

**2017-2018**  
3723 Central Ave  
Billings, Mt.59102  
281-5340

***The Career Center is dedicated to providing Billings's area students with an education that explores and enhances vocational, technical, and academic skills to promote critical thinking, self-discipline and responsible citizenship.***

**WE BELIEVE IN THE INTEGRATION OF ACADEMIC AND CAREER AREAS**

# STUDENT HANDBOOK



**BILLINGS  
CAREER CENTER**

**Billings Public Schools  
2017 - 2018 - Updated and Approved 6-19-17**

AUGUST 2017						
Su	M	T	W	Th	F	Sa
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31					16	

JANUARY 2018						
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1st Sem = 89 days 20

FEBRUARY 2018						
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MAY 2018						
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JUNE 2018						
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2nd Sem = 91 Days 1

**Graduation Dates**  
West - 10:00 - May 27  
Skyview - 2:00 - May 27  
Senior - 6:00 - May 27

Note: Wed. Nov. 1st is Parent Teacher Conferences for Elem and PLC for MS & HS



	Middle School Parent Teacher Conferences	October 12 and 13
	Wed. Professional Learning Community Meetings - School Dismissal - 1 hour earlier than normal time.	NOTE: Wednesday PLC's replace the former elementary and middle school 1/2 days
	First and Last Day of School	Aug. 24, June 1
Last Day of School - June 1st is early release for elementary, middle school and high school		
	Elementary, End of Trimester	Nov. 20, Feb. 28, June 1
	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.	
	PIR Days	Aug. 21 + 23, Oct. 19 + 20, Jan. 15, Apr. 9
	Elementary Parent Teacher Conferences	November 1, 2, 3
	Vacation or Holiday	Sept. 4, Nov. 22 - 24, Dec. 25 - Jan. 1, 2, Feb. 9 & 12, Mar. 29, 30, Apr. 2, May 4, May 28. (Total = 18 days)
	Six-week Grading Periods - HS & MS	Oct. 6, Nov. 21, Jan. 12, Mar. 2, Apr. 20, June 1
	High School Semester Testing - Early Release - 12:40pm	Jan. 11, 12, May 31, June 1

# Monday, Tuesday, Thursday and Friday

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## BILLINGS CAREER CENTER BUS AND CLASS SCHEDULES - 2017-2018

Period 1	7:55 - 8:48
Period 2	8:53 - 9:47
Period 3	9:52 - 10:45
Lunch	10:45 - 11:45
Period 4	11:55 - 12:48
Period 5	12:53 - 1:47
Period 6	1:52 - 2:45

### *A.M. Bus Schedule - students traveling to the Career Center*

*Senior departs @ 7:30 - arrives @ CC 7:50*

*West departs @ 7:30 - arrives @ CC 7:40*

*Skyview departs @ 7:10 - arrives @ CC 7:45*

### *Lunch Bus Schedule - students returning to their home school*

*Departs CC for Senior @ 10:50 - arrives @ 11:05*

*Departs CC for West @ 10:50 - arrives @ 11:00*

*Departs CC for Skyview @ 10:40 - arrives @ 11:10*

*\*(Skyview bus students dismissed at 10:35)*

### *P.M. Bus Schedule - students traveling to the Career Center*

*Senior departs @ 11:35 - arrives @ CC 11:50*

*West departs @ 11:35 - arrives @ CC 11:45*

*Skyview departs @ 11:20 - arrives @ CC 11:50*

### *After School Bus Schedule - students returning to their home school*

*Senior departs @ 2:50 - arrives @ 3:05*

*West departs @ 2:50 - arrives @ 3:00*

*Skyview departs @ 2:35 - arrives @ 3:05*

*\*(Skyview bus students dismissed at 2:30)*

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# Wednesday Early Out - PLC

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**BILLINGS CAREER CENTER  
BUS AND CLASS SCHEDULES - 2017-2018**

Period 1	7:55 - 8:40
Period 2	8:45 - 9:30
Period 3	9:35 - 10:20
Lunch	10:20 - 11:26
Period 4	11:26 - 12:09
Period 5	12:14 - 12:57
Period 6	1:02 - 1:45
PLC	2:15 - 3:15

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***A.M. Bus Schedule - students traveling to the Career Center***

*Senior departs @ 7:30 - arrives @ CC 7:50*

*West departs @ 7:30 - arrives @ CC 7:40*

*Skyview departs @ 7:10 - arrives @ CC 7:45*

***Lunch Bus Schedule - students returning to their home school***

*Senior dismiss all students @ 10:15 - Bus departs CC @ 10:20 - arrives @ 10:35*

*West dismiss all students @ 10:20 - Bus departs CC @ 10:25 - arrives @ 10:35*

*Skyview dismiss bus students @ 10:10 - Bus departs CC @ 10:15 - arrives @ 10:45*

*Skyview dismiss drivers @ 10:15*

***P.M. Bus Schedule - students traveling to the Career Center***

*Senior departs @ 11:06 - arrives @ CC 11:21*

*West departs @ 11:06 - arrives @ CC 11:16*

*Skyview departs @ 10:50 - arrives @ CC 11:20*

***After School Bus Schedule - students returning to their home school***

*Senior departs @ 1:50 - arrives at 2:05*

*West departs @ 1:50 - arrives at 2:00*

*Skyview departs at 1:35 - arrives at 2:05*

*\*(Skyview bus students dismissed at 1:30)*

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## **BILLINGS CAREER CENTER**

### **VOCATIONAL-TECHNICAL EDUCATION OPPORTUNITIES**

Did you know that while in high school you can build a house, repair automobiles, and teach pre-kindergarten children? You can, and you may also learn: digital photography, advertising skills, electrical/electronics, welding, machining, web page design and animation. In addition, you can study interior decorating, work in a greenhouse, develop culinary art skills, study the medical field, prepare to be an engineer, and lots more.

If you like an action approach to learning, consider enrolling at the Billings Career Education Center. At the Career Center, you can develop employment skills, receive your high school diploma, and prepare for college; all at the same time. All Career and Technical Education classes at the Career Center count toward your graduation requirements. The Career Center also offers a variety of English, Social Studies, Science and Math courses. You can take your required academic courses at the Career Center. When you attend the Career Center, you are able to continue to participate in activities at your home school.

The Career Center has many partnerships with numerous colleges. MSU Bozeman, City College – MSU-Billings, MSU-Billings, Gallatin College, Northwest College in Powell Wyoming and Sheridan Community College in Sheridan Wyoming are just some examples of these partnerships. The colleges allow Career Center students to receive college credit for Career and Technical Education courses successfully completed at the Career Center. The Career Center has Dual Credit (College Credit) courses in Metals Manufacturing, Early Childhood Education, Interior Design, Web Page Design, EMT, College Foundations of Human Biology, Automotive, Math and English with our partner schools MSU-Billings, City College – MSU-Billings and Gallatin College. AP Psychology is also offered at the Career Center. Please see our Career Center counselor for more information on these great opportunities.

You can also visit us on line at <http://billingscareercenter.org>

Let's get together—the Career Center has a place for you!



Billings Career Education Center  
3723 Central Ave.  
Billings, MT 59102  
281-5340

**Administration**

**Counselor**

Scott Anderson, Director	281-5343	Steve Wilson	281-5386
Darwin Schaaf, Assoc Director	281-5383	Janet Tsiguloff	281-5773
Kathy Olson, Exec Director	281-5120	Main Office	281-5340

**Secretarial**

Mrs. Thelma Grove	281-5344
Ms. Deb Turk	281-5385 = Attendance
Mrs. Leslie Converse	281-5342

**Mission Statement**

The Billings Career Center prepares secondary students academically and socially for service in the community by providing a program that stresses: work ethic, technological literacy, industry-driven skills, critical thought, effective communication, respect for diversity and equality, and the rights and responsibility of citizenship.

**Belief Statement**

- ✓ WE BELIEVE ALL STUDENTS WILL LEARN.
- ✓ We believe in an environment that fosters mutual respect and dignity.
- ✓ We believe that students and faculty should maintain pride in their work to improve their performance.
- ✓ We believe that academic skills lay the foundation for critical thinking, problem solving, mathematical and communication skills.
- ✓ We believe in the integration of academic and career areas.
- ✓ We believe in the importance of current technology and its impact on the future.
- ✓ We believe that students who are encouraged to set goals will gain confidence in their potential and ability to contribute to society.
- ✓ We believe mutual support between school and community is an integral part of a students learning experience.



Dear Parents and Students:

The Billings Career Center proudly opens its doors for the 42nd year. The Billings Career Education Center first opened its doors in August 1975. We are pleased that your son/daughter has chosen to make the Career Center part of his/her high school educational experience. Our professional, caring staff provides wonderful educational opportunities, especially appropriate for the student who prefers an "interactive" learning environment. The doors are always open to the parents / guardians of our students and your visits are encouraged and welcomed. (Please check in at the main office upon arrival for a visitors pass)

Scott Anderson, Director of the Career Center  
Darwin Schaaf, Associate Director of the Career Center

### School District # 2 REQUIREMENTS FOR GRADUATION

English	4 Credits
Math	2 Credits
Science	2 Credits
Social Studies	3 Credits
Visual or Performing Arts	1 Credit
Practical Arts	1 Credit
Health Enhancement	1 Credit
Electives	7 Credits

Each student must have 14 credits of the above listed requirements, an additional 7 elective credits to equal the required 21 credits and also have eight (8) full semesters of attendance to be eligible for graduation from Billings School District #2

*Check your Home School catalog for more details on graduation, weighted grading, GPA, and valedictorian criteria.*

Students may attend the Career Center for a full day or on a half-day (three periods) schedule. It is recommended for a student to take at least a two hour block of vocational classes per half day, and one academic period. If the student wants to attend the Career Center for a full day, he/she would most likely take two academics ( History, English, Math, Science, Government or a Senior Social Studies elective), and then four periods of vocational. The Career Center is flexible and creative with student scheduling. Please contact the Career Center counselor or your Home School counselor to create a schedule that fits your educational needs.

### **\*\*Student Handbooks\*\***

Each student has the opportunity to receive a "Home School" Student Handbook and the District's Student/Parent Handbook. Both handbooks are available online at [billingschools.org](http://billingschools.org). If you are unable to obtain a handbook online see the Associate Director at the Career Center. Materials not covered in the Career Center's Student Handbook will be addressed in each "Home School" book and/or in the District's Student/Parent Handbook. At times it may be necessary to defer to the "Home School" and/or the District's Student/Parent Handbooks (District Policies and Procedures) for specific incidents, discipline consequences, policies and procedures.



<b>Teachers and Staff</b>		<b>Phone</b>	<b>Room</b>
<b>Main Number</b>		<b>281-5340</b>	
<b>Deb Turk</b>	<b>Attendance</b>	<b>281-5385</b>	<b>28 C</b>
<b>Scott Anderson</b>	<b>Director of Career Center</b>	<b>281-5343</b>	<b>Office</b>
<b>Dar Schaaf</b>	<b>Associate Director of Career Center</b>	<b>281-5383</b>	<b>28 B</b>
Thomas Abfalder	Head Custodian	281-5388	
Ken Adams	Automotive	281-5363	25C
Martin Alberson	Construction Tech	281-5354	14 & House
Eric Anderson	Engineering	281-5380	63
Kirby Anderson	Animation / Web Design	281-5367	29
Allan Audet	Metals / Machining	281-5349	3
Leslyn Ayers	Early Childhood Education	281-5357	20
Marianne Bradley	English	281-5777	2 East
Dan Charlton	English	281-5374	36
Lorrie Charlton	Academic Center / Special Education	281-5375	38
Rusty Clark	Botany / Urban Ag / Horticulture	281-5351	7
Amy Collins	Psych / Government / American History	281-5377	47
Leslie Converse	Secretary	281-5342	Main Office
Janna Curtiss	Special Education Construction	281-5354	14
Mary Deschmeemaeker	World History / American History	281-5372	35
Jeff Fronk	Parking Lot Attendant	281-5387	28 C
Josh George	Automotive	281-5382	25 B
Denise Grewell	Library	281-5345	53 Library
Thelma Grove	Secretary	281-5344	Office
Lori Guentner	Instructional Aide	281-5375	38
Constance Haan	Biomed / Med Interventions / Human Biology	281-5350	8 East
Angela Hammang	Biology I / Physics I	281-5776	10 East
Scott Hanson	JMG / Online Learning	281-5359	12
Charles ( Rich) Honea	Automotive	281-5376	25 A
Bill Jensen	Culinary	247-3036	A056 City College
Ernest (Kenny) Johnson	Options	281-5153	44 B
Gene Kehm	Instructional Aide	281-5354	14
Cindy Keller	Preschool Coordinator	281-5362	24
Frank Kemkes	Psychology / Government / American History	281-5346	1
Deni Oltrogge	English	281-5378	34
Dwight Larson	Automotive	281-5366	27
Tamara Larson	Inter. Design	281-5371	33
Steve Lehman	Technical Geom / Math / Geom in Const	281-5352	6
Jennifer Lohof	Graphics / Print Photo	281-5368	29
David Maier	Math	281-5353	9 East
Christine Malchuski	Online Learning / Geometry	281-5359	44 A
Beau Malia	Instructional Aide	281-5375	38
Ronda McManus	Technology Specialist	281-5393	Library East
Katie Meier	Med Careers / EMT	281-5373	19
Greg Meisenheimer	Construction	794-6196	14 & House
Wanda Morales	English	281-5776	43
David Powell	Geometry in Construction Aide	281-5352	6
Richter, Jeff	SRO	281-5154	Office
Chrissy Rossow	Math	281-5389	1 East
Sue Runkle	Homeless Liaison	281-5773 or 281-6719	42
Jerel Schaff	Computer Tech / AVA	281-5365	26
Christine Simonsen	Human Body Systems / Bio Med	281-5347	11 East
Annie Stinson	Study Hall	281-5155	Auditorium
Libby Tollefson	Online Learning / American History	2815359	44 A
David Tolton	Electrical / Electronics / Engineering	281-5355	16
Melissa Tschetter	Online Learning	281-5359	44 A
Janet Tsiguloff	HiSet Options / Transitions Counselor	281-5773	42
Michael Wagner	Metals / CNC Machining	281-5381	2
Shirley Waldron	Spec Ed Pre-School	281-5361	23
Russell Walks	Design Adv / Design Layout	281-5369	29
Lori Wilson	Early Childhood Education	281-5358	22
Steve Wilson	Counselor	281-5386	28 A
Joshua Wise	Graphics / Print Photo & Animation	281-5370	32
Tiffany Vance-Whipple	Support Service	281-5156	9

