

# Medicine Crow Middle School

*“Welcome to the Wolfpack!”*

## WELCOME

Welcome to Medicine Crow Middle School! We are all – staff and students – very fortunate to have the opportunity to be members of the MC Wolfpack! Our challenge? To make MCMS the very best place for us all to learn, work, play and grow TOGETHER. After all, a wolfpack is a family made up of distinct individuals of all ages, skills and abilities.

As the “Wolfpack”, we will strive to follow the way of the pack:

- \* **Demonstrate loyalty** and devotion to the ‘pack’ or family by looking out for and supporting each other.
- \* **Safeguard our territory** by taking excellent care of our school and grounds.
- \* **Create teamwork** as a family unit to help, guide, encourage and keep each other safe.

To create this environment, we emphasize students to be **Respectful, Accountable, Safe and Determined**. Our vision is a place for students to learn in an environment where they know the adults care for the welfare and learning of every student; where students strive for their very best, while supporting and being positive to one another, knowing that every adult in the building is pulling for their success.

Ultimately, Medicine Crow Middle School will be the place we make it. Be proud of it. Take good care of it. Enjoy your time here. Make a successful journey through middle school!

The entire staff welcomes you to the Wolfpack!

Nikki Hofmann, Principal  
Becky Carlson, Associate Principal

**Main Office: (406) 281-8600**

**This planner belongs to:** \_\_\_\_\_

**Daily Schedule**

Advisory Teacher:

Period	Subject	Room #	Teacher
1A			
1B			
2A			
2B			
3A			
3B			
4A			
4B			
5A			
5B			
6A			
6B			
(Wednesday Only)	ADVISORY		
(Wednesday Only)	ADVISORY		

**BILLINGS PUBLIC SCHOOLS**  
**2020-2021 School Calendar**  
 Approved 12-16-2019

JUNE 2020						
Su	M	T	W	Th	F	Sa
	P	P	P	4	5	6

AUGUST 2020						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	P	P	P	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	*	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
Su	M	T	W	Th	F	Sa
20				1	2	3
4	5	*	7	8	9	10
11	12	13	14	P	P	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
Su	M	T	W	Th	F	Sa
1	2	3	PTC	PTC	PTC	7
8	9	10	11	12	13	14
15	16	17	18	*	*	21
22	23	24	*	*	*	28
29	30					

DECEMBER 2020						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	*	*	26
27	*	*	*	*		

JANUARY 2021						
Su	M	T	W	Th	F	Sa
						2
3	4	5	6	7	8	9
10	11	12	13	14	*	16
17	P	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	*	16	17	18	19	20
21	22	23	24	25	*	27
28						

MARCH 2021						
Su	M	T	W	Th	F	Sa
	*	2	3	4	5	6
7	*	*	*	*	*	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
Su	M	T	W	Th	F	Sa
				1		3
4	5	6	7	8	9	10
11	P	13	14	15	16	17
18	19	*	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5		*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	*					

JUNE 2021						
Su	M	T	W	Th	F	Sa
		1	2	3	*	5

	First and Last Day of School
	Vacation or Holiday
	Elementary End of Trimester
	Six-Week Grading Period for MS & HS

**Graduation Date/Times**  
**Sunday, May 30**  
 West 10:00 am; Skyview 2:00 pm  
 Senior 6:00 pm

**Note: Nov. 4 is Parent Teacher Conferences for Elem. and PLC for MS & HS**

	Last Day of School - June 4th is early release for elementary, middle school and high school.
	Wed. Professional Learning Community Meetings - Dismissal 1 hour earlier than normal
P	PIR Days - Required
P	PIR/TRADE days - No school
	Snow Day - This will be a vacation day unless we are required to make up a school day lost due to poor weather earlier in the year. If we are required to make up a day, this vacation day will become a required day of attendance.
PTC	Elementary Parent Teacher Conferences - Elementary early release
	Middle School Parent Teacher Conferences - MS early release
	High School Semester Testing - HS early release



## Medicine Crow Middle School

### Mission Statement:

Striving for excellence today, empowering for success tomorrow.

