievers should be encouraged by the counselor(s) to pursue courses that lead to an enriched curriculum rather than shorten the time spent in school. However, under certain conditions, the Board of Trustees will consider requests for graduating early with less than four years attendance. Students need to fill out a "Petition for Early Graduation" through the guidance office.

Administration may grant early graduation from high school under the following conditions:

1. That both parents/guardians of the student will, at least two semesters in advance of the requested graduation date, make a written application through the guidance office, for early graduation, and provide justification for early graduation.
2. That the student shall meet the minimum number of credits and required courses for graduation by date requested for early graduation.
3. That the student shall have a minimum of a 2.0 GPA on a 4.0 scale at the time of the request and shall have a minimum of 2.0 GPA at the date set for early graduation.
5. That the student has attended high school for a minimum of seven (7) semesters. ** If your request for early graduation is approved, you forfeit the right to participate in any activities after semester seven (7) is completed, other than graduation exercises.

GRADUATION POLICY

Credit Requirement

A minimum of 23 credits is required for graduation. Please note the credits requirements in each curriculum area in the following chart:

General Curriculum	Honors Curriculum (2018 & 2019)	Honors Curriculum (2020 and beyond)
English: 4 credits	English: 4 credits	English: 4 credits Includes Honors English 11 & Honors English 12
Math: 2 credits	Math: 3 credits Includes Geometry, Algebra 2, and one level higher	Math: 3 credits Includes Geometry, Algebra 2, and one level higher
Science: 2 credits	Science: 3 credits Includes Earth Science, Biology, & Chemistry	Science: 3 credits
Health/PE: 2 credits	Health/PE: 2 credits	Health/PE: 2 credits
Social Studies: 3 credits	Social Studies: 3 credits Includes Government AND American History III	Social Studies: 3 credits Includes Government AND American History III
Fine Art: 1 credit	Fine Art: 1 credit	Fine Art: 1 credit
Vocational Art: 1 credit	Vocational Art: 1 credit	Vocational Art: 1 credit
Electives: 8 credits minimum	Electives: 7 credits minimum *Must include 3 advanced courses. Please see current course catalog for advanced courses. Courses must be taken for the entire year to qualify for Honors Curriculum.	Electives: 7 credits minimum *Must include 3 advanced courses. Please see current course catalog for advanced courses. Courses must be taken for the entire year to qualify for Honors Curriculum. Math or Science credit must be taken during the Senior year.
Total credits: 23 minimum	Total credits: 24 minimum	Total credits: 24 minimum

SENIOR HONORS

Only students who follow the Honors Curriculum will be eligible for graduation honors of Valedictorian, Salutatorian, and the Top 10%. This determination will be made after seven (7) semesters of high school attendance. (Final grade point averages are determined based on all eight (8) semesters.) In addition, in order to qualify for Val/Sal/Top 10% Honors at DCHS, students must be a full-time student; have been enrolled in an accredited "bricks and mortar" high school, as recognized by the State of Montana, for the equivalent of a minimum of five consecutive semesters. Other determining factors are listed below:

1. Pupils to be eligible for valedictorian and salutatorian honors must have been enrolled in Dawson County High School at the end of their 6th semester. A transfer student's grade point average must have been attained on a scale equal to or greater than the current grading scale used at DCHS.
2. This honor will be bestowed upon the student with the highest academic average.
3. If a tie exists between finalists, they will be declared co-valedictorians and no salutatorian will be awarded.
4. This average will be computed at the end of the first semester of the senior year.
5. Approved credits shall be any course completed for credit at an accredited high school or course completed via correspondence or independent study for which approval was granted by an accredited school prior to enrollment.

Educational Disruption

- a) To qualify as a student with an Educational Disruption, the student must at least meet the State of Montana minimum graduation requirements. (*The minimum graduation requirements are established by the Montana Board of Public Education and are found in ARM 10.55.905.*)
- b) A student must have experienced an “educational disruption” as defined in BP 2410P.
- c) Students qualifying for an educational disruption will not receive the Dawson County High School Diploma, they will receive a standard State of Montana diploma.

FOSTER CARE-STUDENTS

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. “Foster care” means “24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility.” This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive home.

The District will take efforts to ensure that a child in foster care:

Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child’s best interest; or

If the school of origin is not in the child’s best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student’s case to make the “best interest” determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

GRIEVANCE PROCEDURE FOR DAWSON COUNTY HIGH SCHOOL

Individuals subjected to disciplinary actions as a result of Academic or General Conduct violations may appeal by filing a grievance under the Grievance Policy specified in the Handbook.

DEFINITIONS

- A. Grievance: Grievance means a complaint alleging any policy, procedure, or practice which may be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules and regulations. B. Title IX: Title IX means Title IX of the Education Amendments of 1972 (2) USC Section (1681), the 1975 Implementing Regulation and any memoranda, directives, guidelines, or subsequent legislation that may be issued or enacted. C. Section 504: The Rehabilitation Act of 1973 (29 USC 794) D. Federal and State Civil Rights Laws, Rules and Regulations E. Grievant(s): Grievant means a student/parent/guardian or employee of Dawson County School District No. 1 who submits a grievance. F. Dawson County High School: Any reference to any school district as defined in 20-6-101, Montana Codes Annotated. G. Title IX/Section 504 Coordinator: Means the employee(s) designated to coordinate Dawson County High School’s efforts to comply with and carry out its responsibilities. H. Day: Day means a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays. (20-1-305 MCA) I. Ridgeway et al., Plaintiffs v. Montana High School Association et al., defendants: Hereinafter identified as Ridgeway settlement.

BASIC PROCEDURAL RIGHTS: (Applicable to all levels of the grievance process)

- A. Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- B. The designated Coordinator may not have a direct interest in the outcome of the grievance and must remain impartial.

C. Relevant agencies/institutional records shall be available to all parties subject to requirements and clarifications in Guidelines for Student Records, Office of Public Instruction, September 1984.

D. Intimidation or retaliation of any kind is prohibited by law.

E. Prior to a contested case hearing (under the Rules of School Controversy) rights of the Grievant confidentiality in proceedings and records shall be respected (ARM 10.6.101 et seq.; Also see Ridgeway settlement agreement, page 29.)

F. This procedure does not deny the right of the Grievant to file formal complaints with other state and federal agencies or to see private counsel for complaints alleging discrimination.

G. All records pursuant to the grievance shall be maintained by the clerk of the school district separate and apart from student and personnel records for a period of not less than five (5) years. (10-1-212 MCA)

COMPLAINTS BY STUDENTS AND PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 4310) with the exception of complaints/concerns regarding sexual harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent.

Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 4310, available in any principal's and Superintendent's offices.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the [District's website](#) or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the [District's website](#) or any District or school office or by contacting [insert individual responsible for Section 504/ADA discrimination complaints]

NOTICE OF NON-DISCRIMINATION

The Glendive School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Valerie K. Hafele, Title IX Coordinator
900 N. Merrill Ave, Glendive, MT. 59330
406-377-5363

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

PROCESS

Level 1: Principal, Assistant Principal, or Immediate Supervisor

(Informal and optional—may be passed by the grievant.) A student/parent/guardian with a grievance should first discuss it with the teacher, counselor or building administrator involved, with the objective of resolving the matter promptly and informally. Employees with a grievance should first discuss it with their principal, assistant principal, or immediate supervisor with the same objective.

Level 2: Title IX and Section 504 Coordinator If the grievance is not resolved at Level 1 and the Grievant wishes to pursue the grievance, it may be formalized by filing a grievance in writing on a District Complaint Form (available in the office). The grievance shall state: 1) the nature of the grievance; 2) the remedy requested; and 3) be signed by the Grievant. The filing of written grievance at Level 2 must be to the Coordinator within ten (10) days of the event giving rise to the grievance, or from the date the Grievant could reasonably become aware of such occurrence. The Coordinator shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the Coordinator will be sent to all concerned parties within fifteen (15) days after receipt of the written grievance.

Level 3: Superintendent If the grievance is not resolved at Level 2, either party may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) days of receiving the report from the Coordinator. The parties may request a meeting with the Superintendent or the designee and the Coordinator. The meeting(s) shall be held within ten (10) days after receipt of the written appeal. A written report regarding the decision and/or action of the Superintendent will be sent to all parties within fifteen (15) days after receipt of the report.

Level 4: The Board of Trustees Either party may process the grievance past the decision reached at Level 3 by filing written grievance within ten (10) days with the Chairperson of the Board of Trustees. Upon receiving the grievance, the matter shall be placed on the agenda of the Board of Trustees for consideration at the next regular meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of said meeting.

Level 5: Rules of Controversy Either party may appeal the decision of the School Board by filing a Notice of Appeal with the County Superintendent within thirty (30) days after the final decision of the Board pursuant to the Rules of School Controversy. (10.6.103 et seq. ARM, see also Ridgeway settlement agreement, page 29.)

GUIDANCE AND COUNSELING PROGRAM {B.P.2140}

Generally speaking, guidance as applied to the secondary school should be thought of as a service designed to give systematic aid to students in making adjustments to various types of problems which they meet: educational, vocational, social and personal.

Guidance is defined as those activities which help the individual student to develop his/her personal resources in the direction most beneficial to them and to society. This includes the following services and activities in our school:

1. Individual counseling to include:

- a. Assisting the student in self-appraisal of his/her aptitudes.
- b. Planning a 4-year program of study.
- c. Helping the student make a sound vocational or college plan.
- d. Encourage the student to participate in desirable extracurricular activities

- e. Discussion of student's social and personal desires and problems
- f. Aiding students in dealing with physical handicaps
- g. Discussion of subject failures

2. Individual and group testing; aptitudes, interests, intelligence, achievement, and interpretation of results. 3. Group guidance in developing good study habits, vocational plans, obtaining a picture of the "world at work". Guidance services are available for every student in the school. A visit to the counselor is encouraged if you have a problem or just need to talk to someone you can trust. Students wishing to visit the counselor should contact him/her in the guidance office to arrange for an appointment.

Our school has one major goal: to assist each student to gain the most from his/her educational opportunities and to make the best use of his/her individual abilities. The basis for the entire program is directed toward assisting each pupil to fulfill his/her potential. Information is made available to the students, which will enable them to make their own choices as intelligently as possible.

GUN FREE SCHOOLS

DCHS and its Board of Trustees are committed to safe schools and an environment free of guns, weapons, or dangerous instruments, including but NOT limited to firearms, knives, clubs, bombs, or other explosives (including fireworks); or the use of any instrument to inflict bodily injury on another person. This policy does not pertain to duly sworn law officers in the performance of their duties.

The Gun-Free School Zones Act makes it a criminal offense for an individual knowingly to possess a firearm in a school zone. The Gun-Free Schools Act made State law requiring local education agencies to expel for a period of not less than one year any student who is determined to have brought a weapon to school. It also requires local educational agencies to refer to the criminal justice or juvenile delinquency system any student who brings a firearm to school.

HALL PASSES

Students out of classrooms, except during passing time, will need a hall pass. Students arriving in the office, library, classrooms, or other school business areas without a pass will be sent back to their classes. Offenses will result in disciplinary action.

HALL RULES

1. When you enter the building in the morning, and at noon, place your belongings in your locker, get your necessary books and supplies, and report to your classroom.
2. Do not congregate in large groups in the hall.
3. Disturbances of any kind are not allowed in the halls or in any part of the building.
4. Walk, do not run, through the halls or on the stairs.
5. Sunflower seeds are not permitted in the building.
6. Keep halls and lockers neat and clean.
7. Students are not allowed in the halls during class periods without a hall pass.
8. Food, candy, pop, and juice are allowed in the school during school hours only under special circumstances and in designated areas.
9. No shouting or horseplay.
10. Violators will be given detention or other disciplinary measures.

HANDICAPPING CONDITIONS – EDUCATION OF STUDENTS

The district recognizes the unique needs of students with disabilities and their potential for significant educational development when receiving special services tailored to fit their needs. The district shall comply with state and federal requirements through the policies that deal with free appropriate public education, child find, full educational opportunity, confidentiality of information, personnel development, parent involvement, participation in least restrictive environment, individualized educational program process, career development and vocational education, citizen's complaint process, and impartial due process hearing.

HAZING/BULLYING [B.P.3226]

1. Hazing or **intimidation of underclassmen** by other students is absolutely prohibited in or around Dawson County High School. 2. Hazing outside of school time and off school premises is subject to disciplinary action of law enforcing agencies and may include school action.

HEALTH AND WELFARE

Students who become ill or injured during the day should report to the attendance or principal's office. A school nurse may be available. First aid materials are on hand.

1. Emergency Care: Whenever a student shall become sick or injured at school, the school authorities or attendance office personnel shall attempt to notify the home to tell the parents the nature of the sickness or injury.
2. Students normally will not be sent home when ill unless parental or guardian contact has been made. Students will be sent to the sick room or back to class until such contact is made.
3. If the injury is apparently serious in nature, the student shall be referred to the nearest medical personnel for attention and parent notified thereof as soon as possible.