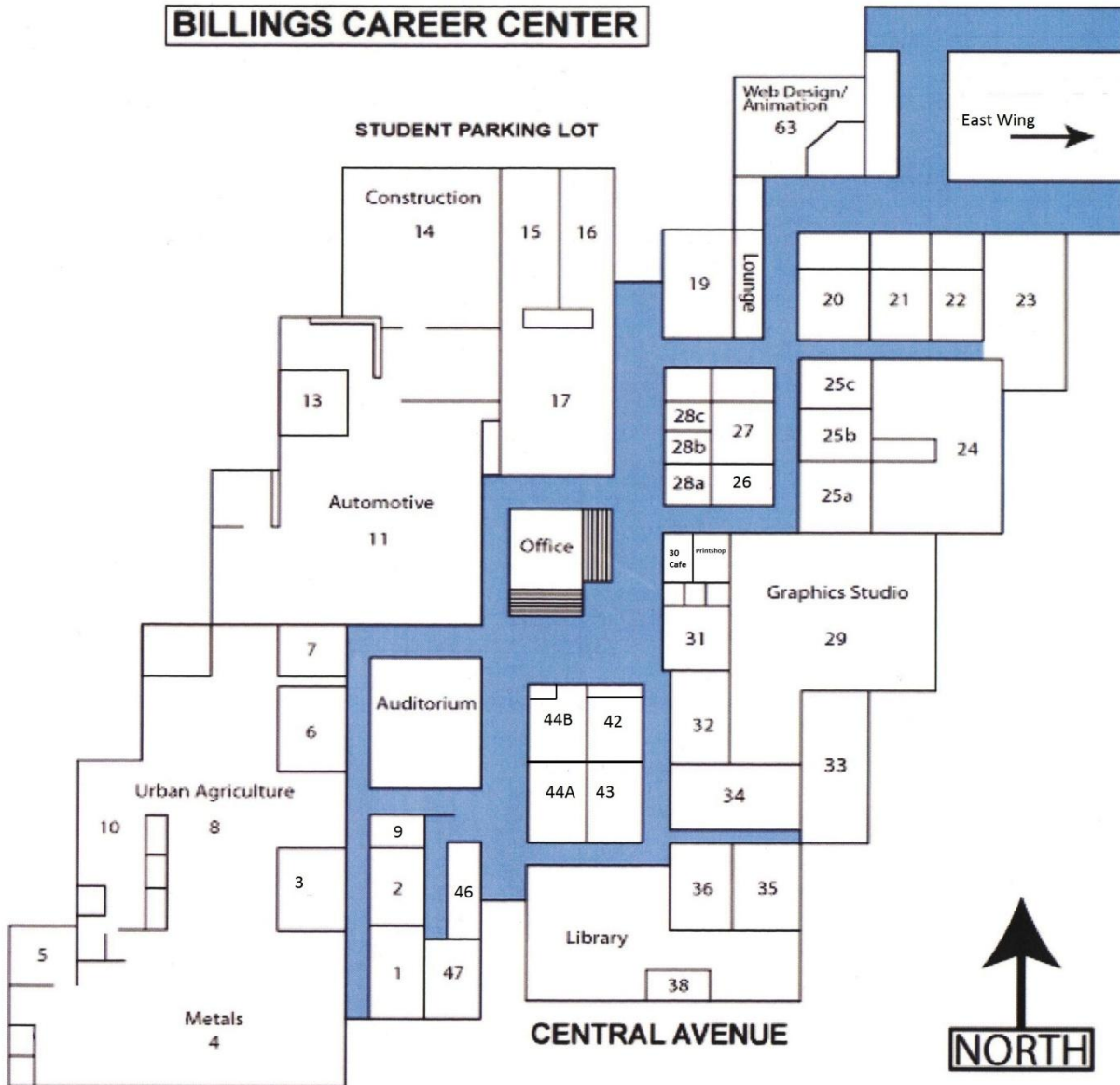
**Academy Preschool Teachers and Staff****Phone****Room**

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<b>Main Number</b>		<b>281-5399</b>	
<b>Amy Berry-Welch</b>	<b>Sped Preschool Program Specialist</b>	<b>281-5399</b>	<b>12 C</b>
<u>Crystal Bangerter</u>	SNA	281-5394	3 East
<u>Judith Bennett</u>	SNA	281-5397	7 East
<u>Kathleen Carillo</u>	SNA		
<u>Shannon Davids</u>	SNA	281-5396	5 East
<u>Melissa Hawkins</u>	Sped Preschool Teacher	281-5596	5 East
<u>Lisa Helterbran</u>	SNA	281-5394	3 East
<u>Keri Hovland</u>	SNA	281-5396	5 East
<u>Joanne Kamps</u>	Sped Preschool Teacher	281-5397	7 East
<u>Karen Korell</u>	Speech Aid		
<u>Shannon Long</u>	Sped Preschool Teacher	281-5395	4 East
<u>Jeanne McClusky</u>	Sped Preschool Teacher	281-5394	3 East
<u>Nancy Moffett</u>	Speech Aid		
<u>Christina Salazar</u>	Speech/Language Pathologist	281-5397	7 East
<u>Nancy Schmidt</u>	Communication Aid	281-5398	6 East
<u>Lynn Silbernagel</u>	SNA – Preschool	281-5395 / 5397	4 / 7 East
<u>Amy Smith</u>	Speech/Language Pathologist	281-5395	4 East
<u>Savannah Smith</u>	SNA	281-5396	5 East
<u>Jillian Stieg</u>	Speech/Language Pathologist	281-5394	3 East
<u>Sturn, Shelly</u>	SNA	281-5396	5 East
<u>Gina Walsh</u>	SNA	281-5396/5394	5 East and 3 East
<u>Stacy Wambach</u>	Sped Preschool Teacher	281-5398	6 East
<u>Nicole Watkins</u>	SNA	281-5395	4 East
<u>Christina Woolyhand</u>	SNA		

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# BILLINGS CAREER CENTER



Attendance (Ms. Turk)	28 C
Adams, Ken	25 C
Anderson, Eric	63
Anderson, Kirby	29
Anderson, Scott	Office
Audet, Allan	3
Auto Lab	13 East
Ayers, Leslyn	20
Bell-Martinson, Lindsey	Auditorium
Bradley, Marianne	2 East
Charlton, Daniel	36
Charlton, Lorrie	38
Clark, Russ	7
Collins, Amy	47
Conference Room	46
Curtiss, Janna	14
Descheemaeker, Mary	35
Early Childhood Lab	21
Fronk, Jeff	28C
George, Josh	25B

Grewell, Denise	Lib/53
Haan, Constance	8 East
Morales, Wanda	43
Hammang, Angela	10 East
Hanson, Scott	12
Honea, Rich	25A
Jensen, Bill	City College A056
Johnson, Kenny (Ernest)	44B
Keller, Cindy	24
Kemkes, Frank	1
Oltrogge, Deni	34
Larson, Dwight	27
Larson, Tamara	33
Lehman, Steve	6
Lohof, Jennifer	29
Maier, David	9 East
Malchuski, Christine	44A
McManus, Rhonda	Library East
Meier, Katie	19

Meisenheimer, Greg	House/ 14
Richter, Jeff	Office
Rosow, Chrissy	1 East
Runkle, Sue	42
Schaaf, Dar	28 B
Schaff, Jerel	26
Simonsen, Christine	11 East
Smith, Rhonda	Café
Tollefson, Libby	44A
Tolton, David	16
Tschetter, Melissa	44A
Tsiguloff, Janet	44B Office
Wagner, Michael	2
Waldron, Shirley	23
Walks, Russell	29
Wilson, Lori	22
Wilson, Steve	28 A
Wise, Joshua	32
Vance-Whipple, Tiffany	9

\*\* Map of East Wing on page 11

# Career Center East Wing

<i>Academy Preschool Office</i>	<i>12A, B, C</i>
<i>Academy PS Speech and Lang</i>	<i>12 B, C</i>
<i>Auto Lab</i>	<i>13 East</i>
<i>Hammang, Angela</i>	<i>10 East</i>
<i>Berry-Welch, Amy</i>	<i>12C</i>
<i>Bradley, Marianne</i>	<i>2 East</i>
<i>Long, Shannon</i>	<i>4 East</i>
<i>Haan, Constance</i>	<i>8 East</i>
<i>Hawkins, Melissa</i>	<i>5 East</i>
<i>Kamps, Joanne</i>	<i>7 East</i>
<i>Maier, Dave</i>	<i>9 East</i>
<i>McClusky, Jeana</i>	<i>3 East</i>
<i>Rosow, Chrissy</i>	<i>1 East</i>
<i>Simonsen, Christine</i>	<i>11 East</i>
<i>Wambach, Stacy</i>	<i>6 East</i>
<i>Stieg, Jillian</i>	<i>6 East</i>



## COURSE OFFERINGS

COURSE	TIME	LENGTH
Animation Lab	1 hour block	2 semesters
Automotive (College Credit Opp)	1, 2 or 3 hour block	4 semesters
Biomedical Sciences	1 hour block	2 semesters
Botany/Urban Ag.	2 hour block	2 semesters
College Found. of Human Bio (College Credit Opp)	1 hour block	2 semesters
Construction Technology or Special Ed Const	3 hour block	4 semesters
Culinary Arts	2 hour block	2 semesters
Design- Advert./Layout	2 hour block	1 semester
Digital Photography	1 hour block	1 semester
Digital Illustration	1 hour block	1 semester
Early Childhood Ed (College Credit Opp)	2 or 3 hour block	2 semesters
Elementary Internship	3 hour block	1 semester
Electrical/Electronics	2 hour block	4 semesters
College EMT (College Credit Opp)	1 hour block	2 semesters
Geometry in Construction	1 hour block	2 semesters
Graphics/Print Photo	2 hour block	1 semester
HiSet/Options	3 hour block	1 and/or 2 semesters
Horticulture	1 hour block	2 semesters
House Construction	3 hour block	4 semesters
Home/Interior Design (College Credit Opp)	2 hour block	2 semesters
Human Body Systems	1 hour block	2 semesters
Jobs For Montana's Graduates	1 hour block	2 semesters
Machinist Technology/CNC Machining	1 hour block	3 semesters
Manufacturing Tech/Welding (College Credit Opp)	2 hour block	4 semesters
Medical Careers	2 hour block	1 semester
Medical Interventions	1 hour block	2 semesters
Engineering	1 hour block	10 semesters
Transportation and Logistics Internship	1, 2 or 3 hour block	2 semesters
Web Page Design (College Credit Opp)	1 hour block	1 and/or 2 semesters
<b>ACADEMICS</b>		
Algebra II	1 hour	2 semesters
Biology I	1 hour	2 semesters
Honors Biology I	1 hour	2 semesters
College Algebra (College Credit Opp)	1 hour	1 semester
English 1	1 hour	2 semesters
Honors English 1	1 hour	2 semesters
English 2	1 hour	2 semesters
Honors English 2	1 hour	2 semesters
English 3	1 hour	2 semesters
English 4	1 hour	2 semesters
English 4/Technical Writing (College Credit Opp)	1 hour	2 semesters
College Writing / English 4 (College Credit Opp)	1 hour	2 semesters
Geometry	1 hour	2 semesters
Honors Geometry	1 hour	2 semesters
College Technical Math (College Credit Opp)	1 hour	1 semester
College Extended Technical Math (College Credit Opp)	1 hour	1 semester
Physics I	1 hour	2 semesters
Precalculus	1 hour	2 semesters
Psychology (Senior Social Studies)	1 hour	1 semester
Technical Geometry	1 hour	2 semesters
United States History	1 hour	2 semesters
United States Govt.	1 hour	1 semester
World History	1 hour	2 semesters

## MEDICAL AUTHORIZATION CARDS

*You will be asked to complete and return a medical authorization and permission for treatment form (See page 79)*

## ORGANIZATIONS

There are several student organizations and activities at the Career Center. The organizations are: Skills USA / Health Occupations Students of America (HOSA) / Future Farmers of America (FFA) / Engineering/Robotics Club / Technology Student Association (TSA) / Ford AAA Competition / Student Advisory Council. You are encouraged to join the organization(s) of your choice.