### Medicine Crow Vision

- Provide a challenging, standards-based educational program, preparing students for success.
- Create an environment of educational excellence using differentiated instructional strategies and activities to address the varied learning strengths of our students.
- Promote a caring, nurturing school community in which everyone can feel emotionally, intellectually, and physically safe and supported.
- Build positive characteristics such as perseverance, integrity, cooperation, and honesty, while encouraging respect for individual differences.

### WIN Time = What I Need

'WIN Time' is a flexible period of 30 minutes added to student schedules to provide extra help and enrichment opportunities. The focus of the time is about learning and academic needs. Students may sign up for sessions of their choice. However, they may also be assigned to a priority classroom, which means they are required to report to a specific classroom on that day. WIN is designed to meet the needs of all students and will:

- Provide extra support and time for learning
- Provide enrichment opportunities
- Provide time for test makeups
- Provide time for study sessions
- Provide time for writing workshops
- Provide time for completion of missing work

### Report Cards and Mid-Terms

Report cards will be issued two times a year, at Semester and the Final Report Card which will be mailed. The 6 Week Progress Reports will be issued by your teachers to help you and your parents stay up to date on your progress in school. Progress Reports will be signed by your parents and returned to the teacher who issued them. Progress Reports and Report Cards will be issued on the following dates:

6 Week Progress Reports	Report Cards Mailed
10/6/20	
11/20/20	
1/15/21	1/22/21 (Semester)
3/1/21	
4/20/21	
6/4/21	6/11/21 (Final-Mailed)

## ATTENDANCE PROCEDURES

At Medicine Crow, attending school regularly and being on time for classes affect what I learn and are necessary for success in school and on the job later in life.

### **When it is NECESSARY to miss school:**

- My parent/guardian will call the attendance office by 10:00 am.
- Excused absences include:  
Illness, family emergencies, school-sponsored functions, or other absences approved by the school administration.
- To excuse absences, my parent/guardian will make a phone call or write a note to the attendance secretary.
- If I know in advance that I will be absent, I can get a homework sheet from Mrs. Schaefer in Attendance to have my teachers sign.
- If I am absent for more than 2 consecutive days, my parent/guardian may call Mrs. Schaefer, our attendance secretary, and request assignments.

### UNEXCUSED ABSENCES:

- Some examples include: leaving the building without checking out with the office, not reporting to detention, oversleeping, or missing the bus.
- Repeated absences due to the same reason will result in a conference with building personnel.

When I am absent, whether it is excused or unexcused, I am responsible for all make-up work. I can receive full credit for anything I have missed if turned in on time. For every day missed, I will have one day to make up the work

### Wolf Pack Pride

Our mission of Wolf Pack Pride is to promote and celebrate our students' individuality, academic excellence and development of positive relationships with peers and adults. As part of this mission we will model and create a school environment where academic achievement, continuous improvement, individuality and citizenship are promoted and recognized. We will strive to celebrate not only students who are already successful academic achievers, but also those who are making improvements in all aspects of Wolf Pack Pride. The following are components of Wolfpack Pride:

### Year Long Recognition

Being a young pack we are still developing true traditions. However, we hope to celebrate individuals throughout the year on a variety of levels and accomplishments.

### Honors Tea

Students are honored for achieving high honor roll every report card period in middle school and at the end of their 8th grade year. Medicine Crow celebrates these students for their outstanding academic achievement by recognizing them with the Honors Tea Ceremony. To achieve this honor, students must earn a GPA of 3.5 or higher for every report card period in middle school. Spring 2021 semester will not be included for Honors Tea.

## Power of the Pack

The *Power of the Pack* shall be awarded to students at the end of the year who have earned 120 points for the following achievements/activities:

- Honor Roll = 40 points/semester
- Athletics = 20 points/sport
- Clubs/Activities = 10-40 points for each club/activity participated in

The below three categories qualify for points for **Power of the Pack**:

### Academics, Clubs/Activities

Honor Roll	Math Club	Spelling Bee
Student Council	Book Club	Yearbook
SHOCK2	Tech Ed Club	Maker Space
Service Learning	All Nations	

\*Clubs may be added or deleted depending on student interest

### Music

Solo and Ensemble Festival, Fiddler's Club, before/after school Choir/Band/Orchestra groups

### Athletics

- 6th - Cross Country, Wrestling, Volleyball, Track (running events only)
- 7th - Cross Country, Football, Softball, Wrestling, Basketball, Volleyball, Track
- 8th - Cross Country, Football, Softball, Wrestling, Basketball, Volleyball, Track

### Lunch

- 30 minute lunch period
- Lunch money needs to be deposited on your account before school.
- When I arrive for lunchtime, I will find a seat immediately and wait courteously until the time my table number is called to go get lunch.
- After I am finished eating, I am responsible for cleaning up after myself.

