

**2019-2020**  
**SACAJAWEA MIDDLE SCHOOL HANDBOOK**

*At Sacajawea, we are a compassionate community that honors grit and celebrates growth in order to face the future with a level head and a critical eye.*

The staff of Sacajawea Middle School is committed to academic excellence in a safe environment that respects the rights of others and enhances individual growth and development. We are also dedicated to the creation of a variety of interdisciplinary, active learning opportunities that prepare students for continued school success. This is going to be an exciting and rewarding year. Have fun and get involved with SMS!

This student and parent agenda is presented to you so you can become familiar with SMS. All information cannot be included here, and you will receive additional assistance from your teachers, counselors, and administrators. Your teachers will expect you to have your agenda with you every day.

### **ACTIVITIES**

There are many activities at SMS in which you can be involved. This is a great way to explore new interests and meet new people! Some examples are:

- |                    |                     |
|--------------------|---------------------|
| - Student Council  | - Art Club          |
| - Peer Mediation   | - Vex Robotics Club |
| - Yearbook         | - Speech & Debate   |
| - MathCounts       | - Outdoor Club      |
| - Science Olympiad | - Knitting Club     |

**Student Council** is a group of students who organize community service projects, assist in governing the school, and help run school activities. Student council representatives are elected in Advisory in the fall. If you are elected to student council, you have a chance to run for Executive Board which consists of grade level officers.

**Intramurals/Interscholastic Sports** are school sports activities that take place before or after school. Everyone is encouraged to participate.

- 6th grade: Girls--Basketball, Track, Co-ed Volleyball; Boys--Basketball, Track, Co-ed Volleyball.
- 7th and 8th: Girls--Basketball, Volleyball, Track, and Softball. Boys--Football, Basketball, Wrestling, Track.

To find out more about these activities call the Activities Office phone at 522-6237 or call SMS main office at 522-6400. There is something for everyone. Specific information will be available from the sponsors or coaches. Become involved!

### **ADVISORY**

All students are scheduled in an Advisory class that meets on Monday and Friday. You will be paired with an adult advisor from your team of teachers. Your Advisory teacher is one of several adults who knows you well at school and is the link between home and school to help you to be successful.

Advisory is a combination of learning and relationship building. Some of the topics covered each year in Advisory are: school orientation, community building, study skills, career exploration, community involvement, school spirit, being a teenager, self-confidence, communication, relationships, critical thinking, decision making, and setting goals.

### **ALTACARE Message Line 522-6471**

Altacare is a Comprehensive School and Community Treatment therapeutic program available for students who need support with social/emotional challenges. Services are provided within the school day and environment for students and families who qualify.

### **ATTENDANCE Message Line 522-6410**

1. If you are absent from school, your parent/guardian should call the attendance line before 10:00 am. If you are marked absent and your parent/guardian hasn't called, a computer phone call will be made to your home. Your unexcused absence must be cleared within **48 hours** by phone or note. If you have unexcused absences, you will be considered truant. School officials may periodically confirm telephoned excuses with parents.

2. If you plan to be absent from school for more than one day, your parent/guardian should send a note to the main office at least two days before you leave. Make arrangements with your teachers regarding your missed learning.

3. If you have a doctor, dentist, or other appointments, your parent/guardian should send a note or call the attendance office on the day of the appointment. A pass to leave the building will be prepared and ready for you to meet your parent/guardian **at the office** when it is time for you to leave. **Your parent or guardian must sign you out at the office.** When you return from your appointment, stop at the attendance office before returning to class. For an absence to be designated a medical absence, please provide documentation from the doctor's office.

4. If you are going to be absent from school because of a school-related activity, your coach or teacher in charge of the activity will inform your teachers of your absence. It is your responsibility to get assignments.
5. If you are tardy report directly to the office. Chronic tardiness, excused or unexcused, will result in appropriate disciplinary action.
6. Chronic absences, excused or unexcused often have a negative impact on learning. Ten absences in a school year are considered excessive and may result in attendance notification. (REF. Policy #3122).

### **CLOSED CAMPUS**

The middle school campus is "closed" all day meaning that non-students are not allowed on campus unless they check in at the office, and students are not allowed off campus without permission.

### **DISCIPLINE**

Students must exhibit responsibility to themselves and others while being assured a physically and psychologically safe environment. A major responsibility in educating children is to define, instruct, and enforce positive behavior. All consequences will be administered in a caring manner where the child's dignity and self-worth is protected while inappropriate behavior is addressed. School rules are determined by school/district policies and state law. Please see **Appendix B** for further details on the SMS Discipline Policy; full information is available on the school website.

### **DISTRICT INFORMATION**

#### **Equal Opportunity**

Bozeman Public Schools District No. 7 is an equal opportunity institution. It is the policy of the district not to discriminate in its education programs and activities or in employment on the basis of race, color, veteran status, national origin, age, sex, handicapping status or religion. Inquiries concerning any of these matters may be referred to the Title IX Coordinator at Willson School (522-6006). (Ref Policy #3210)

#### **Gifted Education**

In keeping with the Bozeman Public Schools' goal to offer instructional programs that address differences in abilities, needs, and learning styles of all students, the Bozeman Board of Education is committed to the identification of gifted students and to providing appropriate educational experiences for those students. These experiences are enhanced through differentiation within the classroom and independent study opportunities. More information is available at the Gifted link on the BSD7 website.