### *Billings Public Schools Grade Scale K-12*

A+ = 98-100      B+ = 88-89      C+ = 78-79      D+ = 68-69      F = 50-59  
A = 93-97      B = 83-87      C = 73-77      D = 63-67  
A- = 90-92      B- = 80-82      C- = 70-72      D- = 60-62  
IN = Incomplete or No Grade = F  
P = Minimum achievement with commended effort = D

### **Grade points per credit**

A = 4    B = 3    C = 2    D = 1    F = 0

Report cards are distributed every six weeks, but grade point average and credits earned are computed only at the end of each semester.

The report card that the student receives comes from the home school of each student. The students that are from other school districts will get their grade report from Skyview High School.

As you look forward to the rest of your time in school, always remember that, just as in LIFE, you will receive **maximum rewards** for striving for excellence and that minimal effort will only earn for you **minimal rewards**.

### **REQUIRED COURSE READINGS:**

Required readings are a part of our district curriculum. Objections to assigned readings should be brought to the teacher's attention as alternate assignments may be available.

### **STUDENT IDENTIFICATION CARDS:**

Students that attend the Career Center are expected to have their student ID card visible (wearing it) and with their person at all times. This is to model real world occupation expectations and for security reasons. Failure to follow these expectations may result in disciplinary consequences.

## HOW-TO-STUDY SUGGESTIONS

Knowing how to study will:

1. Make school easier.
2. Improve your grades
3. Make school more enjoyable
4. Give you more free time

Use these rules as a guide:

1. Select a quiet place for study. Avoid distractions.
2. Study in the same place daily.
3. Study at the same time daily.
4. Use an assignment notebook. Don't trust your memory.
5. Make sure you understand the assignment completely.
6. Make use of study time in school. This means less homework.
7. Gather all needed materials before starting to study.
8. Set up goals, both intermediate and long range.
9. Plan your approach to each assignment.
10. Plan the order in which to study. Do, memory work first. Then review later. Study hard subjects first. If possible, alternate between assignments and reading.
11. Plan how long you will devote to each subject to avoid spending all your time on one subject.
12. Concentrate on the work at hand. Plan brief periods of relaxation to renew your vigor.
13. Emphasize mastery of the subject rather than time spent.
14. Develop your reading skills. Read for detail. Question yourself as you read.
15. Develop skill at note taking:
  - a. What you hear.
  - b. What you read.
  - c. Use an outline form.
16. Take fragmentary notes in class. Rewrite notes for review. Learn to recognize key words and sentences.
17. Review notes before class begins.
18. Review frequently. This is the only way to avoid forgetting.
19. Reviewing is important because we forget fastest after initial exposure. Review increases retention of knowledge.
20. Consider school as your first full-time job.
21. Develop an inquiring attitude: "What can I get out of this?" Not: "Why do I have to take this?"
22. Develop an interest in subjects; interest does not come before application.
23. Keep up-to-date. Don't get behind.

### *Cheating / Plagiarizing Resources of Materials*

**Any student found cheating/plagiarizing on an assignment or on a quiz/test would receive a zero for that test or assignment. A second offense in that same class will result in an "F" for the 6 week grading period in the class. If a second offense occurs in a course different from the first offense, the student will receive an "F" in that class for that grading period. The percentage grade for that "F" will be recorded as 1 point below the established passing grade requirement in the class unless the grade the student had earned for the 6-week period was lower. In this case, the lower percentage grade will be issued. The third offense and beyond will result in an "F" for the Semester.**

**Any incidences of cheating / plagiarizing will be reported by the instructor to the Associate Director and will be recorded in the student's discipline file. Parents will be notified by the instructor.**



## GENERAL GUIDELINES

Career Center rules and regulations are similar to those at your home school. The following items simply reaffirm existing rules or give information unique to the Career Center.

### **Administrative Discretion:**

Career Center administration has the right to hold students accountable for incidents not specifically mentioned in the District's, Home Schools' and/or Career Center's handbooks.

## STUDENT SERVICES OFFICE

The Student Services Office is located in the main commons. Please contact this office for all activities or concerns related to the following: Passes to class, driving permits, checking in and out of school, and in-school suspension.

## SPECIAL NEEDS REFERRAL

A referral process has been established through which students can be referred for services for any special need that they may experience. Programs available address a range of needs from physical and mental handicaps to temporary assistance with health issues, transition to a new setting or career guidance. Students and parents should make their needs known to a teacher, counselor, assistant principal, associate principal or principal as soon as possible in order to access the help available.

## TITLE IX

**HR Executive Director – Katie Nordstrom: Title IX Sexual Harassment Coordinator School Dist #2 281-5039 415 N 30<sup>th</sup> St. Billings 59101**

**Career Center Title IX Sexual Harassment Coordinator – Mrs. Jennifer Lohof 281-5368**

All students attending the Billings Public Schools may participate in education programs and activities, including but not limited to health, physical education; music, vocational, and technical education. Regardless of race, color, national origin, religion, age, handicap, or sex.

## SAFETY PRACTICES

In accordance with School District #2 and state law, because of the nature of certain classes, safety is our number one concern. There are certain rules and regulations that must be followed. Any student who does not adhere to these rules and regulations in his or her working area will be removed from the area.

### SAFETY GLASSES / HEARING PROTECTION

There are instructional areas that require the use of safety eyeglasses and/or hearing protection for safety and liability reasons. ***These regulations are not optional.*** If you are enrolled in a subject that requires the wearing of safety glasses and/or hearing protection, refusal to comply may result with the following consequences: termination of your participation in the class, that will result in an F in that class and placement in a study hall, or rescheduling back to the Home School. **Each student must purchase their own glasses with clear lenses!! Shaded lenses are not acceptable.** ALL students are required to pass safety tests before they can participate in shop /lab activities.

### FIRE DRILLS/EMERGENCY EVACUATION

Montana law specifies the number of fire drills for each school year. Your instructor will give you information concerning how and where to exit the building. **If the students have to be evacuated to another site they will go to Faith Chapel Church located at 517 Shiloh.**

## ASSEMBLIES

Normally, students at the Career Center do not attend regular home school assemblies unless the student is part of the assembly activities. All seniors will attend senior assemblies and related activities.

## BULLETIN BOARDS

The four bulletin boards in the commons are for home school announcements and other student-related announcements relating to the Career Center. Home school announcements will be posted daily. **Posters must be pre-approved by administration before they may be put up.**

## PHONE CALLS

Office phones are NOT intended for student use. If you have an emergency, stop by the attendance office and ask permission to use the phone.

## DRESS AND APPEARANCE

**District 2 Policy 3203, Procedure 3203-P1**

Clothing and appearance must be appropriate for the instructional area for which you are enrolled. Some classes may require protective clothing. Footwear is required at all times. (slippers are not permitted) Some classes require closed toed shoes. School District #2's dress code policies and procedures will be enforced. Please see the District and Home School's handbooks for specific information.

## DRESS CODE

**A good guideline is to dress in a manner that would be acceptable in the "professional" and "craft" job settings. Any other type of dress may be questioned and consequences assigned as necessary.**

## STUDENT CONDUCT

**District 2 Policy 3200**

Students attending the Career Center should conduct themselves as responsible young adults. The consequences for misconduct by a student may, but not necessarily follow this sequence: warning (parents notified), in-school suspension, detention, Truancy Center, out-of-school suspension, long term suspension, and or expulsion. Consequences depend on the severity of the misconduct.

## STUDENT PHOTOGRAPHS/INFORMATION

There are numerous times that the students of the Career Center are photographed while doing class work/projects or while participating in Career Center extracurricular clubs and organized activities. Often times these pictures and the student's name are used in handbooks, pamphlets, slide shows, PowerPoint presentations, student assemblies or by the media. If you do not want your picture and/or name used you must notify the administration in writing.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Dist # 2 Policy 3200

#### 1. The Right To Learn

Every student has the right to learn to the best of his/her ability. Students can expect to be treated fairly both in and out of class. Students are encouraged to work closely with their teachers and to have conferences or seek extra help when it is needed. **The right to learn includes the rights of classes to meet without interruptions, disruptions, or DISTRACTIONS. Behavior that interferes with the rights of other students is contrary to school policy.**

#### 2. Responsibility for Academic Work

Every student has an obligation to do his/her best. This level of achievement can best be attained by regular school attendance, by being on time, and by participation in regular classroom activities. Assignments are to be completed on time according to the instructions given by the teacher. Students should bring to class all materials required for daily classroom use.

#### 3. Responsible Student Conduct in School

Proper conduct is an essential part of education. Each student is expected to abide by the basic rules of good manners that will allow him/her and other students to function effectively in the school, home and community.

#### **Each student has the following responsibilities:**

- a. To observe the constitutional rights of other individuals, whether they are students, parents/guardians, teachers, school officials, or other participants in the educational process.
- b. To respect the inherent human dignity and worth of every individual.
- c. To be informed of: Career Center and Home School Handbooks, District Policies / Procedures established by the school board-implemented by administrators and teachers for the welfare and safety of all students.
- d. To recognize individual and cultural differences and work to acquire knowledge as to how to use those differences for the improvement of society.
- e. To dress and appear in a manner that meets the standards of health, cleanliness, safety and in a manner that does not cause a distraction or interfere with the rights of others or the educational process, no representation of drugs, alcohol, tobacco, or profanity (implicit or explicit).
- f. To develop employment skills that will lead to economic independence.
- g. To maintain a level of academic achievement in accordance with ability.
- h. To refrain from libel and slanderous remarks, and use no obscenity in verbal and/or written expression.
- i. To develop and undertake a social commitment to and for school and society.
- j. To observe, know, and adhere to the laws of the school, community, and state.

- k. To preserve school property, exercise care while using school facilities, and help maintain and improve the school environment consistent with laws governing such property.

In order to achieve these goals, the school will work closely with parents/guardians in an effort to maintain acceptable conduct or to improve those areas that need improvement.

### **NON-DISCRIMINATION AND ANTI-HARRASSMENT** **District #2 Policy 3230**

The District will not tolerate harassment, intimidation, bullying, hazing, or retaliation as defined in Policy 3210, or adverse conduct that is reasonably perceived as being motivated by any actual or perceived attribute such as race, color, ancestry, national origin, language barrier, religious beliefs, political ideas, age, sex, marital status, or disability. Such conduct by students, employees, trustees, volunteers, and third-parties (who are on school grounds or involved in school-related activities) is discriminatory and prohibited.

One example of prohibited discrimination is “sexual harassment”. Sexual harassment occurs whenever an individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Is so severe or pervasive that it denies or limits the provision of educational, benefits, services, or treatment; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student’s educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting the student or making such conduct a condition of a student’s ability to participate in the student’s education.

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. Sexual harassment also includes sexual violence: physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the use of drugs or alcohol or due to mental handicap or disability.

Harassment motivated by any protected-class status is considered discrimination if it:

1. Is so severe or pervasive that it denies or limits the provision of educational, benefits, services, or treatment; and/or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student’s educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting the student or making such conduct a condition of a student’s ability to participate in the student’s education.

## Designation of “Title IX (Non-discrimination) Coordinators”

The District has designated employees in each school to serve as a “Title IX Coordinator”, also known as “Non-discrimination Coordinator”, who is trained to understand and apply the procedures and policies for addressing sexual harassment, sexual violence, and discrimination. In addition, the Executive Director of Human Resources in Lincoln Center also serves in this role. These coordinators are not limited to addressing gender-based discrimination but can address all issues pertaining to harassment, intimidation, bullying, hazing, discrimination, and retaliation.

## Procedure for Reporting Harassment, Discrimination, or Retaliation:

Students who believe they are being or have been subjected to protected class-based harassment, discrimination, or retaliation or who have witnessed such conduct may report the conduct either:

1. On Form 3210-F1;
2. In accordance with the Uniform Complaint Procedure, Policy 1700;
3. Verbally to an administrator, teacher, counselor, or Title IX coordinator;
4. In accordance with Title IX, IDEA, Section 504, or ADA grievance procedures; or
5. Verbally to any employee.

Any adult school employee, adult volunteer, district contractor, or agent who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment, intimidation, or bullying, hazing, discrimination, or retaliation shall report it in accordance with this policy and/or any procedures developed under this policy.

## Employee Responsibilities

Each administrator is responsible for maintaining an educational environment free from discrimination. The administrators shall take appropriate actions to ensure the School District’s equal opportunity and non-discrimination policies and procedures are enforced. These actions include, at a minimum:

1. Providing notification of the District’s grievance or reporting procedures in the student and staff handbooks (See incident reporting form, Policy 3210);
2. Providing notification of the rights and responsibilities of students and staff regarding harassment, intimidation, bullying, hazing, discrimination, and retaliation;
3. Providing new employees of the District a copy of these policies;
4. Taking prompt action to report and investigate complaints of harassment, intimidation, bullying, discrimination, and retaliation; and
5. Instructing employees and students regarding the procedures for reporting harassment, intimidation, bullying, discrimination, and retaliation.

All school employees shall intervene when witnessing behavior which could be considered bullying, harassment, intimidation, hazing, discrimination, or retaliation. If the employee witnesses such behavior or receives a report of such behavior, the employee shall report the behavior to an administrator or Title IX coordinator and/or on Form 3210-F1. If it is determined that an employee was aware of bullying, intimidation, harassment, discrimination, or retaliation and did nothing to intervene or report, the employee will be subject to discipline.