\*\*Parents may bring me lunch or takeout, however, I may not order the takeout myself.

\*\*Medicine Crow has a closed campus which means that I may not leave for lunch, unless I am with my parent/guardian or other authorized adult.

## Medicine Crow Middle School Dress Code

The Medicine Crow dress policy is designed to provide an appropriate, distraction free learning environment. Just as adults will dress appropriately for work, students are expected to dress appropriately for school, as that is their "job." Please see the SD2 Handbook Dress Code Policy #3203.

Basic Guidelines at MCMS:

- Shirts will be long enough to cover the stomach/back.
- Tank tops-think sleeveless shirt! Straps must be at least 2 inches wide on the shoulder. No spaghetti strap or racer back tops.
- All undergarments - bras (sports or otherwise), boxers, briefs, etc. - need to be covered at all times.
- All shorts and skirts must be within 2 inches of mid-thigh and the pockets must not be longer than the shorts.
- No slippers or pajamas are allowed.
- Leggings with sheer panels and jeans with cut-out holes need to be school appropriate and not show any undergarments. There should be no holes in upper thigh area.
- Suggestive/inappropriate slogans, advertisements for drugs/tobacco/alcohol are prohibited.
- School administration reserves the right to final decisions regarding gang related attire.
- Hats may be worn to school but need to be removed and placed in my locker by 8:10. I may not wear it on my belt during the school day.
- I may not wear a coat or jacket to class. Hooded sweatshirts are OK, but I must remove the hood during the school day.
- My backpack/purse/drawstring bag needs to stay in my locker. If I'm headed to and from my PE class, I may take my drawstring bag.

### Telephone

If I need to contact my parents/guardian in the case of an urgent matter, I may ask to use the telephone at the attendance office or in any of the classrooms.

Katie Nordstrom, Title IX Sexual Harassment Coordinator  
415 N. 30th Street  
Billings, MT 59101

(406) 281-5039

## Tardy Procedure

A student will be considered tardy if not in the classroom and/or seat when the tardy bell rings 1st period, or at the start of class the rest of the day.

*A Tardy Policy will be in place and all students will have consequences for being tardy to class.*

## Medication

The school nurse or school staff does not dispense medication of any kind, including over-the-counter medications. Over the counter medications may be kept at the attendance office with the appropriate form on file. If I need to take medication during school hours, I will notify the nurse or attendance clerk. I will leave my prescription medicine in the attendance office in the original container with only the required number of doses to be taken at school, and will go to the office at the prescribed time to take my medicine. My parent or guardian must sign a parent permission slip for the school to store my medication.

## Detention/Suspension

If I am sent out of a class, I will be sent to the ISS room. While there, I will complete all work given. I know that I will be expected to make up all work or missed assignments because of my behavior and or any days missed because I don't make any effort to return to class. During an out-of-school suspension, the school will put together all assignments given during that time. The student can hand in all assignments on his/her first day back at school for full credit. If assignments are handed in after that 1st day, reduction in grades are subject to the teacher's discretion.

## **EXTRA-CURRICULAR ACTIVITES**

	<u>START</u>	<u>END</u>
Cross-Country	8/24/20	10/6/20
Football	8/24/20	10/12/20
Softball	8/24/20	10/8/20
Girl's Basketball	10/12/20	12/4/20
Wrestling	10/12/20	12/4/20
Boy's Basketball	12/7/20	2/5/21
Volleyball	2/8/21	4/1/21
Track	4/5/21	5/20/21

## School Grounds and Appointments

When I am dropped off at school, I am to remain on school grounds until the time I am dismissed for the day. If I need to leave, I will bring a note to Mrs. Schaefer, the attendance secretary, so she can excuse me for the time of my appointment. A parent or guardian who is on my contacts list must check me out. If I arrive at school late from a morning appointment, I will bring a note from my appointment and check in with the attendance secretary.