HOMESCHOOL PARTICIPATION REQUIREMENTS

1. Nonpublic or home school students who meet the requirement of [MCA 20-5-109](#) can participate in Glendive Public Schools' extracurricular activities.
2. The same standards for participation must be met as those required of full-time students enrolled in the school – except they are not required to be enrolled or attend.
3. ***The student and his/her entire family must live in your school attendance area – there is no transfer or out-of-attendance area participation for nonpublic or home school students.***
4. All Glendive Public Schools rules must be met – academic, age, semester, non-graduate, etc., except enrollment and attendance. See the [eligibility checklist](#) for specific information.

GPS Homeschool Policies: 3121-Enrollment and Attendance Records; 3150-Part-Time Attendance;
3510-School-Sponsored Student Activities

At DCHS, here is a list of the extracurricular activities homeschool students can participate in:

MHSA activities: Football, Volleyball, Golf, Cross Country, Boys/Girls Basketball, Tennis, Track and Field, Softball, Track and Field, Softball, Cheer, Forensics

DCHS Clubs: Key Club, Drama, Z Club, Forensics, FFA

Events: Junior and Senior aged Homeschool students can participate in Prom and Co-Ed if invited. They are not permitted to participate in other dances. If a homeschooled student is a member of a fall activity/club, they can participate in events with their respective team.

Homeless Students

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent. If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

McKINNEY-VENTO ACT - Policy 31256

McKinney-Vento Identification:

A child who lacks a fixed, regular, and adequate nighttime residence may be classified as homeless under the law known as the McKinney-Vento Act 42 U.S.C. 11434a(2), which is also known as Title X, Part C, of the No Child Left Behind Act.

A child's living situation must meet one of the following criteria:

- Shelter resident;
- Shared housing (two or more families living in a home);
- Motel/hotel resident (because affordable housing is not available);
- Campground or tent;
- Unaccompanied youth (not living in the physical custody of a parent or legal guardian and lacking a regular, fixed, nighttime residence);
- Car or abandoned building;
- or Substandard housing (the home lacks electricity or running water).

If you have questions, please contact the principal or the McKinney-Vento Coordinator, Val Hafele at 377-5363
- Education of Homeless Children

HONOR ROLL

The Dawson County High School Honor Roll is published at the end of each 9-week grading period. All grades earned in subjects will count toward honor roll grade points. In order to be on the honor roll, students must have a minimum of nineteen (19) grade points for six (6) subjects, and twenty-two (22) for seven (7) subjects. In computing grade points, the following table is used:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points Anyone having a grade below a "C" in a subject (which includes "I" incompletes) is automatically eliminated from the honor roll. A 3.14 or greater is required for DCHS honor roll.

IMMUNIZATION POLICY

Montana Law requires that all students entering Montana Public Schools be immunized against diphtheria, tetanus, polio, measles, and rubella. Every student attending Dawson County High School must have had the required shots or he/she may not attend school. (MCA 20-5-403)

INCLEMENT WEATHER BUS ROUTES

During the winter, it may be necessary to not run buses outside the "city" limits. In that event, all buses will transport students who live in Glendive, West Glendive, Highland Park or Forest Park. Bus routes will need to adjust the departure times to insure that "city" students are transported. The superintendent will contact parents and the radio station to tell parents that buses will not pick up rural students who attend Glendive Schools due to inclement weather.

INSURANCE

Please understand that Dawson County High School does NOT carry student health insurance. Your personal health plan will be your primary carrier.

LIBRARY REGULATIONS

The library is open for students and faculty from 7:45 AM to 3:40 PM.

1. Books may be borrowed for a two-week period with renewal privileges. References, magazines, and AV material may be checked out overnight.
2. Lost materials must be paid for at replacement cost.
3. All fines must be paid and overdue materials returned before report cards or diplomas are issued.
4. Keep in mind that the library is a place to QUIETLY READ AND CONDUCT RESEARCH rather than talking loudly and visiting with your classmates.

LOCKERS

A locker is assigned to a student at the time of registration. Lockers are school property and are provided for student use. Students are responsible for the proper care and the contents of their locker. The school assumes no responsibility for articles lost or stolen from lockers. Students are discouraged from keeping personal valuables, Electronic devices i.e. cell phones, iPods, calculators, and money in their lockers. Bring valuables to the office for safekeeping or do not bring them into the building. In PE/Vocational classes, students use their own locks. A duplicate key or combination must be left with the instructor, or the lock will be removed.

Students are expected to keep their books, supplies, and wraps inside their lockers, to keep their lockers closed, to keep their lockers neat and clean, and free from illegal contraband. Student lockers, contents and other secured personal property may be searched **without prior notice** given to the student when the school authority has reasonable suspicion that the locker contains illegal, unauthorized or contraband items discovered during such inspections shall be confiscated by school personnel. School personnel shall determine appropriate action, including notification of law enforcement authorities and disciplinary proceedings. Students are not to change lockers without permission, or at any time be in any locker other than the one assigned for their use.

Students may place posters inside of their lockers provided the posters are appropriate. Posters advertising alcohol or tobacco or other drugs or scantily dressed bodies are all inappropriate. Students will be fined for any damage to the locker assigned to them.

LOST AND FOUND

The school cannot be responsible for losses; therefore, we urge all students to keep their personal items in their locker and to leave valuable possessions at home. Take care of your personal property by labeling each item with your name. If you lose something, please report it to your teacher and the office. Those finding articles should turn them in to the principal's office. There is also a lost and found box in the library. **DO NOT LEAVE** your clothes and/or valuables in the restrooms! **DO NOT LEAVE** money in your locker or the dressing rooms. Turn money or valuables in to your teacher or coach during an activity that requires such.

MAKE-UP WORK

When students miss a class for any reason, they are expected to make up the class work missed. Students will have the same number of days to make up the work as the length of absence. Teachers may require students to take tests upon their return to class if the test was announced prior to the student's absence. Students have the responsibility for securing work missed due to student activity absences. Students need to be aware that some graded in-class activities or assignments cannot be made up.

MEDICINES

No more than a daily dosage of a prescription drug should be brought to school. Prescription medications may be administered as needed by designated employees of the district (BP-3416). All prescriptions need to be registered in the Principal's Office and will be kept in the school safe.

NATIONAL HONOR SOCIETY

National Honor Society candidates are selected by a five (5) member faculty council, and on an annual basis for induction into the NHS. Membership in this (Emerson) Chapter of National Honor Society is an honor bestowed upon a student and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates eligible for election to the Chapter shall have a minimum GPA of 3.75 on a 4.0 scale. Applications and criteria for membership are available in the Principal's Office.