## Investigation Process

- A. All investigations should be initiated promptly, but no later than two (2) school days after the Incident Report has been completed and filed with the school administration.
- B. The designated investigator will determine whether bullying, harassment, intimidation or hazing, discrimination, or retaliation has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same individuals should also be taken into consideration.
- C. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary and required in proceedings flowing from the incident.
- D. The investigation should be performed and concluded within five (5) school days of initiation of the investigation. Upon conclusion, if it is found that bullying, harassment, intimidation, hazing, or retaliation has occurred, the responsible adult of the target(s) and the aggressor(s) shall be notified immediately by a school administrator.
- E. The school administration will determine whether another entity has jurisdiction over the incident. If instances of bullying, harassment, intimidation, hazing, discrimination, or retaliation rise to the level of a possible criminal offense, a school administrator shall immediately notify the police.
- F. The school principal, in conjunction with the counselor or other appropriate staff, shall determine and implement appropriate consequences, which may include discipline and/or remedial action for the aggressor and the target. The aggressor will be informed that retaliation is strictly prohibited and will be met with additional consequences.
- G. The school administration shall take all necessary steps to protect the target from further bullying, harassment, intimidation, hazing, discrimination, and retaliation incidents. This can include but is not limited to changing the aggressor's seat, transportation route, or classes and identifying a staff member to act as a supervisor for the aggressor. If an escort is appropriate, the aggressor – not the target – shall be escorted. However, the School District may provide an escort for the targeted student, if requested by that student.
- H. The principal or other designated school administrator will follow up with the target of any bullying, harassment, intimidation, hazing, discrimination, or retaliation to ensure that the negative behavior has stopped.
- I. A written record will be kept of each reported incident, including the written report, investigatory steps and information, conclusions and findings, referral to other entities (e.g. law enforcement), and disciplinary and/or remedial action taken.

## Consequences for Discrimination

- A. If a student or staff member is found to have committed one of the above-prohibited behaviors, consequences may follow, up to and including expulsion or termination from employment. Such action is meant not only to discipline the offending student or staff member, but also to protect the target from future aggression or retaliation. Consequences may be implemented after reporting, investigation, and determination that a prohibited act has been committed.
- B. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions for student perpetrators may include:

1. Notification given to the responsible adult;
2. Loss of privilege(s), including participation in school activities;
3. Conference with the responsible adult;
4. Reassignment of seats;
5. Reassignment of classes;
6. Reassignment to another mode of transportation;
7. Escort of the perpetrator;
8. Completion of apology letter and acknowledgement of behavior;
9. Referral or appointments with school counselor or other professionals;
10. Payment for damaged property;
11. Detention;
12. Suspension (in-school or out-of-school);
13. Referral to law enforcement; and
14. Expulsion.

Any student disciplined will be afforded due process in accordance with District policies.

C. Depending on the severity of the offense, disciplinary and remedial actions for school staff is subject to and commensurate with the district's personnel policies and may include:

1. Verbal warning;
2. Written warning;
3. Training, at the employee's expense;
4. Suspension with or without pay;
5. Referral to law enforcement; and
6. Termination of employment.

D. The District may also provide additional training to students and staff following a report and investigation. The District may also provide information and resources to the victim of available academic, counseling, medical, and other services.

#### Retaliation, Reprisal, and Fabrication

The District prohibits retaliation and reprisal against any person who reports an act of harassment, intimidation, bullying, hazing or discrimination or who participates as a witness in an investigation or disciplinary hearing arising out of such reports. Students or employees who retaliate will be disciplined, with the possible consequences including expulsion or termination. Individuals who intentionally fabricate allegations of harassment, intimidation, bullying, hazing, or discrimination shall be subject to disciplinary action, up to and including expulsion or termination.

#### Notification and Training

- A. The District policy, procedures and rules will be included in student handbooks for all grade levels and prominently posted on the District's webpage.
- B. Reporting form(s) will be readily available to staff members, students, and the responsible adult, including on-line on the District's website.
- C. Staff and students will be educated on the policy, procedures, and rules, including: recognizing inappropriate behaviors; using appropriate intervention and remediation; and possible consequences and discipline.



Cross References:

Number	Title
1700	Uniform Complaint Procedure
3210-F1	Form: Harassment/Intimidation/Bullying Incident Reporting Form
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities
3204	Searches and Seizures
3204-P2	Searches of Students and Their Property
3204-P2	Video Surveillance
3204-P3	Video Surveillance -- School Buses, Vehicles, School Buildings and Grounds
3205	3205 District-Provided Access to Electronic Information, Services, and Networks for Students
3205-P1	District-Provided Access to Electronic Information, Services, and Networks for Students.
3210	Harassment, Intimidation, and Bullying
3210-F1	Form: Billings Public Schools – Harassment/Intimidation/Bullying Incident Reporting Form
3220	Equal Educational Opportunity (use reporting Form 3210-F1)
3230	Non-Discrimination and Anti-Harassment (use reporting Form 3210-F1)
3235	Student Drug and Chemical Use and Abuse
3240	Tobacco Free Schools
3250	Gun-Free Schools
3255	Bomb Threats and Threats of Hazardous Substances
6430	Development of Administrative Procedures
1700	Uniform Complaint Procedure

Legal References:

§ 20-5-101, MCA Admittance of child to school  
§ 20-5-102, MCA Compulsory enrollment and excuses  
§ 20-5-103, MCA Compulsory attendance and excuses  
§ 20-5-201, MCA Duties and sanctions  
§ 20-5-202, MCA Suspension and expulsion  
§ 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment  
§§ 49-3-101, et. seq., MCA Montana Human Rights Act  
Title IX of the Educational Amendments, 20 U.S.C. §1681, et seq. 34 CFR Part 106  
Art. X, Sec. 1, Montana Constitution  
Office for Civil Rights, U.S. Department of Education  
Montana Human Rights Bureau

Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)

Policy History

First Reading: November 18, 2013  
Second Reading: November 25, 2013  
Third Reading: December 16, 2013  
Adopted on: December 16, 2013  
Effective on: December 16, 2013  
Revised on:

**HARRASSMENT, INTIMIDATION, AND BULLYING**

**District #2 Policy 3210**

The District is committed to providing a safe, productive and positive learning environment for all students at all grade levels. A safe and accepting school environment is conducive to and necessary for optimal academic achievement. Like other disruptive behaviors, bullying, harassment, intimidation, hazing and retaliation negatively impact the learning environment.

Harassment, intimidation, bullying, hazing, and retaliation are behaviors that will not be tolerated at any grade level.

Students and staff are strictly prohibited from taking any action that could be interpreted as bullying, intimidation, harassment, hazing, or retaliation for reporting such action.

**Definitions**

- A. “Harassment,” “intimidation” and “bullying” means any threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication or threat directed against a student or students regardless of the underlying reason for such conduct that:
1. causes a student physical or mental harm, damages a student’s property or places a student in reasonable fear of harm to the student or the student’s property;
  2. is sufficiently severe, pervasive or persistent as to interfere with or limit a student’s ability to participate in or benefit from access to educational opportunity or benefit; and/or
  3. substantially disrupts the orderly operation of the school.
- B. “Hazing” means an act against a student or coercing a student into behavior that creates risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, team, club or organization, or for any other purpose.
- C. “Retaliation” means an act or communication intended:
1. as retribution against a person who has reported an incidence of bullying, harassment, intimidation, hazing or other prohibited discrimination; or
  2. to improperly influence the reporting, investigation, or discipline that results from an incident of bullying, harassment, intimidation, hazing or other prohibited discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or social contact toward a complainant, or any complainant’s or witnesses’ relatives, friends, or associates. Generally speaking, retaliation is taking revenge for a perceived wrong; in this context, it could include intimidation, teasing, seeking the sympathies of students, sarcasm, or even disingenuous apologies.
- D. “Persistent” may consist of repeated acts against a single student or isolated acts directed against a student or a number of different students.
- E. “HIB” means harassing, intimidating, bullying, hazing and/or retaliatory conduct that is prohibited by this District policy.
- F. “Electronic Communication” is defined in 45-8-213, MCA, and includes any communication by any electronic device or other means including but not limited to text messaging, sexting, email, or use of social networking.
- G. “Sexting” means sending sexually explicit messages or photographs by way of electronic communication, such as sending a text message with a sexual image.
- H. “Staff Member” includes but is not limited to teachers, specialists, coaches, administrators, board members, volunteers, custodians, and any others employed or authorized by the superintendent, school board, or district.
- I. “Designated Investigator” is the principal of the school, a staff member or independent investigator appointed by the superintendent, principal, or person responsible for receiving and investigating reports of bullying, harassment, or intimidation.

### **Prohibitions**

- A. No student or staff member may engage in any of the following:

1. Bullying, intimidation, harassment, or hazing of a student;
2. Retaliation against a student or staff member for reporting an incident of harassment, bullying, intimidation or hazing, or for participating as a witness in the investigation of such an incident; or
3. Coercion of another person to commit bullying, harassment, intimidation, hazing or retaliation.

B. Harassment, bullying, intimidation, hazing and/or retaliation is strictly prohibited:

1. in a classroom or any other location on school premises, including without limitation property used by the school for school purposes but not owned by the school (e.g., a parking lot);
2. during any school related program, activity, or function where the school is responsible for the student, including on a school bus or other school-related vehicle; or
3. through the use of electronic communication as defined in 45-8-213, regardless of when or where it occurs, that disrupts the orderly operation of the school or any school-related program, activity, or function where the school is responsible for the student.

### **Consequences**

- A. If a student or employee is found to have committed one of the above-prohibited behaviors, consequences shall follow, up to and including expulsion or termination from employment. Such action is meant not only to discipline the offending student or staff member, but also to protect the target from future aggression or retaliation. Consequences shall be implemented after reporting, investigation, and determination that a prohibited act has been committed.
- B. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions taken by administration may include and is not limited to one or more of the following:
1. Parental notification
  2. Loss of privilege(s), including participating in school activities
  3. Parent conference
  4. Reassignment of seats
  5. Reassignment of classes
  6. Reassignment to another mode of transportation
  7. Escort of the perpetrator
  8. Completion of apology letter and acknowledgement of behavior
  9. Referral or appointments with school counselor or other professionals
  10. Payment for damaged property
  11. Detention
  12. Suspension (in-school or out-of-school)
  13. Referral to law enforcement
  14. Expulsion

Any student disciplined will be afforded due process in accordance with District policies.

- C. Depending on the severity of the offense, disciplinary and remedial actions for school staff is subject to and commensurate with the district's personnel policies and collective bargaining agreements and may include:
1. Verbal warning
  2. Written warning
  3. Suspension with or without pay
  4. Referral to law enforcement
  5. Termination of employment

## **Intervention**

- A. All staff members shall intervene when witnessing potential HIB. If the staff member witnesses such behavior or receives a report of unresolved HIB the staff member will report the matter as provided for in this policy.
- B. If it is determined that staff was aware of HIB and did nothing to intervene, the staff member will be subject to discipline or other remedial action.

## **Reporting**

- A. Students who feel they have been subjected to HIB or other students, parents, staff, or other community members who believe they have witnessed such treatment of a student may report the incident either in writing (via Incident Reporting Form) or verbally. Reports may be made to any employee. Failure to use the designated form will not cause the complaint to be dismissed so long as the written report provides sufficient detail for action by the school.
- B. Any employee who becomes aware of HIB should attempt to resolve the matter immediately. When an employee is made aware of unresolved incidents they shall fill out or assist the student in filling out an Incident Reporting Form and submit it to an administrator (unless the administrator is the subject of the complaint) within two school days of the incident.
- C. If the principal is the subject of the complaint, the report should be submitted to the Executive Director of Human Resources, the Executive Director of School Leadership Support, or the Superintendent.
- D. Anonymous reports containing adequate detail to investigate will be investigated.
- E. Incident Reporting Forms are available on the District website, included in the student handbook, and available in each school's main office.

## **Investigatory Process**

- A. All investigations should be initiated promptly, but no later than two school days after the Incident Report has been completed and filed with the school administration.
- B. The designated investigator will determine whether HIB has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same students should also be taken into consideration.
- C. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary.
- D. The investigation should be performed and concluded within five school days of receipt of a report. Upon conclusion, if it is found that HIB has occurred parents of the target(s) and the aggressor(s) shall be notified immediately by a school administrator.
- E. The school administration will determine whether another entity has jurisdiction over the incident. If instances of HIB rise to the level of a possible criminal offense, a school administrator shall immediately notify law enforcement.

- F. The school administrator shall determine and implement appropriate consequences, which may include discipline and/or remedial action for the aggressor and the target. The aggressor will be informed that retaliation is strictly prohibited and will be met with similar or additional consequences.
- G. The school administration shall take all necessary steps to protect the target from further HIB incidents. This can include but is not limited to changing the aggressor’s seat, transportation route, or classes and identifying a staff member to act as a supervisor for the aggressor. If an escort is appropriate, the aggressor – not the target – should be escorted.
- H. A school administrator will follow up with the target of any HIB to ensure that the negative behavior has stopped and not repeated.
- I. A written record will be kept of each reported incident, including the written report, investigatory steps and information, conclusive findings, referral to other entities (e.g. law enforcement), and disciplinary and/or remedial action taken.

**Notification and Training**

- A. This policy and any related procedures will be included in student handbooks for all grade levels and prominently posted on the District’s webpage.
- B. Reporting form(s) will be readily available to staff members, students, and parents, including on-line on the District’s website.
- C. Staff and students will be educated on the policy and procedures, including: recognizing inappropriate behaviors; using appropriate intervention and remediation; and possible consequences and discipline.