## Visitors

Parents and authorized adults are always welcome to visit school. All visitors must check in at the main office prior to their visit to receive a visitor's badge. To avoid disruptions, we do not allow students to bring student visitors to school.

## Before and After School

Starting time - 8:10 am

End time - 3:10 pm

Students are released every Wednesday at 2:10 pm. School buses will run at that time as well.

Time to get extra help is from 7:40 am - 8:00 am and/or 3:15pm - 3:40 pm or as arranged by the teacher.

If I ride a scooter, bike or skateboard to school I need to place it in the appropriate rack. Students must provide their own locks, as the school is not responsible for any lost or stolen items.

\*\*If I arrive at school before 8:00, I may eat breakfast or socialize outside with my friends. I may not use my phone in the building at this time.

\*\*If I am not in activities or with a teacher after school, I need to be out of the building at 3:25.

## Buses

Students wait in a designated area while waiting for their bus. Disciplinary behaviors on the bus will result in consequences both with the bus company and at school.

## Language

As a student at Medicine Crow, I know that the use of improper or profane language in school and/or at school activities is prohibited.

## Restaurant/takeout delivery orders are NOT allowed to be received at school.

Medicine Crow has a closed campus, which means I cannot leave for lunch unless it is a very special occasion. I must bring a note, or my parents must call and I must be gone with my parent only for the lunch time. I may take one friend with me for lunch. My friend must also bring a parent note to be excused at lunch time. The school needs to be notified the day before, or the morning of.

### Counseling/Social Services

My school counselors provide social/emotional support and informational services to individual students, as well as group guidance throughout the school year via classrooms. I may request to see the counselor by using a counseling slip available at the main office. Parents and teachers may contact counselors with concerns as well.

- Tawnya Catron - 7th grade last names M-Z and all of 8th grade
- Jolene Laughery - All 6th grade and 7th grade last names A-L

### Library Media Center

- Library hours are 7:40 am - 3:40 pm
- Books are checked out for 2 weeks and any book checked out in my name is my responsibility. If it is lost or stolen, I am still responsible for the value of the book.

### LOCKERS

I will respect my locker as it is on loan to me for my years at Medicine Crow. My locker is property of the school district and may be inspected at any time by school personnel. To respect my locker:

- I will keep the combination to myself
- I will NOT write on mine or anyone else's locker
- I will NOT place stickers in/on my locker
- If my locker is decorated for my birthday, I will remove the decorations and tape
- I will be responsible for any and all valuables that I may place in my locker
- I will be financially responsible for any mistreatment of my assigned locker

### OTHER IMPORTANT STUFF

- I may not bring a laser pen to school
- Fireworks are not school appropriate and not allowed on campus
- Any item that is a distraction to my learning or the learning of my peers may be taken away until the end of the school day by any adult in the building and the issue addressed by staff and/or administration. Items will be returned at the end of the day. If this is a repeated event, parents may be requested to pick up the item.

### Electronic Device-Away for the Day

"Away for the Day" means just that. Student cell phones, iPods, or other electronics with Internet access are put away in backpacks and lockers from 8:00am - 3:10pm. When students are eating breakfast or come in from outside to go to lockers in the morning at 8:00am, cell phones/electronics are turned off and put in backpacks. The backpack, with the phone/electronics, is then left in the student locker. If students have their phones out between these times, they will be asked by any adult in the building to turn over their phone to that adult. The adult takes the phone to the Main Office, where the student picks it up at the end of the school day. Consequences will occur with repeated offenses.

You might be asking why, in this age of technology, would we make such a policy and fight this battle? Simple. Current research on the development of the teenage brain - especially at the middle school age - shows that too much screen time is detrimental to brain development, attention span, ability to focus, and face to face social development. The self control to avoid looking at and responding to the phone at every ding and chirp throughout the day is just not developed. The distraction to learning and social development is too great.

If you are curious about an "Away for the Day" cell phone policy, please search:

<https://www.awayfortheday.org/> for more information.

### General Behavior Expectations

Medicine Crow students are expected to be Respectful, Accountable, Safe, and Determined at all times. I am expected to respect the authority of administration, staff, and all adults in the building. This means I will be courteous, use an appropriate tone of voice, and follow directions immediately, without argument. I am also expected to treat peers with respect and politeness. Please do not call others names, spread rumors, push in the halls, make fun of another student, or be unkind in general. We all have a responsibility for making Medicine Crow a safe and enjoyable place to be every day.