ORGANIZATIONS, CLUBS, AND STUDENT ACTIVITIES

Dawson County High School offers a wide variety of extracurricular activities which have been designed to meet the needs and interests of all students. Students are urged to think over carefully where their greatest interests lie. It is not wise for a student to join too many organizations for he/she may not have sufficient time and energy to be a good member. Most of these clubs and organizations undertake special fund raising projects in addition to their meetings and other activities. This demands some additional time of its members. The various clubs and extracurricular activities are described in the following list:

BAND/DRUM LINE Advisor: Ms. Boes

The band is one of the high school's outstanding groups. This smartly costumed group contributes much to the school spirit and provides wholesome entertainment for many special occasions. It is an honor to belong to this group as well as earn credit while contributing to the spirit of school life.

PEP BAND Advisor: Ms. Boes

The pep band consists of a selected number of students who are not occupied as cheerleaders or athletes, to provide music for pep assemblies and athletic contests. This is a volunteer organization.

JAZZ BAND Advisor: Ms. Boes

The jazz band consists of percussion, bass guitar, piano, trombones, trumpets, and saxophones that provide music for special events. This is a volunteer organization selected by tryouts.

CHEERLEADERS Advisor: Mrs. White

Cheerleaders are representatives of the school who promote school spirit and lead the cheering for games and pep rallies. Cheerleaders are provided for fall and winter sport seasons. Cheerleaders are selected during spring tryouts. Cheerleaders also include dance/drill routines in their repertoire.

CONCERT CHOIR Advisor: Mrs. Senvold

This musical group is open to all male and female students interested in music. The purpose of this group is to improve voice quality and learn an appreciation for music.

SYMPHONIC CHOIR Advisor: Mrs. Senvold

This musical group is selected by tryouts from the Concert Choir group.

CHAMBER CHORALE Advisor: Mrs. Senvold

This is the elite choir group selected by tryouts and provides musical talent for special occasions.

FCCLA Advisor: TBD

The Future Leaders of America (formerly FHA) is a national organization for high school girls and boys in family and consumer science classes. The main objective of this group is working for a better and happier home environment for everyone.

NATIONAL HONOR SOCIETY Advisor: Rebecca Fawns

To be selected to the National Honor Society, a student must qualify with a high scholastic rating and also show outstanding characteristics in leadership, service and character. The membership of this organization is highly regarded by all, but you must start early in your school career to establish the qualifications required for membership. Juniors and seniors may become members of NHS. See: National Honor Society

HOMECOMING

Each year we sponsor a Homecoming Week during the football and girls volleyball and golf season. A king and queen are elected and each year the Student Council decides who, where and how Royalty will be crowned. Student Council organizes the festivities. See: Student Council

CO-ED

Formal dance, sponsored by the Z-Club, which takes place in the fall of the year.

PROM

The prom is held in the spring and sponsored by the junior class. All juniors and seniors and their dates are invited to attend. It is a very special event and formal dance. You are encouraged to attend, but come correctly attired so that you may participate. As is customary, everyone is invited to come see the decorations and to watch the Grand March.

CLASS MEETINGS

No president of any class is to call a meeting without first consulting a sponsor of the class. Class treasurers are responsible for collection of class dues if any are imposed and upkeep of class account in the Central Treasury.

STUDENT COUNCIL Advisor: Mr. Murphy

The Student Council is an organization through which the students may express their opinions, assist in the administration of school activities, and assist in the management of school enterprises. The purpose of the Student Council is to promote leadership and participation in school activities. The Student Council is comprised of elected student body officers, class presidents, and class representatives.

Student intending to participate in Student Council, or class offices, must maintain an overall GPA of 2.0 or above and have no semester grade below that of a D-. Students must be enrolled for the full school year of the term they are seeking to hold office. Elections for Student Council and class offices are held in the spring.

DRAMA Advisor: Mrs. Tuma

Two all-school plays are performed during the school year – one in the fall and one in the spring.

Z-CLUB Advisors: Mrs. Cohen

Student affiliate organization of Zonta. A community service organization.

KEY CLUB Advisor: Rebecca Fawns

Student affiliate organization of Kiwanis International. A community service organization.

INTERNATIONAL CLUB Advisor: Mr. Tuma

International Club supports the student exchange programs, and promotes international understanding.

LEO'S CLUB Advisor: Dennis Zander (Lion's Club Member and contact.) Student affiliate organization of Lion's Club.

ORGANIZATIONS, CLUBS, AND STUDENT ACTIVITIES POLICY

1. All clubs are chartered by the Student Council and approved by the Board of Trustees.
2. All groups using the school building for practice or meetings must clear date, time and space with the Principal's Office.
3. All activity groups are to have a faculty member(s) present at all meetings and practices.
4. Activity group participants or team members are responsible for all property they use and must attend to its prompt return to its proper place.
5. Any fee charged by an organization must be cleared through the Principal.
6. A student may be dropped from an activity if his/her behavior reflects discredit upon Dawson County High School.

Student Council and class offices are only open to current class members with a 2.0 GPA, not ones without enough credits. All class officers, including student council representatives, must have at least a "C" average to be eligible for any office. This includes student body candidates for President, Vice-President, Secretary and Treasurer. Any other representatives on the student council from other groups must also carry at least a 2.0 grade point average.

P.A.S. III ALCOHOL SCREENING SYSTEM

The Passive Alcohol Sensor combines a high intensity flashlight with a micro miniature alcohol detector. The P. A. S. III functions as a non-intrusive extension of the operator's nose. It is used to check breath alcohol levels with or without a student's direct participation. The use of the P.A.S.III embraces the enforcement effectiveness of our zero alcohol tolerance policy. It will potentially be used during regular school hours, at games, dances and all DCHS functions, including overnight trips.

PERMISSION TO LEAVE SCHOOL

Students who are ill, or for any other reason must leave school are required to come to the attendance office, receive proper permission, and sign out. No student will be allowed to leave school premises without parent/guardian permission. Permission to check out must be granted by the Attendance Secretary, Principal, Assistant Principal or Administrative Secretaries. A statement or a pass from a teacher that a student is ill, etc., would be helpful. Students leaving the building will be kept to a minimum.

Students are urged to stay in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a student needs to be dismissed early, he/she should bring a note to the office stating time and reason. STUDENTS MUST SIGN OUT AT THE ATTENDANCE OFFICE, AND SIGN IN AGAIN if they return before the end of the school day. Disciplinary measures will be implemented for failure to properly check out.