**Cross References:**

Number	Title
3210-F1	Form: Harassment/Intimidation/Bullying Incident Reporting Form
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities
3204	Searches and Seizures
3204-P1	Searches of Students and Their Property
3204-P2	Video Surveillance
Number	Title
3204-P3	Video Surveillance -- School Buses, Vehicles, School Buildings and Grounds
3205	District-Provided Access to Electronic Information, Services, and Networks for Students
3205-P1	District-Provided Access to Electronic Information, Services, and Networks for Students
3210	Harassment, Intimidation, and Bullying
3210-F1	Form: Billings Public Schools – Harassment/Intimidation/Bullying Incident Reporting Form
3220	Equal Educational Opportunity (use reporting Form 3210-F1)
3230	Non-Discrimination and Anti-Harassment (use reporting Form 3210-F1)
3235	Student Drug and Chemical Use and Abuse
3240	Tobacco Free Schools
3250	Gun-Free Schools
3255	Bomb Threats and Threats of Hazardous Substances
6430	Development of Administrative Procedures
1700	Uniform Complaint Procedure

**Legal References:**

§ 20-5-101, MCA                      Admittance of child to school

§ 20-5-102, MCA	Compulsory enrollment and excuses
§ 20-5-103, MCA	Compulsory attendance and excuses
§ 20-5-201, MCA	Duties and sanctions
§ 20-5-202, MCA	Suspension and expulsion
§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment

Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)

Policy History

First Reading: September 16, 2013

Second Reading: October 9, 2013

Third Reading: October 21, 2013

Adopted on: October 21, 2013

Effective on: October 21, 2013

Revised on:

# BILLINGS PUBLIC SCHOOLS

## Harassment/Intimidation/Bullying Incident Reporting Form



Name of School:		Date:
Reporting Person Information (optional) *Please note: no disciplinary action will occur on the sole basis of a report.		
Name:		
Telephone:		E-Mail:
I am a: <input type="checkbox"/> student <input type="checkbox"/> staff member <input type="checkbox"/> parent/guardian <input type="checkbox"/> administrator		
<input type="checkbox"/> self-reporting <input type="checkbox"/> other:		
Name of Victim:		
Name(s) of aggressor (please describe if not known):		Grade(s):
Date/time of incident:		
Where did the incident occur?		
<input type="checkbox"/> On school property <input type="checkbox"/> at a school sponsored activity or event off school property <input type="checkbox"/> school bus <input type="checkbox"/> on the way to/from school <input type="checkbox"/> electronic		
Check all that describes the incident:		
<input type="checkbox"/> Physical (pushing, shoving, hitting, fighting kicking, throwing items, etc.) <input type="checkbox"/> Emotional (name calling, insults, teasing, verbal threats, staring/leering, etc.) <input type="checkbox"/> Social (rumors, exclusion, embarrassment, graffiti, jokes, gestures, etc.) <input type="checkbox"/> Sexual (inappropriate comments/touching, sexual orientation references, etc.) <input type="checkbox"/> Cyber (threatening or harassing texts/I-M's/calls, defamatory posts/e-mails, etc.) <input type="checkbox"/> Property (vandalism, theft, demanding money, exploiting, or fear of such, etc.) <input type="checkbox"/> Other (please describe)		
Please describe the incident:		
Physical Evidence: <input type="checkbox"/> Graffiti <input type="checkbox"/> Electronic <input type="checkbox"/> Photo/Video <input type="checkbox"/> Website		
<input type="checkbox"/> Notes <input type="checkbox"/> Other		
Other students involved (please indicate whether witness, bystander, or victim):		
Name:		Grade:
Name:		Grade:
Is this a repeated offense?		
<input type="checkbox"/> No, this is a one-time incident		
<input type="checkbox"/> Yes, date and description of incident(s):		



**BILLINGS PUBLIC SCHOOLS**  
**Harassment/Intimidation/Bullying Incident Reporting Form**



Have you ever reported this information before? With whom: _____ Date: _____	
Did a physical injury result from this incident? <input type="checkbox"/> No <input type="checkbox"/> Yes, but it did not require medical attention <input type="checkbox"/> Yes, and it required medical attention	
Was the student/victim absent from school as a result of the incident? <input type="checkbox"/> No <input type="checkbox"/> Yes, _____ days	
Have you contacted the police? <input type="checkbox"/> No <input type="checkbox"/> Yes: Officer: _____ Date: _____	
Is there any additional information you would like to provide?   	
I understand the serious nature of this report and I agree that all of the information is accurate and true to the best of my knowledge.	
Signature _____	Date _____
Please type/print name: _____	

\* Please note: anyone who files a report he/she knows to be false will be held responsible and may be reported to an appropriate law enforcement agency. Appeals may be made to the superintendent, in writing, after 5 school days of reporting.

Thank you for reporting!

**\_\_\_\_\_ For Administrative Use \_\_\_\_\_**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Incident assigned for investigation to: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:       Started Investigation  
 Other:

## **SEARCHES OF STUDENTS AND THEIR PROPERTY**

### **District #2 Procedure 3204-P1**

Searches may be carried out to recover stolen property, to detect illegal or prohibited substances, items, or weapons; or to uncover any matter reasonably believed to be a threat to the health, safety, or maintenance of an orderly educational environment.

#### **Searches Upon Individualized Suspicion**

- A. Searches of a student and/or the student's personal effects in the student's possession must be based on reasonable suspicion that the student(s) has violated school rules or the law.
- B. School officials responsible for conducting the search must be able to clearly articulate which school rule or law has allegedly been violated and establish that the search is reasonable in its inception.
- C. The information which forms the basis of the search and connects the student to the violation must be both recent and credible.
- D. Searches of a student and/or the student's personal effects in the student's possession must be conducted in a manner which is reasonably related to its objectives and reasonable in scope in light of the age and sex of the student along with the nature of the infraction. Highly intrusive searches require a high degree of individualized suspicion based upon specific and reliable evidence and should never be taken unless serious infractions, such as possession of drugs or weapons, are suspected. If a highly intrusive search is necessary, an attempt will be made to contact the responsible adult prior to the search. An intrusive search shall to be conducted in consultation with/by law enforcement and/or an Executive Director or the Superintendent.
- E. By parking in the school parking lots, the student consents to having the student's vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

#### **Searches of School Property**

- A. School officials may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student(s), without notice or consent of the student(s). Procedure
- B. The principal may request the assistance of law enforcement officials in a search of school property or may conduct such searches through the use of specially trained dogs in accordance with procedures set forth below.

#### **Administrative Searches**

School officials may undertake a search of a number of students and their possessions without an individualized suspicion of wrongdoing by a particular student provided the following conditions have been met:

1. There is a recognized problem, such as drug use or possession of weapons in the school, and other methods of addressing the problem have not been effective.

2. The problem has been acknowledged and recognized by the building principal and the responsible adult of students attending there. The principal or other administrator may involve the responsible adult using whatever means of communication is customary in that school.
3. The responsible adult and students have been given written notice that administrative searches will take place, the reason for the searches, and the procedure to be followed.

Administrative searches may take place even if these conditions have not been met if school officials have knowledge of a specific act or violation (such as a theft or the existence of weapons in the school which pose an immediate risk to student safety and school discipline), but do not know which particular student is involved.

In either situation, an administrative search must be minimally intrusive and minimally disruptive. No student should be singled out when there is no evidence to support an individualized suspicion to search.

### **Administrative Search Procedures**

#### **A. Clothing and Personal**

School officials shall request the student to remove all items from pockets or other personal effects. Backpacks, purses and the like shall be opened for the school official to search. If confiscated for inappropriate use or for violation of school rules, cell phones, and other electronic devices may be searched for messages, graphics, photos, and other electronically-stored data.

#### **B. Dog Searches**

1. The principal shall notify the appropriate Executive Director of the time frame in which a dog search will be conducted.
2. The principal shall determine the time and date of the search and coordinate with the School Resource Officer, local law enforcement, or a private security firm. Scheduling arrangements shall be kept confidential, and dog searches will be unannounced.
3. If a particular locker is identified by the dog, the locker will be searched by the building administrator. If contraband is found, it will be turned over to law enforcement.
4. If a particular vehicle is identified by the dog during a parking lot search, the driver or owner of the car will be located and asked to open the car so it can be searched. If the student does not consent, law enforcement will be notified to assist.
5. The building principal will notify the respective Executive Director of the search results.

#### **C. Alcohol Consumption Sensor**

1. Procedure for Administering an Alcohol Consumption Test:
  - a. A student who is believed to be under the influence of alcohol while attending school or attending a school-sponsored event should be escorted by the appropriate school official to a secure location in the building.
  - b. The appropriate school official should confront the student about the suspected consumption and notify the student that the alcohol detection test will be administered.
  - c. The alcohol detection test should then be administered.
  - d. If the presence of alcohol is detected, the student's responsible adult should be notified to transport the student home.

- e. Disciplinary action should be taken in accordance with School District policy. Law enforcement may be notified.
- f. Refusal by the student to comply with the above procedures will be treated as defiance. The consequences for the defiance will be the same as being under the influence of alcohol/drugs.
- g. If the responsible adult disputes the results, the responsible adult can have a test done at the responsible adult's own expense by an outside agency within four hours, at an agreed upon site. The student will not be allowed to return to school until the test results are provided to the school.

**Seizure of Property/Responsible Adult Notification**

If a search produces evidence that the student has violated or is violating either the law or the District's policies, procedures, rules, and handbooks such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. Such evidence may be transferred to law enforcement authorities

The student(s) will be taken to a designated area, and the responsible adult of the student(s) will be contacted.

**Cross References:**

<b>Number</b>	<b>Title</b>
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities
3204	Searches and Seizures
3204-P1	Searches of Students and Their Property
3204-P2	Video Surveillance
3204-P3	Video Surveillance – School Buses, Vehicles, School Buildings and Grounds
3205	District-Provided Access to Electronic Information, Services, and Networks for Students
3205-P1	District-Provided Access to Electronic Information, Services, and Networks for Students
3210	Harassment, Intimidation, and Bullying
3210-F1	Form: Billings School District – Harassment/Intimidation/Bullying Incident Reporting Form
3220	Equal Educational Opportunity (use reporting Form 3210-F1)
3230	Non-Discrimination and Anti-Harassment (use reporting Form 3210-F1)
3235	Student Drug and Chemical Use and Abuse
3240	Tobacco Free Schools
3250	Gun-Free Schools
3255	Bomb Threats and Threats of Hazardous Substances
6430	Development of Administrative Procedures
1700	Uniform Complaint Procedure

**Legal References:**

- § 20-5-101, MCA Admittance of child to school
- § 20-5-102, MCA Compulsory enrollment and excuses
- § 20-5-103, MCA Compulsory attendance and excuses
- § 20-5-201, MCA Duties and sanctions
- § 20-5-202, MCA Suspension and expulsion

*Tinker v. Des Moines Ind. Sch. Dist.*, 89 S.Ct. 733 (1969)

**Procedure History:**

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on: December 16, 2013

**TOBACCO PRODUCTS**

**District #2 Policy 3240**

Smoking, chewing, or the use of electronic cigarettes/vaporizers, etc. are not permitted inside the Career Center or on school grounds.

**Montana Code Annotated:**

45-5-637. Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age prohibited -- unlawful attempt to purchase -- penalties.

(1) A person under 18 years of age who knowingly possesses or consumes a tobacco product, alternative nicotine product, or vapor product, as defined in [16-11-302](#), commits the offense of possession or consumption of a tobacco product, alternative nicotine product, or vapor product.

(2) A person convicted of possession or consumption of a tobacco product, alternative nicotine product, or vapor product:

(a) shall be fined \$50 for a first offense, no less than \$75 or more than \$100 for a second offense, and no less than \$100 or more than \$250 for a third or subsequent offense; or

(b) may be adjudicated on a petition alleging the person to be a youth in need of intervention under the provisions of the Montana Youth Court Act provided for in Title 41, chapter 5.

(3) A person convicted of possession or consumption of a tobacco product, alternative nicotine product, or vapor product may also be required to perform community service or to attend a tobacco cessation program.

(4) A person under 18 years of age commits the offense of attempt to purchase a tobacco product, alternative nicotine product, or vapor product if the person knowingly attempts to purchase a tobacco product, alternative nicotine product, or vapor product, as defined in [16-11-302](#). A person convicted of attempt to purchase a tobacco product, alternative nicotine product, or vapor product:

(a) for a first offense, shall be fined \$50 and may be ordered to perform community service;

(b) for a second or subsequent offense, shall be fined an amount not to exceed \$100 and may be ordered to perform community service.

(5) The fines collected under subsections (2) and (4) must be deposited to the credit of the general fund of the local government that employs the arresting officer, or if the arresting officer is an officer of the highway patrol, the fines must be credited to the county general fund in the county in which the arrest was made.

16-11-302. Definitions. For the purposes of [16-11-301](#) through [16-11-308](#), the following definitions apply:

(1) (a) "Alternative nicotine product" means any manufactured noncombustible product containing nicotine derived from tobacco that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means.

(b) The term does not include a tobacco product, a vapor product, or a product regulated as a drug or device by the United States food and drug administration under Chapter V of the Federal Food, Drug, and Cosmetic Act.

(2) "Distribute" means:

(a) to give, deliver, sample, or sell;

(b) to offer to give, deliver, sample, or sell; or

(c) to cause or hire another person to give, deliver, sample, or sell or offer to give, deliver, sample, or sell.

(3) "Health warning" means a tobacco product label required by federal law and intended to alert users of the product to the health risks associated with tobacco use. The term includes warning labels required under the Federal Cigarette Labeling and Advertising Act and the Comprehensive Smokeless Tobacco Health Education Act of 1986.

(4) "License" means a retail tobacco product sales license.

(5) "Person" means a natural person, company, corporation, firm, partnership, organization, or other legal entity.