#### **Non-discrimination of the Handicapped**

Bozeman School District #7 does not discriminate against any person on the basis of handicap in the educational programs or activities which it operates in compliance with Section 504 of the 1973 Rehabilitation Act. For more information, contact the Director of Special Services and 504 Coordinator at Wilson School (522-6054). (Ref Policy #3210)

#### **School Records**

Parents/guardians have the right to review and inspect all educational records for their children. Students have this right when they turn 18. A copy of the district policy is available in the school office.

#### **Sexual Harassment/Sexual Intimidation**

Bozeman School District #7 prohibits sexual harassment or sexual intimidation of its employees or students and finds such behavior cause for disciplinary action. Inquiries concerning these matters may be referred to the Personnel Director at Willson (522-6006). (Ref Policy #5012)

#### **Asbestos**

An extensive plan is available in the office outlining the asbestos information for SMS. (Ref Policy #9350)

#### **Video Surveillance**

The district shall notify staff, students and parents that video cameras may be used by the district to protect students, staff, visitors and property for authorized purposes. (Policy #3235)

**McKinney-Vento Act-** Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. (Ref. Policy # 3116)

**IDEA** The District will provide a free, appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. (Ref. Policy#2161)

### **Title III and VI**

Title III and VI, support for English Learners and Indian, Hawaiian and Alaska Native students respectively, are federally funded programs available to qualifying students. For more information about these programs visit Federal Programs on the BSD7 website.

### **DRESS CODE**

Students are expected to dress in an appropriate manner that does not interfere with the learning environment. Please see **Appendix A** or refer to school dress code expectations document on the website.

### **ELECTRONIC DEVICES**

Students are not to use personal electronic devices, such as I-pods, cell phones, etc. during school hours. Teachers may permit exceptions for designated learning activities. All electronic devices need to be turned off and stored in lockers during the school day. If used during school hours without teacher approval, the electronic device will be confiscated and returned to parents. Phones are available in the classroom. (Ref Policy #3630)

### **GUIDANCE & COUNSELING**

Counselors are assigned to each team and provide multiple supports for students. They work with teachers to help with the emotional, social and academic needs of our students. Please contact the appropriate counselor should parents/guardians request a meeting with the team.

### **HALL PASSES**

Students must complete sign-out sheets with the day and time when leaving class and carry a teacher-assigned hall pass or agenda to be in the hallways during class time.

### **HEALTH ENHANCEMENT**

SMS has recommended procedures and dress in the health enhancement department. Students will need athletic shoes, a gray t-shirt, dark shorts and/or sweats. For both hygiene and safety reasons, students are not allowed to wear regular school clothes while participating in activities. The clothes you wear must not violate considerations of safety, restrictions of movement, and modesty. Lockers and locks are provided.

### **HOMEWORK**

Students should expect a degree of homework each night based on class expectations. If you are absent, check your teacher's webpage for missed work. Homework may be requested from the office after an extended absence of three or more days. Materials may be picked up after school. Plan to use your agenda or another system to manage your assignments, projects and assessments. Your teachers will expect you to have an agenda or some organizational tool with you each day.

### **LIBRARY**

The library will be open from 7:30 AM to 4:00 PM. Fines are assessed for lost or damaged books and should be paid promptly back to the library.

### **LOCKERS/LOCKS**

You will be assigned a locker and a combination lock: the locker is the property of the school and will be inspected as needed. It is your responsibility to see that the locker is kept clean, locked and organized. Some decorations are acceptable but should be appropriate for school. Do not place stickers on your locker. Students are charged for damage to lockers and for lost locks.

### **LUNCH**

Students may buy lunch, bring a sack lunch and/or buy individual items. Staff in the cafeteria collect lunch money. Checks should be made payable to SMS. You are responsible for knowing your lunch ID number and may not use another student's ID number. You may eat in the cafeteria or in classrooms with teacher permission/supervision. When you have finished eating, return your tray and throw away your trash. You are responsible for cleaning up your own area. **Bring your jacket to go outside after lunch.** You are not allowed to return to your locker until the end of the lunch period. If you need to work with a teacher during lunch, you are to obtain a pass from that teacher before lunch. During inclement weather, staff will determine if students remain inside or go outside for lunch recess.

### **MUSIC**

Band, chorus and orchestra performance groups are available for all 6th, 7th and 8th graders. There are weekly opportunities for large and small group rehearsals. It is possible to participate in both instrumental and choral groups in sixth grade. Regular concert appearances for each group are scheduled during the day and in the evenings. For more information regarding the music program, please contact the music office at 522-6017.

**PARENT ADVISORY COUNCIL**

The Parent Advisory Council (PAC) is an organization for all parents and guardians of SMS students. The council has several major goals: to support the learning opportunities for students, to facilitate communication among the school, home and community, to learn about adolescent educational issues, and to foster parental involvement. PAC is a parent organization which provides services and support to the school and a place to discuss topics relevant to parents. Meetings, which are announced in the newsletter, are scheduled on a regular basis. We warmly invite all parents/guardians to attend each meeting.