PHYSICAL EDUCATION REGULATIONS

1. Showers are recommended after each period of physical activity.
2. To be excused from PE, a student must have a note from home or medical personnel.
3. Students are required to have locks on their baskets/lockers. Locks will be provided by the students and the combination and/or extra key will be given to the supervisor/instructor in charge.
4. All clothing should be properly marked to identify the owner. REQUIRED ATTIRE IS RED SHORTS AND WHITE TOP.
5. Participation in class activities may be denied to anyone violating dress code regulations. Required physical education clothing should be clean and appropriate for a workout. RED SHORTS AND WHITE TOP, socks and appropriate footwear that can be worn inside/outside and give support to the foot.
6. Any student enrolled in Health Enhancement will be required to makeup PE days that are not school related or medically excused with a doctor signature verification. Students will need to make up missed days in order to receive credit for the day they are absent. Times and days of makeup to be determined by the instructor.

POP/JUICE MACHINE USE DURING SCHOOL

The pop/juice machine is NOT to be used between classes. The pop/juice machine may be used during lunch hour, before or after school. At NO TIME is an open container of pop/juice permitted in the school hallways, gym or auditorium. Pop/juice may be purchased and consumed in the lunchroom. This policy will be strictly adhered to and detention or more stringent penalties may apply for violators. The student council beckons your help in asking you NOT to litter – please keep our school clean and a showcase for visitors. Please use the recycling containers for disposal of your pop/juice cans.

PREGNANT, PARENTING AND/OR MARRIED STUDENTS

It is the policy of DCHS to eliminate any discrimination against students on the basis of pregnancy, parenting or marital status in all programs, including access to classes, activities, extracurricular activities, and leave policies. A pregnant student may continue to participate in the educational program and activities of the school as long as she is physically and emotionally able to do so, has secured her physicians approval to do so and a copy of this statement is presented to the Principal. Disabilities caused by pregnancy and pregnancy-related conditions will be treated in the same manner and under the same policies as any other temporary disability or serious illness.

SCHOLARSHIPS

Many colleges and organizations throughout Montana and the United States offer various scholarships to high school students who are graduating. Scholarships are announced and specifics may be obtained from the Guidance Office.

There are several local scholarships that are available to Glendive students. Applications for the scholarships must be made by announced deadlines from the Guidance Office. The recipients will be announced at the awards assembly and graduation. Contact a counselor for a complete list of scholarships offered and proper application forms and procedures.

SCHOOL DANCES

1. A maximum of six (6) dances will be allowed per school year. (This includes the high school Prom and other formal dances). School dances are a privilege.
2. Students must be enrolled and in good standing as a student at DCHS or their own school in order to attend school dances. Good standing will be determined by administration but is defined as and not limited to having appropriate attendance (cannot be beyond allowable number of absences), exhibiting appropriate behaviors as a student, having minimal disciplinary infractions, and making an honest effort as a student in his or her academic work. Students who do not meet these minimum criteria MAY NOT be allowed to attend school dances. Determination will be made by appropriate school administration, building principal or assistant principal.
3. All tickets will be sold on an individual basis; no couple's tickets will be sold. If an eligible DCHS student wishes to bring an outside guest, he/she will have to purchase a ticket for that person in addition to his/her own ticket.
4. Permission to bring an out-of-district person/guest (limit 1) shall be approved by the assistant principal or principal prior to the night of the dance. "Permission slips" are available in the office. Students enrolled at DCHS who bring an out-of-district guest *without prior approval* will be subject to disciplinary measures on the following school day. These guests must be approved by school administration *upon arrival* to the event. (Also see #17)
5. No student shall be admitted to a dance later than 1/2 hour after the beginning of a dance.
6. A student leaving a dance will **not** be re-admitted to the dance.
7. Only individuals under the age of 20 or one year removed from high school may attend high school dances..
8. Dances will end no later than 11:45 PM.
9. A Ticket list must be presented to school administration for approval no less than 2 days prior to the holding of the dance.
10. The sponsor(s) of the group giving the dance must be present, along with four (4) faculty members or other responsible chaperones.
11. Students (clean-up committee) will restore the room to its original condition that night, with the exception of prom and other Co-ed, which may be cleaned up the following morning.
12. Any student who has used or is using mood altering chemicals or tobacco will not be permitted to attend the dance. Misconduct will result in expulsion from the dance for all involved parties.
13. Appropriate dress (school dress for most dances) will be worn to school dances. Prom and formal dances

(Co-Ed) are formal attire occasions. Students must wear their formal attire *throughout the entire* evening. Males removing their dress shirts to wear only a vest, tie, or cummerbund is not allowed.

14. Sponsors and administration will be the people in authority at the dance. All chaperones will assist in student supervision, as directed by the sponsor.

15. Students should respect the work of the decorating committee and not destroy decorations. Decorations will be removed by the committee selected for this purpose.

16. Advisors/sponsors will supervise the planning and decorating for the dance.

17. A police officer(s) will be present at each school dance, and arranged for by the sponsoring group.

18. Currently suspended/expelled students or students who have "dropped out" are not allowed to attend any of the school dances.

19. Inappropriate dancing will not be condoned.

a. No Grinding (front to back dancing) b. No straddling legs or toros. c. No overt public displays of affection d. No "moshing" (physically & dangerous destructive group dancing) 20. All handbook rules apply. 21. Only DCHS students will be allowed to attend the fall homecoming dance. 22. Decisions regarding appropriate dancing are up to the discretion of the administration or chaperones and will not be debated! Students who fail to follow the guidelines for proper dancing will be removed from the dance without refund.

SCHOOL SPIRIT "RED DEVIL" SPIRIT

School spirit may be divided into these classes:

1. Courtesy – toward teachers, fellow students, and the officials of school activities and athletic contests. 2. Pride – in everything our school endeavors to accomplish and has accomplished. 3. Sportsmanship – the ability to win and lose gracefully. Perform to the best of your ability in all areas of extracurricular activities. School spirit means loyalty to all functions of the school. A loyal student not only supports the activities of the school, but also does his/her best in the areas of scholastic achievement.

Good sportsmanship is conduct which imposes a type of self-control involving healthy rivalry, courteous relations and graceful acceptance of results. When good sportsmanship takes place, things are more enjoyable. It doesn't necessarily have to take place between the lines of a field or a court.

Montana High School Association Criteria: Please observe at both the home and away activities. These will be enforced.

1. Anyone associated with an Association contest (regular season or post season) is prohibited from throwing any type of object into or from any spectator section. 2. School flags cannot be paraded in front of opposing fans' sections during outdoor activities, and will not be able to be displayed at all in gym settings. 3. School mascots cannot engage in antagonistic behavior and must remain in their own cheering section. 4. Shirts MUST be worn at all times. 5. There will be no tolerance for student under the influence. 6. Players will not engage in celebration/chants that will antagonize or embarrass an opponent. 7. No profanity in cheers, or direct profane statements at officials, players, coaches, or opposing cheering sections. 8. Do not single out opposing players personally and heckle them by directing derogatory or profane statements/chants at them. 9. Racist remarks are never acceptable. 10. Do not advance on the court or field to protest or communicate with officials, coaches or players. 11. Do not direct offensive cheers/chants at the opposing cheering sections.