(6) (a) "Tobacco product" means a substance intended for human consumption that contains tobacco. The term includes cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco.

(b) The term does not include an alternative nicotine product, a vapor product, or a product regulated as a drug or device by the United States food and drug administration under Chapter V of the Federal Food, Drug, and Cosmetic Act.

(7) (a) "Vapor product" means a noncombustible product that may contain nicotine and that uses a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, to produce vapor from a solution or other substance. The term includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and a vapor cartridge or other container that may contain nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

(b) The term does not include a product regulated as a drug or device by the United States food and drug administration under Chapter V of the Federal Food, Drug, and Cosmetic Act.

## **ALCOHOL AND DRUGS**

### **District #2 Policy 3235**

A student in possession of, or under the influence of alcohol (of any kind) or a controlled substance (drugs), will have the following action taken against them: the police will be contacted and requested to take charge of the incident, and the student will be suspended from school. Parents or guardians will also be involved. Any student engaged in drug trafficking will be suspended with the possibility of expulsion.

## **DRIVING REGULATIONS**

Bus service will be provided and is encouraged. However, many students have before or after school schedules, which require personal transportation.

Career Center **drivers must agree to park in the Career Center parking lot only.** If you do not, you may have driving privileges revoked and be required to ride the bus. Students driving in an unsafe or inappropriate manner may have their driving privileges at the Career Center revoked and will be required to ride a bus.

Driving is permitted to the Career Center, as in all Billings High Schools. Passengers may **not** ride with classmates to any school function, such as: field trips and school related activities. Driving privileges may be revoked for failure to follow this driving requirement.

**Please note:** Due to travel distances, adverse weather conditions, construction, and traffic conditions, it is sometimes difficult for students to arrive on time for their Career Center classes. If a student chooses to provide their own transportation, it is the student's responsibility to plan ahead and allow enough time to arrive on schedule for morning and afternoon classes.

Students are to follow School District, Career Center and Home School policies and procedures when traveling to and from school and during lunch.

**Students are not permitted to leave campus during the 5 minute passing times.**

## INSURANCE (IMPORTANT)

**Insurance is the responsibility of the student.** The School district does not provide student accident or medical insurance. **(If you, your car, or other property are injured, damaged or stolen, the loss is not covered by the school district).**

**Students who do not have health/accident insurance coverage should obtain information on a policy that is available to them for a minimal fee. Applications for this insurance will be available at the Lincoln Center’s Business Office, Activities Office (located at the District’s Warehouse building) or from your Home School.**

## LOCKERS

Lockers are available for a \$1.00 rental fee on a first come, first served basis. Please see Ms. Turk, in the attendance office. Lockers are strongly encouraged to promote safety and reduce the number of backpacks in the classrooms. *Sharing lockers is prohibited.*

## REMINDER OF SCHOOL DISTRICT #2 ATTENDANCE POLICIES

District #2 Policy 3120 Procedure # 3120-P1 and P2

**Policy 3120**

### Attendance Policy

Pursuant to state law, the Board authorizes the Superintendent to adopt procedures implementing compulsory attendance regulations throughout the District. These procedures shall be published in student handbooks annually.

### Removal of Student During School Day

The Board recognizes its responsibility for the proper care of students during a school day. In accordance with District procedures, only a duly authorized person may remove a student from school grounds, any school building, or school function during a school day. A person seeking to remove a student from school must present evidence satisfactory to a principal of having proper authority to remove a student. A teacher should not excuse a student from class to confer with anyone unless a request is approved by a principal. The Superintendent will establish procedures for removal of a student during a school day.

Cross References:     3120-P1        Compulsory Attendance Procedure  
                              3120-P2 Student Attendance Procedure

Legal References:   § 20-1-308, MCA     Religious instruction  
                              § 20-5-101, MCA     Admittance of child to school  
                              § 20-5-103, MCA     Compulsory attendance and excuses  
                              § 20-5-104, MCA     Attendance officer  
                              § 20-5-106, MCA     Truancy  
                              § 20-5-107, MCA     Incapacitated and indigent child attendance  
                              § 20-5-108, MCA     Tribal agreement with district for Indian child compulsory attendance and other agreements

### Policy History:

First Reading:           February 23, 2004 – Board of Trustees  
Second Reading:       June 14, 2004 – School/Community Committee  
Third Reading:         June 21, 2004 – Board of Trustees  
Adopted on:             June 21, 2004  
Effective on:            July 1, 2004  
Revised on:

Attendance Policy and Removal of Student During School Day

Compulsory Attendance

Parents are responsible for seeing that their children of age seven or older prior to the first day of school attend school, until the later of the following dates:

1. The child's 16th birthday, or,
2. The date of completion of the work of the eighth grade.

Parents shall enroll the student unless the student is:

1. Provided with supervised correspondence or home study;
2. Excused because of determination by a district judge that attendance is not in the best interests of the child;
3. Enrolled in a non-public or home school;
4. Enrolled in a school of another district or state under the tuition provisions of this title;
5. Excused by the Board of Trustees upon a determination that such attendance by a child who has attained the age of 16 is not in the best interest of the child and the school.

Implementing Policy 3120 Attendance Policy and Removal of Student During School Day

Cross References: Policy 6430 Development of Administrative Procedures  
 Procedure 3120-P2 Student Attendance

Legal References: § 20-5-101, MCA Attendance of child to school  
 § 20-5-102, MCA Compulsory enrollment and excuses  
 § 20-5-103, MCA Compulsory attendance and excuses  
 § 20-5-104 - 105, MCA Attendance Office  
 § 20-5-106, MCA Truancy  
 § 20-5-108, MCA Tribal agreement with District for Indian child attendance

Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on:



**Attendance Policy and Removal of Student During School Day****Student Attendance***Introduction*

Regular attendance is basic to meeting the educational needs of students. Maximum classroom instructional benefits can happen only when the student is in attendance. Regular and punctual attendance being essential to educational welfare, it follows that student, parents, and educators need clear understanding as to rights and responsibilities relating to attendance.

Rights

Students have the right to an appropriate education and are legally required to attend until they are 16 years old and have completed the 8th grade. Parents have the right to expect competent instructors and a school climate conducive to learning. Educators have the right to expect reasonable cooperation from students and parents.

Responsibilities

Students have the responsibility to participate in the educational opportunities given them. Parents are responsible for supporting the policies and programs of the School District, including seeing that students attend regularly and are to class(es) on time. The school has the responsibility to provide a significant curriculum, competent teachers, and adequate facilities and programs. The school also has the responsibility to maintain accurate records and practice diligence in reporting of attendance records.

Attendance Policy - K-8

It is the responsibility of the parent or guardian to assure their student is in school regularly. When a student must be absent for illness or other unforeseeable emergencies, parents must inform the school of the student's absence. In cases where doubt occurs concerning the validity of an excuse, the administration may request verification. If a student is not present and the parent has not notified the school of the absence, the school will attempt to call the parent.

Attendance Policy - Grades 9-12

The intent of the attendance policy is to provide a structure within which 9-12 grade students can gain maximum benefit from the instructional program. The regular contact of the pupils with one another in the classroom and their participation in well planned instructional activities under the tutelage of a competent teacher are vital to this purpose.

Excused Absences

Excused absences are categorized as follows:

- illness
- medical appointments which cannot be scheduled outside the school day
- participation in school activities
- bereavement
- verifiable family emergencies
- necessary absences approved by the parent

## Unexcused Absences/Truancies

In the event the principal determines an absence unnecessary, the absence will be considered as unexcused.

leaving the building without checking out  
excuses such as oversleeping, car trouble, missing the bus, and being late from lunch  
disciplinary suspensions  
incarcerations

Truancy, defined as an absence from school not verified as valid by the parent &/or building administrator for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103, MCA. Absences which are unexcused or not cleared within 48 hours are also considered truancies. Chronic truancy means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year. Chronic truants will be reported to legal authorities as prescribed by law.

The Billings School district has appointed the appointed Yellowstone County Sheriff's Deputy as the attendance officer of the district.

## Parent (or Guardian) Responsibilities

When a student must be absent from class for illness, or other unforeseeable emergencies, parents must inform the school office of the absence. If the school is not notified within 48 hours of the last absent day, the excuse will not be accepted and the absence will be considered truancy. The principal may make exceptions to this general policy and excuse the absence, after consultation with the teacher(s) who are involved, and after giving consideration to the circumstances related to the failure to notify and to the frequency of the student's absence. In cases where the validity of an excuse is in question, the administration may require verification from other sources.

## Checking Out of School

When a student finds it necessary to leave after the start of the school day, the student shall follow the office procedures for checking out of school. Failure to follow this procedure may be considered truancy and appropriate action as defined in this policy will be taken.

## Suspensions

Suspended students may not participate in extracurricular activities while on suspension. One day suspension usually will cover a 24-hour period. Suspensions are counted as days absent from school.

Parents will be notified of all suspensions. Students who are absent as a result of a suspension are responsible for the work missed.

## Limit on Total Absences

If the total number of absences from any high school class exceeds 10 per semester, the student may receive a P grade in each class for which he/she would have otherwise earned a passing grade.

Students may appeal the 10 absences per semester limit. A student who anticipates that an extended absence will exceed the 10 day limit may appeal in advance. Consequences for students identified as disabled will be determined by appropriate planning meetings.

Implementing Policy 3120 Attendance Policy and Removal of Student During School Day

Cross References: Policy 6430 Development of Administrative Procedures  
Procedure 3120-P1 Compulsory Attendance

Legal References: § 20-5-103(2), MCA Compulsory Attendance and Excuses  
§ 20-5-106, MCA Truancy  
§ 20-5-107, MCA Incapacitated and Indigent Child Attendance  
§ 20-1-308, MCA Religious Instruction

### Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on: October 21, 2013

## **P GRADE: PROCEDURE AND APPEAL PROCESS**

**ATTENTION:** All students who attend the Career Center.

If you are over the 10 allowed absences in a semester, you **must see** the Career Center's Associate Director for the P Grade Appeal Process, before the semester (which you are over the 10 days) has ended. **Seniors in their final semester before graduation this is critically important.**



Should a student **who is passing a class** go over his/her ten (10) allowed absences in a semester, the student may receive a P grade in each class for which he/she would have otherwise earned a passing grade. If that student wishes to receive the letter grade instead of the P grade, he/she may appeal for the letter grade using this form. An appeal is a request of review of original credit and is not automatic or guaranteed. Students whose absences are appropriately documented medical or other legitimate waivers may be reasons for approval. Please fill out the form completely and return to the assistant principal's office.

**Student:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

Per	Course	Teacher Signature – Recommendation/Comments	%	Grade	Absences
EM					
1					
2					
3					
4					
5					
6					

**Reason and/or legitimate extenuating circumstances for all absences (other than School Related):**

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Counselor: \_\_\_\_\_ Administrator: \_\_\_\_\_

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Parent Signature and Date

Parent Contact: Date: \_\_\_\_\_ Time: \_\_\_\_\_ by: \_\_\_ Letter \_\_\_ Email \_\_\_ Phone

This appeal is  **approved**  **denied** by:

\_\_\_\_\_  
School Administrator Signature and Date

## **Definition of Types of Absences**

**\*\*\*\*\* 5 MINUTES LATE TO CLASS IS CONSIDERED AN ABSENCE \*\*\*\*\***

1. Absence: A student is absent anytime he/she is not physically in class, counts against the 10 day rule.
2. Excused Absence: An excused absence is any absence: due to illness which counts against the 10 day rule unless a doctor's note is provided, family emergency, reasonable request, school-sponsored function; or other absence approved by the school administration. School Related absences do not count against the 10 day rule. An excused absence (counts against the 10 day)
3. Waived Absence: An excused absence supported by professional documentation (doctor, dentist, etc.) or other criteria as approved by the principal will not count against the 10 day rule. (Does not count against the 10 days)
4. Unexcused Absence: An unexcused absence is any unauthorized absence from class for either a class period or day (s) including: (counts against the 10 days)
  - a. Leaving the building without checking out at the office will get you one detention.
  - b. Excuses such as oversleeping, car trouble and "missing the bus."
  - c. Disciplinary suspension and incarceration.
  - d. Truancy, defined as an absence from school not verified as valid by the parent / guardian and /or the Associate Principal.

**A blue admit slip is issued for unexcused absences. All class-work may be made up, and credit may be given at teacher discretion.**

### **PROCEDURE FOR EXCUSING AN ABSENCE**

**District #2 Procedure 3120-P1 & 3120-P2**

There are several procedures that will allow the students to be excused. Contact the attendance office at **281-5385 (Ms. Deb Turk)**

1. When a student will be absent, the parent or legal guardian should call the attendance office **before 10:00 a.m.** if possible. Those names will then appear on the excused list and the students may return to class without an admit slip from the assistant principal and/or attendance secretary.
2. If no parent call has been made, and the school has been unable to reach the parent by phone, the returning student will report to the assistant principal's office. If the parent is contacted and excuses the student with the assistant principal's concurrence, the student will be given an excused admit to class.
3. When it is necessary for a student to leave the building during school hours, he/she must check out in the attendance office in order to be excused! The parent will be called to verify the excuse. Parents are urged to arrange doctor and dental appointments during non-school hours.
4. When it is necessary for an absence to be excused in advance, as for trips or other special requests, the student will be given a clearance slip to be taken to each teacher and returned to the Assistant Principal, Coach, or Sponsor. Make-up work should be arranged ahead of time with the teachers.