**PROTECTION of PUPIL RIGHTS**

(a) Inspection of instructional materials by parents or guardians: All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any applicable program, shall be available for inspection by the parents or guardians of the children.

(b) Limits on survey, analysis, or evaluation. No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning-

- (1) Political affiliations;
- (2) Mental and psychological problems potentially embarrassing to the student or his family;
- (3) Sexual behavior and attitudes;
- (4) Illegal, anti-social, self-incriminating and demeaning behavior;
- (5) Critical appraisals of other individuals with whom respondents have close family relationships;
- (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- (7) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

**REPORT CARDS & STANDARDS BASED GRADING**

Report cards will be available online through Powerschool. If you would like to request a printed report card be sent to you, please inform the front office. Scores at the 12-week assessment periods will be recorded; six-week scores will be considered midterms for classes that meet all year. Students and families are encouraged to stay informed of current levels of learning by checking PowerSchool regularly. (Ref Policy #2420) **STANDARDS BASED GRADING (more information is available on the district website, school website, and at the office)**

Beginning in the fall of the 2018/19 school year, both middle schools transitioned to a standards based system of grading and reporting. Scores are provided to indicate where a student is in his or her learning relative to a specific learning objective (proficiency level). Seperate scores are reported to communicate the behaviors--or attributes--of a successful learner (ie. perseverance or organization separate from math or reading ability).

Proficiency levels are used to indicate the current level of learning in a given class or subject. A numeric value is used to indicate the current evidence of student understanding and application of the significant standards of that subject. The goal for all students is to master concepts and skills—identified at proficiency level 3.

**Academic Score Descriptors**

Proficiency Level to Date	Descriptor	Actionable Language
3	<b>Proficient</b>	<u>Mastery of standards.</u> The student demonstrates mastery of concepts and skills. Performance is characterized by the consistent ability to apply skills and strategies with accuracy, quality, and independence. A level of “3” is the goal for students to achieve.
2.5	-----	The student is showing significant progress toward the mastery of concepts and skills but has not yet reached it. Performance is becoming more consistent and higher quality, but student still requires support.
2	<b>Developing</b>	<u>Developing an understanding of standards.</u> The student is making progress in concepts and skills. Performance is characterized by the ability to apply skills and strategies with varied consistency, quality, and support.
1	<b>Emerging</b>	<u>Acquiring a basic understanding of standards.</u> The student is beginning to understand basic concepts and demonstrate basic skills. Performance is inconsistent and application of skills and strategies needs considerable support and guidance.

Other Scores		
4	<b>Advanced</b>	<u>Exceeds mastery of standards.</u> The student independently and consistently demonstrates advanced understanding of course standards. Performance is characterized by higher level thinking and application of skills in rigorous and complex situations. In some cases a “4” may not be an available level.
3.5	---	Has mastered all previous skills/concepts, and is progressing to the next level of learning.
1	<b>Insufficient Evidence</b>	Little or no evidence has been demonstrated.

### Attributes of a Successful Learner

Many skills are necessary for success in school and that further support academic learning. The Attributes of a Successful Learner are often prerequisites for achievement in college or career. The attributes have been separated from the academic reporting in each class to allow for accurate report on learning as well as to provide meaningful feedback on the development of each attribute. The following attributes have been identified as significant for success at the middle school and beyond:

- **Organization**  
Prioritizes, sets goals anticipating needs and hurdles, properly manages time and meets deadlines.
- **Engagement**  
Listens actively, participates and contributes, works well collaboratively and independently.
- **Perseverance**  
Sustains a high level of effort through difficult concepts; demonstrates persistence in pursuit of excellence.
- **Universal Expectations**  
Actively involved in a way that is safe, responsible, respectful, positive and kind.

### Attribute Score Descriptors

Proficiency Level to Date	Descriptor	Actionable Language
3	<b>Proficient</b>	The student demonstrates this attribute. She or he rarely requires any prompting and often models this attribute for others.
2.5	-----	<b>All of Developing and significant effort towards improving this attribute is apparent.</b>
2	<b>Developing</b>	The student sometimes demonstrates this attribute and requires frequent reminders and support from the teacher.
1	<b>Emerging</b>	The student seldom demonstrates this attribute and requires constant reminders and support from the teacher.

Other Scores		
4	<b>Advanced</b>	The student always demonstrates this attribute without prompting, and encourages/helps others to do the same
3.5	---	<b>All of Proficient and significant effort towards improving this attribute is apparent.</b>

<b>I</b>	<b>Insufficient Evidence</b>	<b>The student makes no effort in demonstrating this effort.</b>
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**SAFETY RULES**

**Drop Off/Pick up**

When picking students up for appointments, arriving late, or leaving early, park in the front oval lot. Before and after school, students should be dropped off and picked up in the north parking lot or front oval.

**Fire or Evacuation Drill** - When the fire alarm goes off, everyone must leave the building in a quick and orderly manner. Learn which exit to use during each period of the school day. The off-site evacuation location is Morning Star School.

**Bus Students** - Stand well away from the curb until the bus is completely stopped. The school bus is an extension of the classroom: school rules apply while riding the buses.