SCHOOL SONG

HAIL DAWSON HIGH

D A W S O N, Dawson Devils Fight ! Fight! Hail Dawson To you our hearts will ere be true Proudly we fly Our colors high up in blue, Rah! Rah! Rah! Fight Devils Fight With all your might for victory Dawson Devils have been taught That win or not we'll loyal be We strive to honor and bring you fame Keep fighting Devils and win this game D -- clap, clap, clap A -- clap, clap, clap W -- clap, clap, clap S -- O -- N D -- clap, clap, clap A -- clap, clap, clap W -- clap, clap, clap S -- O -- N Fight! Devils Fight! With all you might for victory Dawson Devils have been taught That win or not we'll loyal be We strive to honor and bring you fame Keep fighting Devils to win this game Cha-cha -- rah-rah-rah Cha-cha -- rah-rah-rah

Cha-cha -- rah-rah-rah Fight! Fight! Fight!

SCHOOL SPONSORED TRIPS

General rules of conduct for students on school sponsored trips:

1. All students at least dress according to the school dress code.
2. It is suggested that the students dress better than the school dress code requires.
3. The time students are to be in bed will be specified.
4. There will be checkpoints during the day at which time the sponsor or designated chaperon will meet with students so the responsible people are aware of where the students are and the manner of their conduct.
5. There is to be NO use or association with tobacco, alcohol, or drugs on the school bus, or in motel rooms or students.
6. The sponsor will check the bus after each unloading of students.
7. The students are to put all paper, cans, etc (debris) in waste cans, boxes, or bags provided.
8. Under no circumstances are students to ride in/on unauthorized transportation.

When on a moving school bus, students are to be seated at all times. There shall be no throwing of objects, loud boisterous conduct, or any other activity which may prove distracting to the bus driver. The bus driver shall have the right to request the sponsor to ask that the students follow the rules. Furthermore, the bus driver shall have the right to stop the bus and refuse to progress until all distracting activities have ceased. Disruptive students will be seated at the front of the bus by themselves and will be requested to face forward.

All serious deviations at any phase of a trip will be reported to the Principal, Assistant Principal, or Transportation Director. The school administration reserves the right to bar students from further bus trips, and take other disciplinary action as is deemed necessary.

Students are to use good judgment in regard to their conduct at times while on a school trip, and to represent themselves so as to bring praise to their school and community.

SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS {B.P.3225}

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with the student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits services,

opportunities or treatment; or d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The District encourages parental and student support in its efforts to address and prevent sexual harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the District's Title IX coordinator.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. 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 recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to Policies 3225-P(1) and 5012-P(1) for additional information regarding the District's prohibition against discrimination and harassment.

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, Val Hafele or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the Districts who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The Districts will make every effort to insure that employees or students accused of sexual harassment or intimidation are given appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the Districts' compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

SOLICITING

Students are not permitted to solicit or take orders from their fellow students or act as agents on the school grounds for any business firm or company. Advertising on school bulletin boards will be permitted only for school-related functions and activities, unless administratively approved.

SPECIAL SERVICES

{B.P.3300}

The Glendive School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA), is required to inform and provide full educational opportunities to all students. Anyone aware of an individual who may benefit from special education and related service is encouraged to call Robin Gray, Director of Special Education at 406-377-5265 ext. 5363.

SECTION 504 OF THE REHABILITATION ACT OF 1973 Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks,
2. has a record of such impairment; or
3. is regarded as having such impairment

In order to fulfill obligations under section 504, the Glendive School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. Mrs. Hoffer is the DCHS Section 504 Coordinator. If there are any questions, please feel free to contact her at D.C.H.S. 377-5265 ext. 5366.

STUDENT RIGHTS AND RESPONSIBILITIES

Schools are communities within our democratic society and they have as one of their primary functions that of educating students to the fullest extent possible to exercise their rights and to assume responsibilities of citizenship.

The courts have stated that students have the rights of citizenship as delineated in the Constitution and its amendments; and these rights may not be abridged, obstructed or in any other way, altered except in accordance with due process of law. However, no right is absolute. Each has its own limitations. One basic limitation is that the **exercise of the rights of one individual or group ceases when it infringes on the rights of another**. It is important to state that nothing in this handbook is intended to deny those individual rights. The administration and staff of this high school place a high value on these rights. We believe that an open society is one in which the most useful education can and does take place freely between the trustees, parents, students, faculty, and administration. This handbook is intended to enhance.

The following definitions shall apply to the content of this document:

Student shall mean a person enrolled and admitted to Dawson County High School and as provided by state and federal law. School Authority shall mean any school district teacher, administrator, or other adult District employee unless specifically stated otherwise.

ACCESS TO AN EDUCATION The student has a right:

- ❖ To attend a high school in a district within the county in which the parent(s) or legal guardian reside. ❖ **To a meaningful education without disruption.** “Free quality public elementary and secondary school”, Montana Constitution, 1972, Article X, Section 1. ❖ To contribute information that will be considered when decisions that affect the quality and content of their education are made. ❖ To participate in school activities regardless of race, religion, ethnic origin, or economic status. ❖ To nondiscriminatory practices on the basis of sex in the educational program or activities in accordance with the requirements of Title IX of the Educational Amendments of 1972 as they relate to access to general courses, access to physical education courses, access to vocational courses, counseling treatment of students, student marital/parental status, athletics, and financial assistance. The student has a responsibility:
- ❖ To comply with the compulsory attendance laws of Montana. ❖ To pursue the required courses of instruction.
- ❖ To be in regular attendance and to be on time to all classes unless excused because of illness, bereavement, or other reasons authorized by District Policies. ❖ To be subject to the authority and control of the administration, teachers, and supportive staff while in school, on the school premises, on the way to or from school, or while representing the school at an off-campus activity. ❖ To be knowledgeable of and comply with the policies of the district and Dawson County High School. ❖ To recognize the overall education enterprise to the degree that the welfare of the group has priority over individual rights when these come in conflict. ❖ To be knowledgeable of Title IX regulations as they relate to Dawson County High School and follow DCHS’ Student-Grievance Procedure available for an equitable solution to a Title IX Discriminatory claim.

INQUIRY AND EXPRESSION The student has the right:

- ❖ To form and hold ideas. ❖ To present petitions for consideration using the appropriate procedural guidelines provided by the District. ❖ To produce student publications as authorized under the principle of the First Amendment Guarantee of Freedom of the Press. ❖ To express opinions verbally or in writing. ❖ To govern his/her appearance while attending school.