## DETENTION

### District #2 Procedure 3350 – P1

After-school detention is a primary consequence used to extinguish unwanted behaviors, such as, truancy, and disorderly conduct or defiance not complicated by physical or teacher (or staff) confrontation.

**FAILURE TO ATTEND ASSIGNED DETENTION MAY BE CONSIDERED TRUANCY.**

### TARDY POLICY

TARDY # 1	Teacher Discretion
TARDY #2	Teacher Discretion
TARDY #3	Sent to the Office = 35 Minutes - Detention
TARDY #4	Sent to the Office = 35 Minutes - Detention
TARDY #5	Sent to the Office = 35 Minutes - Detention
TARDY #6	See Excessive tardies (In school suspension or Truancy Center is a very strong possibility and probable consequence for 6 or more tardies)

### Tardy Policy

**5 minutes late is considered an absence – anything less than 5 minutes late is a tardy**  
(5 minute passing between classes)

### EXCESSIVE TARDIES

**If it is determined that a student has excessive tardies, (excused or not excused) a parent meeting with the school administrator will be scheduled before more tardies occur.**

**Being a vocational high school it is imperative that we teach our students acceptable employability skills, and getting to work on time is a learned skill that is required of all employees.**

### DETENTION POLICY

1. Detention hours - 2:55 p.m. to 3:30 p.m. Monday thru Thursday
2. A missed detention results in two make-up detentions. Failure to attend = truancy
- 3. Missing make up detentions will result in more detentions or suspension.**
4. All students must be in the detention room by 2:55p.m. If the student is late, they are not admitted and will be required to make up the detention plus 1 additional detention
5. No visiting with other students during detention hours
6. No food, beverages, or headphones permitted in detention room
7. All students must bring something meaningful to detention ie: homework, book, novel etc.
- 8. Only two rescheduled detentions are permitted with legitimate reasons per semester.**
9. If you acquire six detentions or more you will serve that amount of time at the Truancy Center

### IN-SCHOOL SUSPENSION

#### District #2 Policy 3350 P2, Procedure 3120 P2

In-School Suspension is a temporary assignment to a room, supervised by a para-professional staff member, during the regular school day for specific class periods. The rules of conduct for in school suspension are the same as for detention except students ARE expected to work on school assignments. (Students are considered present, when assigned to in-school suspension.)

## OUT-OF-SCHOOL SUSPENSION (TRUANCY CENTER)

District #2 Policy 3350 P2, Procedure 3120 P2

Out-of-School Suspensions are served at the Truancy Center. Students are **not allowed on campus or at school events** while suspended. (Students are considered present while attending the Truancy Center.)

### **INFRACTIONS - CONSEQUENCES**

District #2 Policy 3300

**The following list is a set of GUIDELINES: 1 or ALL Consequences could apply.**

1. Fighting/Assault or provoking violence by gestures or words including ethnic/gender related slurs and objectionable, offensive descriptions or language.
  - a. Emergency suspension
  - b. Citation from SRO
  - c. 3-5 day OSS (out-of-school suspension) at **Truancy Center**
  - d. Due Process Admin Hearing with the District's Hearing Officer
2. Drug/Alcohol use, possession, under the influence, distribution or paraphernalia (See additional Chemical Use Policy). **Students involved in school sponsored clubs must sign Chemical Use Policy and Athletics/Activities Code of Conduct.**
  - a. 3-5 day OSS (out-of-school-suspension) at **Truancy Center**
  - b. Citation from SRO
  - c. Due Process Admin. hearing with District's Hearing Officer
  - d. These consequences are handled as guidelines, the Administrator may use discretion.
3. Sexual Harassment
  - a. Warning /counseling session
  - b. 3 days OSS at **Truancy Center**, report to the school's Title IX officer.
  - c. Due Process Admin hearing with the District's Hearing Officer
4. Intimidation, Extortion, Harassment or Threats
  - a. Warning/counseling session
  - b. 1-3 days OSS at truancy center
  - c. Due Process Admin hearing with District's Hearing Officer
5. Violation of Dress Code
  - a. **Required to change clothing** with absence recorded for class time missed and applied to 10 day rule
  - b. Detention
  - c. ISS (In-School-Suspension)
6. Failure to attend assigned detention
  - a. See Detention Policy
7. Leaving School without permission and proper check out
  - a. See Attendance Policy
8. Use of paging device or cell phone, or other electric devices
  - a. Must have **teacher permission** to use in the classroom and/or during class time.
  - b. Warning, confiscation, return at the end of the day.
  - c. Confiscation, detention, and return at the end of the day
  - d. Confiscation /parent picks up device and or multiple detentions or truancy center
9. Vandalism
  - a. Notify law enforcement & restitution
  - b. OSS at Truancy Center up to three days Example = graffiti
  - c. Replacement/Repair/Payment
  - d. Detention/ISS
  - e. Combinations of the above, and/or removal from the course with F or alternate placement
10. Theft
  - a. Notify law enforcement

- b. OSS at Truancy Center ( 1 to 5 days)
  - c. Replacement/Payment
  - d. Detention/ISS
  - e. Combinations of the above
11. Profanity and/or abuse directed toward a school employee
    - a. 3 days OSS at Truancy Center
    - b. Notify law enforcement (Leg Ref: Section 24-4-303, School Law of Montana, Montana Codes Annotated)
  12. Possession or use of explosive devices
    - a. Emergency suspension
    - b. Due Process Admin hearing with District's Hearing Officer
    - c. Citation SRO
  13. Insubordination to school personnel (lying, fake notes, defiance, etc.)
    - a. Warning/counseling session
    - b. Detention
    - c. Reprimand with behavior adjustment plan
    - d. ISS
    - e. OSS at Truancy Center
  14. Classroom misbehavior referred to the office
    - a. Visit with Associate Director / detention
    - b. ISS
    - c. OSS at Truancy Center
  15. Use of Tobacco and Electronic Cigarettes/Vaporizers, etc. = No tobacco or electronic cigarettes/vaporizers, etc. use will be allowed on school property or in school buildings.
    - a. Detention or ISS
    - b. OSS at the Truancy Center
    - c. Referral to law enforcement
  16. False Fire Alarm
    - a. OSS at the Truancy Center + referral to law enforcement
  17. Littering
    - a. Clean the area
    - b. Detention
    - c. ISS/possible fine / OSS at the Truancy Center
  18. **False Identification / FAKE PHONE CALLS / Walking Away** (giving false name or not giving name)
    - a. OSS at the Truancy Center
  19. Not allowed to go to car/parking lot without a pass.
    - a. Visit with Associate Director/Detention
    - b. ISS
    - c. OSS at Truancy Center
  20. Unexcused Absence and/or Truant.
    - a. One detention per class period missed
    - b. OSS at Truancy Center
    - c. ISS



**Acceptable Use Policy for Computer Networks  
Billings Public Schools  
Policy**

Our goal in providing the availability of access to the Internet is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication. Utilization of information on the Internet can provide students with access to ideas and information not readily available within a traditional classroom setting. It can improve teaching by providing teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

Compliance Statement: The use of Internet in Billings Public Schools through any provider is considered a privilege, not a right. Users are required to comply with both the letter and spirit of this policy. Users of computer and network resources agree to operate in compliance with international, federal, state, and local laws. Violations will be reviewed on a case-by-case basis and corrective action will be taken according to the following factors: severity of the violation, damage incurred as a result of the violation, and whether previous violations have occurred. In order to maintain this policy and the integrity of the system, the Billings School Board retains the right to review material on their computer networks and to modify this policy at any time.

Liability Limits: Billings Public Schools does not control the content nor assume responsibility for information retrieved from the Internet. Billings Public Schools assumes neither responsibility for costs or damages nor liability for copyright violations caused through inappropriate use of this service.

Students may encounter material that users, parents, teachers, or administrators consider inappropriate or offensive. Use of such material is not condoned and it is the student's responsibility not to initiate access to this type of information.

Users of the computer networks are expected to follow the Usage Guidelines, which accompany this policy. Inappropriate use of the Internet by a student will result in disciplinary measures and possible revocation of access.

**Procedure**

Usage Guidelines: "Access to the network" refers to utilizing the School District's computers, Local Area Networks, and Internet gateways. Individual account holders will be responsible for information transmitted via that account, regardless of the user.

Responsible use of the network includes activities sanctioned as reasonable and prudent. The following are examples of such activities:

- using the network access as a research tool for classroom projects;
- using direct electronic communication with other users;
- using networks to access other computer systems in the pursuit of educational goals;
- conforming to accepted etiquette practices, referred to as netiquette, on the Internet.

Examples of prohibited activities include, but are not limited to, the following:

- using the network for any illegal activities;
- using the network for non-school, commercial activities or the soliciting of individual account holders for commercial purposes;
- using the network to transmit or access materials that are inappropriate in the educational environment or offensive to community standards including but not limited to material that is obscene, child pornography or deemed harmful to minors. (i.e. pornography, vulgar or racist material, etc.);
- the use of vulgar or offensive language;
- sending messages that are racist, inflammatory or demeaning to others, or that encourage illegal activities;
- sending or receiving copyrighted materials without the permission of the copyright holder or reproduction beyond "fair use" as defined by the Fair Use provision in the Copyright Act;
- logging on the network using another user's account without that user's permission;
- disclosing personal home phone numbers and addresses of themselves or other users;
- using any means to defeat security systems on any computer network or knowingly transmitting viruses;
- changing files that belong to another user;
- sending/using encryption technology to conduct activities deemed inappropriate;
- posting images of others without their permission;
- sending messages or other data anonymously;
- participation in flame wars (inappropriate arguments pertaining to posted messages), mail bombs (purposefully tying up another user's mailbox by transmitting large, unnecessary files), pyramids, or chain letters.

Billings Public Schools is pleased to provide this educational service to students and faculty. Should you have questions or concerns, please contact your building administrator for additional information.

**Please keep this form for future reference.**

**ACCEPTABLE USE POLICY FOR COMPUTER NETWORKS  
DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS**

**Billings Public Schools:**

**District #2 Policy 3205 / Procedure 3205-P1**

**General**

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic equipment and networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. The District will provide training conducive to maximizing effective and appropriate use of these resources.

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

**Curriculum**

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

**Acceptable Uses**

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of computers, systems, networks and Internet access and any and all information transmitted or received in connection with such usage.
2. Unacceptable Uses of Network.
  - A. Uses that violate the law or encourage others to violate the law
  - B. Uses that cause harm to others or damage to their property
  - C. Uses that jeopardize the security of computers, systems, or networks of the District or others
  - D. Exposing self or others to the potential of personal harm
  - E. Uses that are commercial transactions.

## **Warranties/Indemnification**

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

## **Violations**

If a user violates this policy, the District will deny a student's access or will withdraw access and may subject a student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

**Cross Reference:**      3205-P1              District-Provided Access to Electronic Information,  
Services and Networks for Students

## **Policy History:**

First Reading:              April 18, 2005 – Board of Trustees  
Second Reading:          June 13, 2005 – School/Community Committee  
Third Reading:             June 20, 2005 – Board of Trustees  
Adopted on:                June 20, 2005  
Effective on:                July 1, 2005  
Revised on:

**Procedure 3205-P1**

## **Students Rights, Responsibilities, and Code of Conduct**

### **District-Provided Access to Electronic Information, Services and Networks for Students**

Technology is provided for BPS staff and students to conduct research and to learn and communicate with others. Communications over the network and files stored on district equipment should not be considered private. The communications and files may be treated like school lockers – administrators and faculty may review files and messages to maintain system integrity and insure users are acting responsibly. Additionally, the technology department may disable, uninstall or block traffic at any time with no prior notice to maintain system integrity.

Violations of the Acceptable Use Policy include, but are not limited to, the following activities:

1. Engaging in illegal activities;
2. Sending or displaying pornography, offensive messages, offensive language or other offensive media;
3. Use of racist, harassing, insulting or threatening communications;

4. Using district resources for campaigning or promotion of candidates or ballot issues;
5. Wasting technological resources for non-educational purposes (i.e., interactive games, p2p file sharing, downloading games, shareware or freeware, streaming audio & video, excessive printing);
6. Disclosing personal information outside the network;
7. Posting of images or personal information;
8. Accessing and/or changing files, systems or folders without authorization;
9. Trespassing in and/or changing other user's files, folders or documents without their permission;
10. Using the network for buying, selling, personal profit or gain;
11. Sharing passwords or logging on as another user without their permission;
12. Transmitting viruses, Trojan horses, worms or other destructive files;
13. Posting to bulletin boards, web logs (blogs), chats or instant messaging (IM), unless specified under curriculum or as approved by the supervising teacher or administrator;
14. Engaging in gambling or betting;
15. Plagiarizing and violating copyright laws;
16. Using personal electronic devices unless approved by a teacher or administrator for educational purposes (i.e., cell phones, MP3 players, PDAs, cameras);
17. Attaching devices to the network without prior approval from the supervising teacher or administrator;
18. Attaching personal equipment, such as laptops, to the district network, installing district software on it or having district personnel maintain it without permission from the Director of Technology; and
19. Transmitting anonymous communications.

Violation of the regulations is unethical and may constitute a criminal offense. Should a student commit any violation of the regulations, computer privileges may be limited or revoked, school disciplinary action may be taken and/or appropriate legal action may be pursued.