Respectful, Accountable, Safe and Determined are the Medicine Crow standards and apply to all areas of life at Medicine Crow. The Medicine Crow standards on the next page includes, but is not limited to, the areas and expectations listed.

## **EXCEPTIONS—Continue Level II Infractions**

**There are certain behaviors that are more severe and will not be tolerated at Medicine Crow Middle School. These behaviors include, but are not limited to:**

### **STEALING OR EXTORTION**

- A. Detention/partial day in-school suspension.
- B. One day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending a long-term suspension hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

### **VIOLATION AGAINST PROPERTY**

- A. Detention/partial day in-school suspension.
- B. One day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending a long-term suspension hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

### **FIGHTING**

- A. Detention/partial day in-school suspension.
- B. One day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending a long-term suspension hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

### **SEXUAL/RACIAL HARASSMENT THREATS/INTIMIDATION/BULLYING**

- A. Detention/partial day in-school suspension.
- B. One day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending a long-term suspension hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

### **USE OF OBSCENE LANGUAGE, BEHAVIOR OR THREATS TO A STAFF MEMBER**

- A. Detention/partial day in-school suspension.
- B. One day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending a long-term suspension hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

### **USE OR POSSESSION OF TOBACCO PRODUCTS (Vapor products are considered a tobacco product.)**

- A. Detention/partial day in-school suspension.
- B. One day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending a long-term suspension hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

### **SALE OF DRUGS OR ALCOHOL**

**Consequence:** Maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities will be contacted.) \*NOTE: Placebo or over-the-counter drugs sold as illegal drugs are subject to above consequences.

### **USE OR POSSESSION OF DRUGS, ALCOHOL, OR PARAPHERNALIA**

**Consequence:** Maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities will be contacted.)

### **POSSESSION OF A WEAPON, WHICH INCLUDES KNIFE/FIREARM OR ANY OTHER OBJECT CONSIDERED TO BE A WEAPON**

**Consequence:** Maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities may be contacted.)

### **ASSAULT**

**Consequence:** One day out-of-school suspension to maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities may be contacted.)

### **EXPLOSIVES/FIREWORKS**

**Consequence:** One day in-school suspension to maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities may be contacted.)

### **BOMB THREATS**

**Consequence:** Maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities will be contacted.)

**NOTE:** Depending on the severity of the offense, an administrator may advance to any level of disciplinary action that is warranted to promote and ensure an orderly and safe educational atmosphere in the school.

**All out-of-school suspensions will be served at the Truancy Center.**

## Extra-Curricular Activities

Medicine Crow Middle School encourages its students to broaden their skills, knowledge, and citizenship by participating in school sponsored extra-curricular activities.

**Boys' Athletics:** Boys in the sixth grade are able to participate in Cross Country, Wrestling, and Track (running events only). Seventh and eighth grade boys have the opportunity to compete in football, cross country, wrestling, basketball, and track. In addition to the interschool competitive program above, all seventh and eighth grade boys at Medicine Crow can participate in an instructional basketball program. Boys will practice, learn basic skills, and play games on Saturdays.

**Girls' Athletics:** Girls in the sixth grade are able to participate in cross country, volleyball, and track (running events only). Seventh and eighth grade girls have the opportunity to compete in softball, cross country, basketball, volleyball, and track. In addition to the interschool competitive program, all seventh and eighth grade girls at Medicine Crow have the opportunity to participate in an instructional program in basketball and volleyball. Girls will practice, learn basic skills in both sports, and play games on Saturdays.

## Eligibility Guidelines

In order to participate in such school activities a student must maintain a passing grade in all courses in which he/she is currently enrolled. However, if a student receives a deficiency (failing grade), he/she may continue to participate as long as there is improvement in the student's performance from the previous week. This guideline applies to all interscholastic and instructional athletic teams, musical productions, clubs and student government. It will be enforced as follows:

1. Each of the five sport seasons is seven weeks long. The first grade check will be on Monday following the completion of three weeks of practice (which is the instructional/non-competitive portion of the season). The next grade check will be after each week until the end of the season.
2. Grade eligibility checks for clubs, student government, etc. will be on the same dates. Staff members will keep students and coaches informed as to the student's pass/fail status in each class.
3. If a student is deficient (failing in any class), the following will occur:
  - For the first deficiency, the student will be put on probation and given one week to achieve eligibility. Parents will receive a call from the teacher.
  - If the deficiency is not corrected at the conclusion of one week, the student will be allowed to practice but not participate in any contest activity. Coaches will call parents regarding this second deficiency.
  - Individual cases of eligibility will be reviewed by the coach/sponsor, teachers, and an administrator.