The student has the responsibility:

- ❖ To appear in such a manner that it does not substantially and directly endanger health and safety, damage property, infringe upon the district’s interest in personal cleanliness and decency, or seriously and immediately disrupt the orderly conduct of school business. ❖ To use freedom of expression so that it does not mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
- ❖ To avoid libelous, slanderous, or obscene forms of expression. ❖ To express opinions and beliefs in an appropriate time and place and in a manner that does not interrupt the educational process. ❖ To assume responsibility as distributor or author of publications and to obtain permission from the building administrator prior to distribution.

ASSOCIATION The student has the right:

- ❖ To associate with political, social, or various groups without fear of punitive measures being taken against them.
- ❖ To utilize school facilities for authorized school-sponsored activities. The student has the responsibility: ❖ To be aware of and comply with all law controlling secret organizations. ❖ To avoid political or social demonstrations which interfere with the operation of the school or classroom. ❖ To cooperate with the school’s administrations and faculty in scheduling authorized activities.

PRIVACY AND CONFIDENTIALITY The student has the right:

- ❖ To respect of personal privacy.
- ❖ To confidentiality in practices relating to the collection, maintenance, use and dissemination of information

about pupils. ❖ To inspect and review his/her educational records.

The student has the responsibility:

- ❖ To avoid possessing in person or to storing in student lockers, desks, or other school property prohibited articles.
- ❖ To know that a school official, or designee, may authorize reasonable searches of lockers and their contents, and upon request the student has a responsibility to disclose the contents of purses, lunch boxes, pockets, book bags, and the like.
- ❖ To comply with district procedures for gaining access to and release of records.

PROCEDURAL DUE PROCESS SUSPENSION AND EXPULSION The student has the right:

- ❖ To oral or written notification of charges.
- ❖ To an explanation of evidence held by school authorities.
- ❖ To an opportunity to refute the charges.

The student has the responsibility:

- ❖ To follow the appropriate guidelines provided by the district when desiring a re-examination of action taken by school officials.
- ❖ To act in a manner that demonstrates an appreciation of adjudication as a peaceful means of settling disputes.
- ❖ **To understand that suspension and expulsion are considered severe disciplinary measures involving exclusion from school for a short period of time (suspension), usually one to ten days or for a longer period of time (expulsion), generally until the end of the current school year. School administrators have the authority to suspend. Expulsion is reserved for the School Trustees.**

EXPECT SCHOOL TO BE A SAFE PLACE FOR ALL STUDENTS TO GAIN AN EDUCATION The student has the right:

- ❖ **To freedom from intimidations, from insult, or injury.**
- ❖ To expect enforcement for violation of the following criminal acts and any other criminal laws not listed: arson, assault, burglary, illegal use of explosives, extortion, blackmail, coercion, possession, sale, distribution or use of fireworks, firearms, or paraphernalia designed to inflict bodily harm, larceny, malicious mischief, robbery, use of liquor or possession of, use of drugs or possession of, trespassing, etc. The student has the responsibility:
 - ❖ To promote orderly conduct and behavior in the school system.
 - ❖ To cooperate with school officials to insure maximum opportunities for learning on the part of each student.

PARTICIPATION IN SCHOOL GOVERNMENT The student has the right:

- ❖ To be represented by an active and appropriate student government selected by free school elections.
- ❖ To contribute to the development of school rules and policies. The student has a responsibility:
 - ❖ To abide by established policies and rules until changed by appropriate procedure.
 - ❖ To participate in matters related to student government and student activities to encourage an orderly function of the democratic process.

MISCELLANEOUS The student has the right:

- ❖ To notification of a law enforcement interview.
 - ❖ To the right of access to public service agencies.

The student has the responsibility:

- ❖ To request the school building principals or his/her designee to notify the student's parent(s) or legal guardian(s)

if a student is questioned by law enforcement officers on school premises. The school shall, upon request, attempt to notify the parent, if practicable, of law enforcement intent to interview or question a student.

❖ To request of DCHS (who shall work cooperatively with all public agencies...e.g. Department of Family Services), contact of public agencies to meet the students needs within the guidelines of state and federal law.

SUSPENSION AND EXPULSION (B.P. 3300P)

Suspension and expulsion are both highly serious measures and should not be taken lightly by any student or teacher. At the discretion of the administration, suspension may be assigned as In School (ISS), Out of School (OSS), or a combination of both. Please refer to GUSB Policies 3300 and 3310 for district guidelines addressing suspension and expulsion. Please refer to MCA 20-5-201 and 20-5-202 for state guidelines addressing suspension and expulsion as well. **NOTE: In suspension, the student will not be allowed to participate in any co-curricular or extracurricular activity for the duration of suspension.

TARDIES

(See: Attendance Policy)

TEXTBOOKS

The school furnishes books for students. This is done with the hope that this major investment will be properly used and safeguarded. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines or replacement costs. Lost books must be paid for and replaced immediately. All fines and bills are to be paid to your teacher or in the principal's office.

TITLE IX MODEL EQUAL EDUCATION AND EMPLOYMENT POLICY

As provided in the constitution of the State of Montana, Dawson County High School is committed to equality of educational opportunity. The district is also committed to equal employment opportunity.

All students shall 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, employment assistance, extracurricular and other school-related activities. Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based on reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to **Val Hafele, Title IX Coordinator**. Optional – to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena, MT 59620, (406) 444-2884 or Director, Office of Civil Rights, Federal Office Building, Denver, Colorado 80294, (303) 844-5695.

Legal Reference: Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d), Title VII of the Civil Rights Act of 1964 as amended (42 USC Section 200e). Title IX of the Education Amendments of 1972 (20 USC Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Constitution of the State of Montana, 1972 (Article X, Section 1), the Montana Human Rights Act (Title 49, Chapter 2, MCA), The Montana Governmental Rights Act (Title 49, Chapter 2, MCA). The Montana Governmental Code of Fair practices (Title 49, Chapter 3, MCA) and the implementing federal and state rules and regulations. (10/29/84)

VANDALISM

Students of Dawson County High School who maliciously damage school property will be turned over to civil authorities and a complaint will be signed for monetary damages. Students will be held liable for punishment, suspension, or expulsion as provided by law (20-2-201, MCA). Students will also be disciplined summarily by detention or suspension up to ten (10) days. Repeated vandalism will constitute expulsion proceedings with the Board of

Trustees.

Defacing any school property is subject to a minimum charge of \$5.00 and/or the cost of repairs (including supplies and labor). Students who deface their lockers, inside or outside, will have their locker privileges removed and/or not receive a locker the next year unless damages are paid for. Transcripts may not be issued or sent for the same reason.