**Medication** - School nurse: 522-6057

Bozeman Public Schools policy requires medications be given at home whenever possible. An individualized healthcare plan must be established indicating the necessity for long-term medication during school hours. Under no circumstance should school personnel provide aspirin or over the counter medications. (Ref. Policy #3416)

**Medical Disclaimer** - Should there be a need for medical treatment, parents are responsible for all medical expenses. For a reasonable cost, there is medical coverage available through Northwestern Scholastic Insurers. Application forms are available through the district school offices and athletic departments.

**SMS SPIRIT**

School Colors.....Silver and Carolina Blue

School Mascot.....Falcon

**SICK ROOM**

If you become ill during the school day, get a pass from your teacher and report to the attendance office. Students should check in at the receptionist desk. Students may stay in the sick room for one period and/or until parent/guardian arrives.

**TEXTBOOKS**

At the beginning of some of your classes, your teacher will issue you a textbook. You are responsible for this book for the rest of the school year. The wear and tear brought about by daily use is expected; however, unreasonable damage will result in fines. If you lose a book, you will be expected to pay for it.

**VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras. The Superintendent will notify staff and students, through staff and student handbooks or by other means, that video surveillance may occur on District property. (Policy 3235)

**VISITORS**

Students are requested to not invite visitors to attend school as they tend to distract from the learning in the classrooms and present potential safety concerns. Exceptions are occasionally made based on previous attendance at SMS or to share valuable information with students. All exceptions must be arranged with the principal prior to the visit.

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**APPENDICES**

APPENDIX A

**STUDENT DRESS GUIDELINES  
Sacajawea Middle School**

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of distraction. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health.

General Guidelines and Restrictions

Students should not wear clothing, shoes, jewelry, and accessories that disrupt the learning environment such as:

- apparel that denotes affiliation with a group or gang that advocates disruptive behavior or illegal activities such as the sale and use of drugs (i.e., bandanas, group colors). Any such articles will be confiscated and returned to parents/guardians upon their request.
- apparel that creates a safety hazard for said student or other students at school (i.e., spiked jewelry, chains, etc.).
- apparel that distracts the learning environment due to length and coverage.

Specific Guidelines and Restrictions

- Attire (pants, shorts, shirts, skirts, etc.) must not reveal underclothing, chest, cleavage, or torso. Shirts shall have a layer of opaque fabric underneath to fully cover the torso. A one-inch strap is minimal. See illustration below.
- Shirts and blouses must touch the top of pants or a skirt waistband when standing.
- Uncovered strapless dresses and tops are not acceptable at school.
- Shoes must be worn at all times.
- Sunglasses or similar eyewear are not to be worn in the building unless for medical purposes.
- Clothing may not display or imply profane or obscene language, or pictures showing crude or vulgar gestures, nor express racial, ethnic or sexual/sexist innuendos or implications. Clothing may not advertise or encourage the use of drugs, alcohol or tobacco.
- Skirts, dresses and long shirts must be no shorter than the length of the longest fingertip when the arms are held straight at the sides of the body. (Leggings or opaque tights must be worn if the skirt is shorter than mid-thigh.) See illustration below.
- Shorts must be no shorter than the length of the thumb. See illustration below.
- Other clothing and/or apparel not mentioned above will be dealt with on an individual basis.

Teachers who feel that a student is not adhering to these guidelines may send that student to an administrator.

## APPENDIX B

### **SMS GENERAL DISCIPLINE POLICY**

Students must exhibit responsibility to themselves and others while being assured a physically and psychologically safe environment. A major responsibility in educating children is to define, implement, and enforce consequences and accountability. Consequences must be fair, firm, and consistent. The following document lists clear expectations for behavior and clear consequences for unacceptable behavior. All consequences will be administered in a caring manner where the child's dignity and self-worth is protected while inappropriate behavior is addressed. School rules are determined by school/district policies and state law.

#### **General Expectations**

The SMS Behavior Expectations have been developed to encourage a positive learning environment. Our school rules are based on these principles:

1. Each individual has dignity and worth.
2. A free society requires respect for persons, property, and principles.
3. Each individual is responsible for his or her own actions.
4. Each individual has a responsibility to the group as well as to the total society.

Students, staff members, and parents are informed about discipline policy through the Sacajawea Middle School Agenda. The following procedures will be used when a student is referred for a rule violation:

- a. The student will be informed specifically of what rule has been violated.
- b. The student will be provided the opportunity to present an explanation.
- c. The consequence for the rule violation will be determined by school, or district policy, state law, and the judgment of the person administering discipline. "Judgment" may include referrals to other appropriate school programs or resources such as counselor, student assistance programs and Department of Family Services.
- d. Parents/Guardians of the student will be contacted by phone and/or mail and the procedure will be outlined for them.

#### **School Discipline Guidelines**

- a. Teacher develops classroom procedures.
- b. Teacher explains classroom rules to students.
- c. Teacher informs parents about classroom rules through distribution to students of class disclosure documents. Parental acknowledgment needs to be signed and returned.
- d. Teacher conferences with students who exhibit inappropriate behavior and assigns detention or other consequences as appropriate.
- e. Teacher contacts parents for repeated inappropriate behavior.
- f. Teacher refers to the principal or assistant principal students whose classroom behavior continues to be inappropriate.
- g. Student misconduct of an extremely disruptive nature—for example: fighting, swearing at a teacher, or endangering other students—will result in immediate removal from the classroom. Consequences are determined by school or district policy, state law, and the judgment of the administration. Parents will be contacted.
- h. Expensive items are discouraged from being brought to school. Students are responsible for any such item brought to school and the school will not be responsible for loss or destruction.