## Participation Guidelines

1. No student who is suspended out-of-school will be allowed to practice or participate on the days of the suspension. Students who spend time in ISS will be allowed to practice, but not participate in any game/concert.
2. The suspension rules apply to Friday and Saturday activities.
3. Three unexcused absences from practice will result in the student's suspension from the activity.
4. ALL participants in athletic activities must have a parent consent form, a current physical on file in the main office, and have paid the participation fee before being allowed to participate in any activity.
5. Attendance: Students must attend the last half-day of school on the day of a game or an activity, or receive approval from the principal to participate in an activity on that day. This also applies to Saturday games.

In addition to this Medicine Crow Middle School handbook of procedures specific to our school, a district level **Student/Parent Handbook** is included here. It is your obligation as a student in our district to know the contents of both and to understand that both the district's **Student/Parent Handbook** and the school's student handbook carry the weight of and contain adopted policies of the school district. Violations of district policy will be dealt with through disciplinary actions assigned by our building administrators as agents of the Board of Trustees. And, the assurances afforded by district policy will be provided to you by district administration and staff. Both rules and assurances are contained in the District's **Student/Parent Handbook**. The following policies and procedures are found in the District's **Student/Parent Handbook**. In addition, they may be located by accessing the district's website at: [www.billingsschools.org](http://www.billingsschools.org) and clicking on the **Parent's Tab** and then on **District Policies**.

## **Contents of Student/Parent Handbook of Board Policies and Procedures**

*(Please find the following policies, procedures and forms in the district's Student/Parent Handbook.)*

Policy 3120 Attendance Policy and Removal of Student during School Day  
Procedure 3120-P1 Compulsory Attendance  
Procedure 3120-P12 Student Attendance  
Form 3210-F1 Equal Educational Opportunity  
Policy 3200 Student Rights & Responsibilities  
Procedure 3200-P1 Student Due Process Rights  
Procedure 3200-P2 Freedom of Expression  
Procedure 3200-P3 Student Publications  
Policy 3205 District-Provided Access to Electronic Information, Services & Networks  
Procedure 3205-P1 Acceptable Use Procedure  
Procedure 3224-P1 Student Dress-Gang Activity or Association  
Policy 3225 Sexual Harassment  
Policy 3235 Video Surveillance  
Procedure 3235-P1 Video Surveillance  
Policy 3250 Student Discipline  
Procedure 3250-P1 Hazing  
Procedure 3250-P2 Student Conduct  
Procedure 3250-P5 Gun-Free Schools  
Procedure 3250-P6 Detention  
Procedure 3340-P1 Chemical Use Policy  
Form 3600-F1 FERPA Annual Notification  
SD #2 Weapon's Contract