VEHICLE REGULATIONS/PARKING

Students are permitted to park on school premises as a matter of privilege, not of right. Vehicles are to be parked in an orderly fashion. The interior of any vehicle brought on school property by a student may be searched and items seized by a school authority if there is a reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Driving a vehicle of any kind to school is a privilege. Students are encouraged to stay away from the bus loading/unloading area. Authorities will be notified if students are not driving in a safe and prudent manner. Students who drive are expected to adhere to all laws pertaining to the operation of vehicles. Bicycles should be kept in the racks provided, and all students should LOCK their bicycles. Handicapped parking is available in front of the main entrances of the school. A permit is required. Students parking in designated handicap or staff parking will be issued a warning. If it happens again, the vehicle will be towed at the owner's expense.

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 facilities and equipment.

VISITORS

All visitors to Dawson County High School must check in at the school office and receive a visitor's pass. Visitors will not be permitted to loiter on the school campus or in school buildings. Local law enforcement officers may be summoned to cite habitual offenders with trespassing charges.

WEAPONS

Weapons are forbidden on school property. Possession of firearms and other weapons will be dealt with according to district policy, state and federal law. Any student involved with possession or use of weapons may be referred to the School Board for expulsion.

WITHDRAWAL FROM SCHOOL/TRANSFER/DROP-OUT PROCEDURE

Before withdrawing from school, a student must have written permission from their parent(s)/guardian(s) and report to the high school Principal's Office to get instructions as to proper procedures. This will avoid delay in getting registered in another school or in getting recommendations and records of school work established for the use of employers. Inform the Principal's Office several days in advance of student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, and fines must be cleared before the student secures a transfer record to another school.

1. Obtain a withdrawal form from the office.
2. Turn in books to respective teachers and obtain signatures on the withdrawal form.
3. Have withdrawal form signed by the librarian and special departments.
4. Pay all bills owed the district.
5. Return all school district property (including extracurricular equipment) to the office.
6. Clean out your locker.
7. Return the withdrawal form to the office.

YEARBOOK

The **Dawsonian**, an annual record of students and the activities surrounding school life at DCHS, is available for a fee. Yearbooks must be purchased during the yearbook sales drive of the current year and will be delivered the following fall.

CONCLUSION

This Handbook has been issued to you to help answer many of the questions which may arise during the school year. Please keep this handbook readily available in case you need to refer to it. Copies will be available in the Principal's Office **as we** on our website – dawsonhigh.net.

While students are to have latitude in making choices for themselves, they shall be required to respect the rights of staff members and other students. Interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students.

Situations may arise during the year that have not been covered in the handbook and if necessary, they will be dealt with at that time.

Things not dealt with in this handbook may be governed by school board policies or administrative procedures. If you have any questions or concerns about specific issues not covered in this handbook, contact the high school Principal's Office.

Please remember that the Student Handbook is a living document that may be subject to periodic updates. We will notify you of any significant changes and make sure the updated version is readily available to everyone.

****STUDENTS IN ACTIVITIES ALSO NEED TO REFER TO THE DCHS ACTIVITIES HANDBOOK****

SIGNATURE PAGE(S)

Parent/Guardian Signature Page

**Dawson County High
School Parent/Guardian
Signature Page**

Student name:

Parent/Guardian Name:

Address:

Primary phone: _____ Secondary phone: _____

I have read and understand the Dawson County High School Student Handbook, Activity Handbook, and FERPA statement below, and I understand what is expected of the above named student.

Student signature: _____ Date: _____

Parent/Guardian(s) printed signature: _____ Date: _____

Parent/Guardian(s) printed signature: _____ Date: _____

FERPA

Family Educational Rights and Privacy Act (FERPA)

Regarding student records, federal law requires that 'directory information' on my child be released by the District upon request (in writing), unless I object (in writing) to the release of any or all of this information. The objection must be filed within 10 school days of the time this handbook was given to my child.

Directory information ordinarily includes:

- student's name
- telephone number
- photographs
- awards received in a school
- participation in officially recognized activities and sports
- address - date and place of birth
- dates of attendance
- most previous school attended
- weight and height of members of athletic teams as applicable

In exercising my right to limit release of this information, I have MARKED THROUGH the items of the directory information listed above that I wish the district to WITHHOLD about my child.

These forms must be signed and returned to DCHS Principal's Office within 10 days of receipt.

Internet Use Policy

The Glendive School District recognizes internet access as a vital part in the education of its students. Students are responsible for good behavior on the district computer networks just as they are in a classroom or a school hallway. Communications on the internet are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others as it relates to their education and class work. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for minors. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed. Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly without the consent of the user. Users should not expect that files stored on district servers will always be private. During school, teachers will guide students towards appropriate materials that are relevant to the classroom and the instruction that is taking place. Outside of school, families bear the responsibility for such guidance as they must also exercise with information sources such as television, telephone, movies, radio and other potentially offensive media. Activities not permitted on school

district networks include, but are also not limited to the following below: Sending or displaying offensive messages or pictures

1. Using obscene language
2. Harassing, insulting or attacking others
3. Damaging computers, computer systems, or computer networks
4. Violation of copyright or trademark laws
5. Using passwords other than your own
6. Trespassing on folders and files other than your own
7. Employing the network for commercial purposes
8. Accessing inappropriate sites and downloading inappropriate materials
9. Intentionally wasting limited resources

Failure to use district networks in an appropriate manner will be considered an act of insubordination and will be subject to school disciplinary code. Violations may result in loss of privileges, suspension, or a hearing before the board of trustees. When applicable, appropriate law enforcement agencies will be involved.

PERMISSION TO PUBLISH

Your student may have the opportunity to publish documents and projects on the internet. These documents may include a personal home page, as well as any other personal work created by the student. **We will publish these documents only with written permission.** Published documents *will not* include the following information:

1. Any personal information related to a physical address or location of students, family members or phone numbers.
2. Given time other than attendance at a particular school or participation in school activities.

Documents will conform to Glendive School District policies and established school guidelines. All documents will be edited and approved by a referring teacher and a school principal before publication. **If there is specific information you wish to remain unpublished please circle or list below:**

First Name Last Name Photograph Return email address Other _____ The use of school and district networks must be in support of education, research and the educational goals and objectives of the Glendive School District. Students are personally responsible for this provision at all times when using the district network and internet.

I have read the internet use policy and agree to use Glendive School District networks appropriately as stated.

Student Signature _____ **Date** _____

I have read the internet use policy and approve of my child's use of Glendive School District networks as stated. I also allow the Glendive School District to publish my student's work as described above.

Parent Signature _____ **Date** _____