#### **Search Guidelines**

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and

security in the schools.

1. The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.
2. School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:
  - a. A "pat down" of the exterior of the student's clothing;
  - b. A search of the student's clothing, including pockets;
  - c. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
  - d. Devices or tools including, but not limited to, breath-test instruments, saliva test strips, and contraband wipe kits.

### **The Falcon Four SMS Guidelines for Success**

1. **Be prepared**
2. **Be positive**
3. **Be respectful**
4. **Be responsible**

### **Forms of Consequences at SMS**

**Confiscation:** Items inappropriate for or disruptive to schools including, but not limited to, studded items, fireworks, matches, cap pistols, lighters, knives, noise makers, laser pointers, cell phones, tobacco, drug paraphernalia, will be taken away. Confiscated items may not be returned and illegal items may be given to a law enforcement officer.

**Restitution:** Damaged or stolen items need to be replaced or repaired. An estimate for repair or replacement will be furnished to the student. The student and his/her family will be responsible for the cost of repair or replacement. As necessary, arrangements can be made for a student to work to pay a debt.

**Lunch Detention:** Students will be required to serve lunch detentions in the office and complete a behavior reflection form, which may be reviewed by either a counselor or an administrator.

**Time Out Study Hall (TOSH):** A teacher may send a disruptive student from his/her classroom to TOSH; parents will be notified. A student sent to the TOSH may be assigned to "Zero Period" the next school day or a lunch detention.

**Zero Period:** Zero period is 7:30-8:10 AM. Zero Period is used primarily as a consequence for certain types of misbehavior including previously mentioned classroom disruptions, general school misconduct that mainly occur in the hallways, bus duty, or missing a teacher assigned detention.

**In School Suspension (ISS):** This is administered by the principal or assistant principal. The student is permitted to come to school but remains in the office apart under supervision for the duration of the suspension. Parents are contacted by the child, principal or assistant principal. Students will receive credit for schoolwork completed during the suspension and will visit with the grade level counselor.

**Out of School Suspension (OSS):** This is administered by the administration. Short term OSS suspension will be one to five days and long term out of school suspension will be six to ten days. Student is sent home and is not permitted to come to school or be on school property. Parents are contacted and a letter is sent home. Students will receive credit for schoolwork completed during the suspension. The student and parent(s) will meet with the administration before reentering school.

**Expulsion:** A student is removed from the Bozeman School District for a specified period. This requires recommendation to the Superintendent and Board action.

### **BOZEMAN SCHOOL DISTRICT MIDDLE SCHOOL - GROUNDS FOR SUSPENSION AND EXPULSION**

Montana Education Code 20-4-402 and Bozeman Board Policy 6110 allows the superintendent and/or principal of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from, a school sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by 6-8 schools. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 10 days or a recommendation for expulsion/placement in the Alternative to Expulsion program for the first or second offense. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. If a student, while on school property, at a school-sponsored activity or on a school-sponsored trip, is asked by a teacher, administrator or chaperone to participate in an investigation of a suspected or known violation of school rules or policies, and that student flees



the scene refusing to participate in the investigation, the student will be deemed to have interfered with the investigation and will be punished for the offense being investigated as if the student fully participated in the offense being investigated. Students with significant chronic behaviors may be recommended for expulsion/placement in the Alternative to Expulsion program.

**(1) Caused, attempted to cause, or threatened to cause PHYSICAL INJURY to another person (BP# 3240)** Students who by their presence &/or actions encourage disruption, fights, or physical injury are subject to disciplinary action.

OFFENSE	1ST OFFENSE	2 <sup>ND</sup> OFFENSE	ADDITIONAL OFFENSES
1.1 Willful Disregard for the safety of others or self (MCA 45-5-207) Committing acts that may endanger other students, including throwing snowballs, potentially dangerous objects, rubber bands, running in crowded areas, or pushing and shoving.	Zero period -3 day suspension and parent notification. Additional interventions as assigned.	1-3 day suspension and parent notification. Additional interventions as assigned.	3-5 day suspension and parent conference. Additional interventions as assigned.
1.2 Abusive, threatening, willfully defiant, gang-related behavior or verbal/physical altercation. (MCA 45-8-101). Typically this is a mutually joined altercation or conflict between students.	Zero period -3 day suspension and parent notification. Possible mediation and additional interventions as assigned. ^	3-5 day suspension and parent notification and additional interventions as assigned. ^	5 day suspension and/or placement into the Alternative to Expulsion program. Parent conference. Referral to law enforcement. Additional interventions as assigned. ^
1.3 Fighting and/or inciting a fight. (MCA 45-8-101) Typically this is a mutually joined altercation between students.	3-5 day suspension and parent notification. Possible mediation and referral to law enforcement. Additional interventions as assigned. ^	5-10 day suspension and parent conference. Possible mediation and referral to law enforcement. Possible recommendation for expulsion up to 45 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	5-10 day suspension and parent conference. Referral to law enforcement and possible mediation. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^
1.4 Assault (MCA 45-5-201, 202, 206, 207, 211) Threats of physical violence and/or physical attack on another person.	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 45 days/placement in the Alternative to Expulsion program. ^	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. ^	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^

**(2) Possessed, sold, threatened the use of, or otherwise furnished any FIREARM of any kind on school grounds or at school functions.** These weapons include, but are not limited to pistols, revolvers, rifles and shotguns.