# RUNNIN' A SAFE DEN

## (Respectful, Accountable, Safe, Determined) Medicine Crow Behavior Expectations Matrix

	Schoolwide	Classroom	Hallway	Cafeteria/ Commons	Activities	Internet/ Technology	Bathroom
<b>Respectful</b>  Be Considerate Be Polite Be Cooperative	<ul style="list-style-type: none"> <li>-Keep hands, feet and objects to yourself.</li> <li>-THINK before you speak.</li> <li>-Use appropriate language.</li> <li>-Listen to adult requests.</li> <li>-Treat everyone with kindness.</li> </ul>	<ul style="list-style-type: none"> <li>-Speak politely.</li> <li>-Use appropriate voice levels.</li> <li>-Allow others to speak.</li> <li>-Cooperate with others.</li> <li>-Show consideration for all learners.</li> </ul>	<ul style="list-style-type: none"> <li>-Respond positively to adult requests.</li> <li>-Use appropriate voice level.</li> <li>-Keep moving.</li> </ul>	<ul style="list-style-type: none"> <li>-Use manners.</li> <li>-Use inside voice.</li> <li>-Wait politely at the table to be dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>-Display positive behaviors on and off campus.</li> <li>-Follow adult's requests.</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment properly.</li> </ul>	<ul style="list-style-type: none"> <li>-Consider the privacy and boundaries of others.</li> </ul>
<b>Accountable</b>  Be Positive Be Committed Be Honest Be Helpful Be On Time Be Ready	<ul style="list-style-type: none"> <li>-Throw garbage in trash cans.</li> <li>-Use tables and benches appropriately.</li> <li>-Keep rocks in the planters.</li> <li>-Stay on the sidewalks.</li> <li>-Make good choices.</li> <li>-Follow through on your commitments.</li> </ul>	<ul style="list-style-type: none"> <li>-Listen and follow directions.</li> <li>-Complete and turn in quality work.</li> <li>-Meet classroom expectations and commitments.</li> <li>-Use WTN wisely.</li> </ul>	<ul style="list-style-type: none"> <li>-Be Prompt.</li> <li>-Keep halls and lockers clean.</li> <li>-Keep combo private.</li> <li>-Stay to the right.</li> <li>-Follow dress code.</li> <li>-Keep locker organized.</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up the area around you.</li> <li>-Use manners</li> <li>-Eat responsibly</li> <li>-Bring your lunch and/or money/code with you to lunch.</li> <li>-Bring appropriate clothing.</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and sit in designated area.</li> <li>-Follow the rules of the activity (field trips, assemblies, etc.).</li> <li>-Be a positive representative of M/CMS.</li> <li>-Dress appropriately for the weather/activities.</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate websites.</li> <li>-Return computers to cart and plug in.</li> <li>-Report tech problems immediately.</li> <li>-Follow school electronics policy.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep our bathrooms neat and clean.</li> <li>-Go, Flush, Wash with soap, leave.</li> <li>-Report problems to adult.</li> <li>-Utilize restroom and drinks during your passing time.</li> </ul>
<b>Safe</b>  Be A ware Be thoughtful Maintain cleanliness	<ul style="list-style-type: none"> <li>-Report ALL concerns to an adult.</li> <li>-Choose your words.</li> <li>-Cover your cough</li> <li>-Use Kleenex.</li> <li>-Use hand sanitizer often.</li> <li>-Maintain personal space.</li> </ul>	<ul style="list-style-type: none"> <li>-Know evacuation procedures.</li> <li>-Handle equipment and materials properly.</li> </ul>	<ul style="list-style-type: none"> <li>-Always have a pass..</li> <li>-Walk at all times..</li> <li>-Move appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands.</li> <li>-Stay within lunch boundaries.</li> <li>-Walk and use inside voice once inside the building to return to class.</li> </ul>	<ul style="list-style-type: none"> <li>-Use the crosswalks.</li> <li>-Stay in designated areas.</li> <li>-Respect others boundaries.</li> <li>-Leave rocks, snow, etc. on the ground.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep personal information private.</li> <li>-Keep food and drink away from computers.</li> <li>-Report unsafe sites or activity.</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands with soap and water.</li> <li>-Respect personal boundaries.</li> </ul>
<b>Determined</b>  Be Resilient Be a Goal Setter Be Grity	<ul style="list-style-type: none"> <li>-Be self-motivated.</li> <li>-Keep trying.</li> <li>-Try again.</li> </ul>	<ul style="list-style-type: none"> <li>-Be an active participant in class.</li> <li>-Take advantage of WTN, before and after school time for help.</li> </ul>	<ul style="list-style-type: none"> <li>-Manage your time and gather materials.</li> <li>-Walk with purpose.</li> </ul>	<ul style="list-style-type: none"> <li>-Make healthy and nutritious food choices.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay active</li> <li>-Have School spirit</li> <li>-Use good sportsmanship</li> <li>-Be a good representative of M/C.</li> </ul>	<ul style="list-style-type: none"> <li>-Use for educational purposes.</li> <li>-Phone in locker 8:10am - 3:10pm and before school.</li> </ul>	<ul style="list-style-type: none"> <li>-Return to class promptly.</li> <li>-Go, Flush, Wash with soap, Leave.</li> </ul>