**(BP# 3311; MCA 45-5-623; 45-8-316, 328, 334, 335)**

1ST OFFENSE
Confiscation of device(s), 10 day suspension, parent conference and possible recommendation for expulsion for up to 180 days. Referral to law enforcement. Parent/student liable for damages. ^

**(3) Possessed, sold, threatened the use of, or otherwise furnished any illegal KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT used as a weapon unless, in the case of any object of this type, the pupil had obtained written permission to possess the item from a certificated school designee of the principal. (BP#3311; MCA 45-8-334, 335, 361)**

OFFENSE	1ST OFFENSE
3.1 Explosives	Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Parent conference and referral to law enforcement.
3.2 Weapons (including knives and objects used as weapons).	Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Parent conference and referral to law enforcement.

**(4) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND on school grounds or at school functions. (BP#2334, 3330, 4313)**

OFFENSE	1ST OFFENSE	2ND OFFENSE

4.1 Under the influence of any alcoholic beverage or illegal drugs.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion/ up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^
4.2 In possession of any alcoholic beverage or illegal drugs.(MCA 45-5-624; 45-9-102, 121)	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/ placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^
4.3 To distribute, receive, or engage in any transaction involving the exchange of drugs or alcohol; or the intent to distribute or receive any drugs or alcohol. (MCA 45-5-622, 623, 624; 45-9-102, 121)	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

(5) Possessed, offered, arranged or negotiated to sell any controlled substance listed in the MCA, an alcoholic beverage, or an intoxicant of any kind; sold, delivered, or otherwise furnished to any person another liquid, substance, or material; **represented** the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant. (MCA 45-5-622-624; 45-9-102, 121)

1ST OFFENSE
Confiscation. 5-10 day suspension. Parent conference and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

(6) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any **DRUG PARAPHERNALIA**, as defined by MCA 45-10-103. (BP#8124; MCA 45-5-101-105)

1ST OFFENSE
Confiscation of device(s). 5-10 day suspension. Parent conference and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

(7) Possessed or used tobacco, or any products containing or mimicking the use of **TOBACCO OR NICOTINE PRODUCTS**, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco (snuff, chew packets and betel), and e-cigarettes/vaping devices or other tobacco innovations. (BP#2334; MCA 45-5-637)

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
1-3 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned.	3-5 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned.	5 day suspension, parent conference, and referral to law enforcement. Additional interventions as assigned.

(8) Caused or attempted to cause **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY** [crime against property including, but not limited to, arson and vandalism] (BP# 3260, 9321, 8124; MCA 45-6-101, 102, 103)

Due to the breadth of infractions in this category, site administration may use alternative discipline programs to intervene. Recommended referral to law enforcement and/or fire marshal. Due to the potential seriousness of these offenses, infractions of this rule may result in suspension, recommendation for expulsion/placement in the Alternative to Expulsion program.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
8.1 Arson-Lighting a fire on school property.	1-10 day suspension and parent conference. Referral to law enforcement, restitution, possible recommendation for expulsion for up to 45 days/placement in the Alternative to Expulsion program. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^

8.2 Vandalism-Willful damage to, or destruction or defacement of school property or personal property of other students or adults.	Zero period-3 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 45 days/placement in the Alternative to Expulsion program. ^	3-5 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. ^	5-10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days placement in the Alternative to Expulsion program. ^
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(9) Stole or attempted to **STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY (BP#3240, 8421; MCA 45-6-301, 302)** Due to the potential seriousness of this offense, infractions may result in 10 day suspension, recommendation for expulsion/placement in the Alternative to Expulsion program, and referral to law enforcement.

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
Zero period-2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.	5-10 day suspension, restitution, and parent conference Referral to law enforcement. Recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program.

(10) Committed or attempted to commit **ROBBERY OR EXTORTION [crime against a person] (BP# 3240; MCA 45-5-401)**

1ST OFFENSE	2ND OFFENSE
5-10 day suspension, parent conference, and restitution. Referral to law enforcement. Possible recommendation for expulsion for up to 90 days/ placement in the Alternative to Expulsion program. ^	10 day suspension, parent conference, and restitution. Referral to law enforcement. Recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^

(11) Knowingly **RECEIVED STOLEN SCHOOL PROPERTY** or private property **(BP# 3240, 8421, 9321; MCA 45-6-301, 302)**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
Zero period-2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement.

(12) **DISRUPTED SCHOOL ACTIVITIES** or otherwise **WILLFULLY DISOBEYED THE VALID AUTHORITY** of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties **(BP# 3200, 3240, 4313;MCA45-8-101)**

OFFENSE	1ST OFFENSE	2 <sup>ND</sup> OFFENSE	ADDITIONAL OFFENSES
12.1 False fire/emergency alarm.	1-3 day suspension, restitution, and parent conference. Referral to law enforcement. ^	3-5 day suspension, restitution, and parent conference. Referral to law enforcement. ^	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. ^
12.2 Willful disobedience-disrupting school activities; failure to follow directions. (MCA 45-5-201, 202; 45-8-101)	Zero period-1 day suspension and parent notification.	2 day suspension and parent notification.	3-10 day suspension and parent conference.
12.4 Possession of disruptive devices (beepers, pagers, unapproved electronic devices, or other nuisance items). (MCA 45-8-101)	Confiscate device and parent must pick up the device from administrator. Possible confiscation until year end.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.	Saturday School or 1-3 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.
12.6 Refusal to cooperate in an investigation and/or impeding an investigation	1-3 day suspension and parent notification. Possible referral to law enforcement.	3-5 day suspension and parent conference. Possible referral to law enforcement.	5-10 day suspension and parent conference. Referral to law enforcement and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion Program. ^

(13) Committed an obscene act or engaged in **PROFANITY OR VULGARITY. (BP# 3220, 3222, 3240, 8124)**

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
13.1 Profanity/Unacceptable language. (MCA 45-6-101)	Zero period-1 day suspension and parent notification.	1-3 days suspension and parent notification.	3-5 days suspension and parent conference.

13.2 Profanity, obscene acts or gestures toward STAFF, habitual profanity. (MCA 45-8-101)	1-3 day suspension and parent notification. Possible referral to law enforcement.	4 day suspension and required parent conference. Possible referral to law enforcement.	5 day suspension and parent conference. Referral to law enforcement.
13.3 Obscene gestures or unsanitary acts. (MCA 45-8-101, 45-5-504)	1-3 day suspension and parent notification or conference.	3-5 day suspension and parent conference.	5-10 day suspension and parent conference. Possible referral to law enforcement.
13.4 Lewd Acts (MCA 45-8- 201)	1-3 day suspension and parent notification or conference; possible referral to law enforcement and DPHHS	3-5 day suspension and parent conference; possible referral to law enforcement and DPHHS	5-10 day suspension and parent conference; referral to law enforcement and possible citation by law enforcement; possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program

**(14) ATTENDANCE RELATED offenses. (BP# 3122, 3123, 3200)**

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
14.1 Truancy.	Teacher assigned detention, zero period-1 day suspension.	1-3 days suspension. Attendance letters, parent conference, detention, and suspension. (See BP#3122) Citation by law enforcement, possible recommendation for expulsion up to 45 days/placement in Alternative to Expulsion program. Possible referral to Truancy Council.	3-5 days suspension. Attendance letters, parent conference, (See BP#3122) citation by law enforcement, and possible recommendation for expulsion for up to 90 days/placement in Alternative to Expulsion program. Possible referral to Truancy Council.
14.2 Closed campus policy violation.	1-3 day suspension and parent notification.	4 day suspension and parent conference.	5 day suspension and parent conference.

**(15) Unauthorized making, duplicating or possession of a KEY TO A PUBLIC BUILDING. (BP# 8421; MCA 45-6-205)**

1ST OFFENSE	2ND OFFENSE
3-10 day suspension, parent conference, and restitution. Possible recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program.	5-10 day suspension, parent conference, and restitution. Recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program.

**(16) ACTS OF DECEPTION. (MCA 45-6-325; 45-7-205, 302)**

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
16.1 Lying or presenting false information.	1- 5 day suspension and parent notification.	2- 5 day suspension and parent notification.	5 day suspension and parent conference.
16.2 Academic Dishonesty: Cheating and Plagiarism.	Zero period-1 day suspension. Parent conference and recording of incident in disciplinary file.	1-3 days suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class.	3-5 days suspension, parent conference, recording of incident in disciplinary file, and possible loss of credit for assignment/class.

**(17) Presence in UNAUTHORIZED AREAS; parking lots and other out of boundary areas.**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
Detention(s) or 1 day suspension; and parent notification.	Saturday School or 1-3 day suspension; and parent notification. Possible referral to law enforcement.	3-5 day suspension and parent conference. Referral to law enforcement.

**(18) Violation of SCHOOL DRESS CODE. (BP#3224)**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
Change clothes, possible zero period, and parent notification.	Change clothes, 1 day suspension, and parent notification.	Change clothes, 2 day suspension, and parent notification.

**(19) Failure to serve SCHOOL DETENTION PROGRAM.**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
3-5 lunch detentions or 1 day suspension and parent notification.	1-2 day suspension, combination suspension/lunch detentions, and parent notification.	3-5 day suspension and parent notification.

**(20) Failure to serve ISS.**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
1 day additional suspension (reverts to original day of suspension when appropriate) and parent notification.	2 day additional suspension or reverts to original days of suspension. Parent notification.	4 day additional suspension and parent conference.

**(21) Misuse of the INTERNET. (BP# 8422; MCA 45-6-311)**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
Loss of school computer privileges, parent notification, and restitution.	1-3 day suspension, parent conference, banned from school computer use, and restitution. Possible referral to law enforcement.	5-10 day suspension, parent conference, banned from school computer use, and restitution. Possible referral to law enforcement.

**(22) BULLYING, HARASSMENT, INTIMIDATION, HAZING, AND SEXUAL HARASSMENT. (BP#3226, 5012; MCA 45-5-221)**

Bystanders who by their presence and/or actions encourage bullying, harassment, intimidation, hazing and/or sexual harassment are subject to disciplinary action as outlined in 22.1 through 22.4. Students who retaliate against another student for reporting the above mentioned behaviors are also subject to disciplinary action outlined in 22.1 through 22.4.

Due to the potential seriousness of these offenses and the requirements of the sexual harassment section of the Montana Education Code, **any** infraction of this rule may result in suspension and/or recommendation for expulsion/placement in the Alternative to Expulsion program.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
22.1 Creating a Hostile Environment- Remarks and/or actions directed toward a student or staff member designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. Can be either physical or verbal.	Zero period-1day suspension and parent contact. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program. Additional interventions as assigned.
22.2 Inappropriate display of affection.	Possible zero period and call to parents.	Zero period -1 day suspension and parent conference.	1-3 days suspension and parent conference.
22.3 Sexual Harassment-Sexual remarks or physical actions directed at and/ or perceived by the receiving student(s) or staff as designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. The conduct described in section 3226 and 5012 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.	Principal conference, 1-3 days suspension, parent conference, possible referral to law enforcement. Additional interventions as assigned.	3-5 day suspension and parent conference. Possible referral to law enforcement. Possible recommendation for expulsion up to 90 days/ placement in the Alternative to Expulsion program. Additional interventions as assigned.	5-10 day suspension and parent conference. Referral to law enforcement and recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned.
22.4 Bullying - repeatedly doing mean or hurtful things (see 22.1 description) and the targeted party has a hard time defending himself or herself.	Principal conference; zero period-2 day suspension and parent contact. Possible additional interventions as assigned.	Principal conference; 1-3 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible referral to law enforcement; and/or recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program. Additional interventions as assigned.

The following is an explanation of the symbols and abbreviations used throughout this document:  
BP# = Bozeman Policy Number

MCA = Montana Code Annotated

^ = Social Probation. Prohibited from attending any non-mandatory school function, activity, or event during the suspension and/or contract period including graduation ceremonies/activities.

## APPENDIX C

### **CHEMICAL DEPENDENCY PREVENTION**

#### **Parents and Students**

Alcohol and other drug abuse is a national as well as an identified local issue. The Bozeman Student Assistance Program is one way to deal with this concern along with other personal problems that may manifest themselves at school. Sometimes disturbing situations are noticed at school. Concerned individuals can confidentially refer students to Student Assistance Teams. These small groups of trained staff members are available in each school. A confidential referral does not necessarily mean a student has a problem.

Federal law states parents and students must be told about alcohol and drug laws, health risks, school rules, and helping resources. The Bozeman School District is committed to keeping its schools alcohol and drug free. Student use of alcohol or drugs at school and/or school activities is illegal and harmful. Students may be suspended, expelled, or referred to law enforcement agencies. Students may also be required to see a counselor or attend a drug treatment program. The district does not pay for drug treatment or private counseling.

#### **Alcohol and Drug Laws**

It is against the law for people under 21 years of age to drink or possess alcoholic beverages. Parents will be notified if their son or daughter is in violation, and a citation may be issued and counseling may be required. Contributing alcohol to minors is illegal. Illegal drug use is wrong and many career opportunities may be forfeited. Penalties for dangerous drug use or sale can be harsh. Juveniles can be tried as adults. A conviction of selling drugs within the "Drug Free School Zone" (within 1,000 feet of school property) carries additional penalties and fines. Property can be seized.

#### **Tobacco Policy**

All school district buildings and grounds are tobacco free. (Ref Policy #5225)

#### **Law-Assisted Dog Searches**

Periodic, non-intrusive searches of student lockers, health enhancement lockers, and parking areas may be made. A school official will accompany the police officer on all searches. Searches will be conducted systematically, to insure that all student lockers and parking areas are eventually searched.

#### **Health Risks**

Alcohol and drug use can be very harmful to good health. Alcohol abuse can cause alcoholism, liver disease, and nerve damage, as well as problems with friends, family, employment, money, and depression. Alcohol and illegal drug use, possession, or distribution is prohibited on school property and at school activities. Compliance with this standard is mandatory. If a student is caught in a violation, the parent will be notified. The police may be notified. The student may be suspended, expelled, and/or referred to counseling. An alcohol and drug evaluation may be required. Students will be encouraged to seek help regarding their alcohol or drug issues. All Bozeman schools are tobacco free.

#### **Helpful Resources**

All school counselors are willing to talk with students and parents. Student groups are available at all Bozeman schools. Bozeman Public Schools has a Chemical Dependency Prevention program; for more information, call 522-6020. Other helpful resources include:

AA Answering Service

586-2909

Alcohol and Drug Services of Gallatin County

586-5493

Cocaine Abuse Hot Line

1-800-COCAINE

Help Center

586-3333

Information/Treatment

1-800-662-HELP

Tobacco Cessation Information

1-800-LUNG-USE