Cross References:

<b>Number</b>	<b>Title</b>
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities
3204	Searches and Seizures
3204-P1	Searches of Students and Their Property
3204-P2	Video Surveillance

3204-P3	Video Surveillance – School Buses, Vehicles, School Buildings and Grounds
3205	District-Provided Access to Electronic Information, Services, and Networks for Students
3205-P1	District-Provided Access to Electronic Information, Services, and Networks for Students
3210	Harassment, Intimidation, and Bullying
3210-F1	Form: Billings Public Schools – Harassment/Intimidation/Bullying Incident Reporting Form
3220	Equal Educational Opportunity (use reporting Form 3210-F1)
3230	Non-Discrimination and Anti-Harassment (use reporting Form 3210-F1)
3235	Student Drug and Chemical Use and Abuse
3240	Tobacco Free Schools
3250	Gun-Free Schools
3255	Bomb Threats and Threats of Hazardous Substances
6430	Development of Administrative Procedures
1700	Uniform Complaint Procedure

**Legal References:**

- § 20-5-101, MCA      Admittance of child to school  
 § 20-5-102, MCA      Compulsory enrollment and excuses  
 § 20-5-103, MCA      Compulsory attendance and excuses  
 § 20-5-201, MCA      Duties and sanctions  
 § 20-5-202, MCA      Suspension and expulsion  
 § 20-4-302, MCA      Discipline and punishment of pupils – definition of corporal punishment

*Tinker v. Des Moines Ind. Sch. Dist.*, 89 S.Ct. 733 (1969)

**Procedure History:**

Issued by Superintendent on: August 16, 2005

Presented to Board on: September 12, 2005

Revised on: August 7, 2008

**ABUSE OF COMPUTER PRIVILEGES**

Administration has discretion in consequences based on severity of abuse.

Examples of Consequences:

1. Warning
2. Meet with parents/ ISS and or possible detention / Truancy Center / privileges lost for a time determined by administration and/or suspension from school.
3. Loss of computer privileges for entire year.

## PUBLICATIONS AND PHOTOGRAPHS

The Career Center has numerous publications that are used for advertising and promoting the Career Center. These publications are printed handbooks, yearbooks, power point presentations, slide shows, smart board presentations, local media, and any other types of presentations that may use names and or photographs of our students and staff. We want you to know that your picture and/ or name may be used in some of these presentations.

**In the event that you do not want your name or photographs published; IT IS YOUR RESPONSIBILITY TO NOTIFY THE DIRECTOR/PRINCIPAL AT THE BEGINNING OF THE SEMESTER. You must place your request in writing.**

### Family Educational Rights and Privacy Act Annual Notice of Student Education Record Privacy

Directory information may be released without prior notice or written consent. This information may appear, but is not limited to, in the form of: news releases to news media, school newsletters, school brochures, school bulletin boards, school publications, printed programs of officially recognized activities or sports, artwork, writings or work published on the World Wide Web.

The school may also disclose student information to post secondary institutions, athletic recruiters, military recruiters, and student recognition programs.

#### Student Directory Information

student's name  
grade level  
period of attendance in school  
address  
phone number  
gender  
height and weight  
birth date and place  
photograph or video  
interview by media personnel  
major field of study  
date of graduation  
academic awards, degrees, and honors scholarships  
honor rolls  
attendance  
membership in athletic or activities teams  
information in relation to school-sponsored activities, organizations, and athletics  
parents'/guardians' names and addresses

#### Directory Opt Out of Participation

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the principal. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years of age or is an emancipated minor.

## Voter Registration

Every election year, Montana rates as one of the top states in the nation for voter turnout. Part of this is due to a strong statewide sense of civic duty, but perhaps some of this can be attributed to the ease with which Montana residents can register. Voter registration forms can be found in libraries, county offices, phone books, and even in fast-food restaurant placemats. But, one of the easiest means of registering is while obtaining your driver's license at an [exam station](#). To qualify to vote, you must be 18 years old before the upcoming election day and have proof of [Montana residency](#) and United States citizenship. The entire process takes no longer than five minutes.

After registering, you'll receive in the mail a Voter Registration Card verifying that you are on the books. Once registered, you aren't required to register again unless you change your name or your address. If, however, you do not vote in two federal [elections](#) and fail to respond to confirmation notices, you will lose your voter eligibility. If you have any questions, contact your local [election office](#) or call the Voter Hotline at (888) 884-8683.

### **Billings School District 2 Student Rights, Responsibilities, and Code of Conduct Student Drug and Chemical Use and Abuse Policy 3235**

Health problems of youth are primarily the responsibility of the home. Community and school share in that responsibility because health problems often interfere with behavior, learning, and the fullest possible development of each student.

The Billings School District recognizes that chemical dependency is a treatable health problem. The District, wishing to intervene early in the disease process, may have personal contact with students manifesting signs of inappropriate behavior and make an effort to both educate and encourage them to seek treatment. The District may also refer students to appropriate resources, including the responsible adult, for other health related problems discovered in addressing the use of alcohol, tobacco, or other drugs.

However, chemical use, abuse, and dependency by students in the school setting does disrupt the learning process. Violation of laws, school rules, or policies will result in disciplinary action. The District has no obligation to make accommodations for students who are using or abusing alcohol, tobacco, or other drugs.

“Chemical Use” is defined as using, being under the influence, having in the student’s possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Distribution includes an attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student’s own use by the student’s doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

#### Student Activities: Expectations to Refrain from Chemical Use

The District views participation in extra-curricular activities as a privilege extended to students who are willing to make a commitment to adhere to the rules that govern them. The District believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules will serve these purposes:

1. Emphasize concern for the health, safety, and well-being of students who are participating in activities;

2. Provide a chemical-free environment that will encourage healthy development; diminish chemical use by providing an education assistance program;
3. Promote a sense of self-discipline among students;
4. Confirm and support existing state laws that prohibit the use of mood-altering chemicals;
5. Emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and younger students; and
6. Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of policies, procedures, rules, and handbooks governing chemical use by participants in extra and co-curricular activities will result in discipline as stated in student and athletic handbooks.

Cross References:

Number	Title
1700	Uniform Complaint Procedure
3210-F1	Form: Harassment/Intimidation/Bullying Incident Reporting Form
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities
3204	Searches and Seizures
3204-P1	Searches of Students and Their Property
3204-P2	Video Surveillance
3204-P3	Video Surveillance – School Buses, Vehicles, School Buildings and Grounds
3205	District-Provided Access to Electronic Information, Services, and Networks for Students
3205-P1	District-Provided Access to Electronic Information, Services, and Networks for Students
3210	Harassment, Intimidation, and Bullying
3210-F1	Form: Billings Public Schools – Harassment/Intimidation/Bullying Incident Reporting Form
3220	Equal Educational Opportunity (use reporting Form 3210-F1)
3230	Non-Discrimination and Anti-Harassment (use reporting Form 3210-F1)
3235	Student Drug and Chemical Use and Abuse
3235-P1	Chemical Use Procedure
3235-F1	Activities Participation Agreement
3240	Tobacco Free Schools
3250	Gun-Free Schools
3255	Bomb Threats and Threats of Hazardous Substances
6430	Development of Administrative Procedures
1700	Uniform Complaint Form

Legal References:

§ 20-5-101, MCA Admittance of child to school  
 § 20-5-102, MCA Compulsory enrollment and excuses  
 § 20-5-103, MCA Compulsory attendance and excuses  
 § 20-5-201, MCA Duties and sanctions  
 § 20-5-202, MCA Suspension and expulsion  
 § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment  
 §§ 49-3-101, et. seq., MCA Montana Human Rights Act  
 Title IX of the Educational Amendments, 20 U.S.C. §1681, et seq. 34 CFR Part 106  
 Art. X, Sec. 1, Montana Constitution  
[Office for Civil Rights, U.S. Department of Education](#)  
[Montana Human Rights Bureau](#)  
*Tinker v. Des Moines Ind. Sch. Dist.*, 89 S.Ct. 733 (1969)  
 Policy History  
 First Reading: November 18, 2013  
 Second Reading: November 25, 2013  
 Third Reading: December 16, 2013  
 Adopted on: December 16, 2013 Effective on: December 16, 2013  
 Revised on:



# BILLINGS PUBLIC SCHOOLS ATHLETICS AND ACTIVITIES



## TEAM

The price of greatness  
is responsibility...

Live the Life of an ATHLETE

# 2017 2018 CODE OF CONDUCT

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## **PURPOSE:**

The Billings Public Schools believes that participation in extra-curricular and co-curricular activities in a safe learning environment contributes to the all-around development of young men and women and helps prepare them for life beyond high school. The Billings Public Schools activity programs are dedicated to providing programs of excellence which include competitive and enjoyable experiences for the students, student-participants, coaches, advisors, faculty, parents, fans, and community. In doing so, we hold high expectations for all in the areas of Character, Citizenship, Scholarship, and Leadership as we strive to be competitive, develop skills, make healthy decisions, and act as ambassadors of the Billings schools and the Billings community. By committing to a team or activity, students choose to conduct themselves as models of good and moral behavior. The following are prohibited: the use, misuse, possession, sale and distribution of drugs, alcohol, tobacco (including e-cigarettes), and/or other controlled substances. In addition, discrimination and unsportsmanlike conduct are prohibited, as defined below, as well as other conduct prohibited by school policies.

It is our goal in the Billings Public Schools to develop and maintain a culture in which our students consistently make appropriate lifestyle choices in regards to their own health and well-being. As a district, we are committed to providing our students with the most updated information on sleep, nutrition, training and conditioning, recovery, and avoiding chemical use. We call this the “Pure Performance Initiative”.

It is the mission of the Billings Public Schools Activities program to RAISE THE BAR.....

Of the behavior expectations we have for ourselves as students involved in activities;  
Of our commitment we make to ourselves, our teammates, our school, and our family;  
Of our health, training, and practice preparation;  
Of our dedication to academic preparation; and  
Of our lifestyle choices on our journey to excellence.

## **COMPONENTS OF PROGRAMS OF EXCELLENCE**

- Highly successful individuals, school clubs, ensembles and teams achieve success through hard work and great character.
- The student-participant understands that his or her participation is a privilege that must be earned.
- The student-participant understands that he or she is held to a higher standard with the school and the community.
- Each student-participant maintains a high degree of mental and physical fitness and alertness to perform to optimal capacity in the activity.
- Clear and consistent boundaries and expectations of behavior are established to assist student-participants in maintaining self-discipline.
- The Code of Conduct communicates those boundaries and expectations and the student-participants agree to comply with it.
- The Code of Conduct deters student-participants’ involvement in the risky and dangerous behaviors associated with the use, abuse, and misuse of drugs, alcohol, and tobacco.

- The desire to win comes with the understanding that to do so, to reach individual and team success, student-participants must work toward and make decisions that help them reach their full potential.
- Student-participants strive to be chemical free, dedicate themselves to their academic work, and accept the responsibilities that go along with traditions of excellence.

**EXPECTATIONS AND RESPONSIBILITIES OF A STUDENT-PARTICIPANTS:**

Responsibility to Self - Develop strength of character through participation in school activities and healthy life-style choices.

Responsibility to Academic Studies – Engaging and participating in academic studies prepares student-participants for life as an adult. Student-participants are students first. Students will strive to meet all academic standards as established in this code and by their teachers.

Responsibility to School - Student-participants participate, to the best of their abilities in every practice, competition, and other activities in which they are engaged. Student-participants follow all District, school and classroom policies as written in handbooks and classroom syllabi. Student-participants will attend the pre-season and/or annual mandatory meeting. Student-participants will be sincere and honest when asked to participate in any investigation arising under the Code of Conduct.

Responsibility to Family – Student-participants who know in their heart that they have lived up to all the training rules, have practiced every day to the best of their ability, have played the game all out and have displayed good sportsmanship, foster self-respect and the pride of their families, win or lose.

Responsibility to Community - Student-participants demonstrate class and sportsmanship, not for the fact that they win, but rather that they are known as participants who show character and excellence. Student-participants meet all MHSAA rules and regulations regarding participation in High School Activities.

Responsibility to Younger Athletes - Student-participants are role models for all youth throughout the community.

Responsibility to Teammates – Student-participants realize that their choices have an impact on those around them. Student-participants will follow all of their coaches’ and sponsors’ rules for the sport or activity.

**EXPECTATIONS OF COACHES AND SPONSORS:**

Coaches and sponsors are educators and therefore are to be dedicated to more than the X’s and O’s of competition. For example, as less than 2% of high school athletes go on to play sports at the college level, coaches must understand that high school athletics provide student-participants a unique opportunity for the development of not only the skills required for that sport, but also character traits essential for success in life. Recognizing his or her role as an educator, coaches and sponsors are expected to:

- Exemplify the highest moral character as a role model for young people.

- Recognize the individual worth and reinforce the self-image of each participant.
- Establish a realistic team goal or vision for each season and communicate that to the participants and parents.
- Encourage and assist team members in setting personal goals to achieve their highest academic potential.
- Strive to develop the qualities of competence, character, civility, and citizenship in each team participant.
- Provide a safe, challenging, and encouraging environment.
- Gain an awareness of the importance of prevention, care, and treatment of athletic or activity-related injuries.
- Respect the integrity and judgment of officials and adjudicators.
- Teach and abide by the rules of the competition in letter and spirit.
- Build and maintain ethical relationships with other coaches, sponsors and administrators.
- Strive for excellence in coaching and mentoring skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Support, comply with, enforce and reinforce the expectations set out in the Code of Conduct.

### **EXPECTATIONS OF PARENTS AND GUARDIANS:**

Parents play a vital role in the development of their child's character and decision-making skills as well as the development of his or her skills and abilities in the sport or activity. A student-participant's success, his or her team's success, and ultimately the program's success, is a partnership between the student-participant, his or her parent(s), the coach or sponsor, and the administration. Recognizing parents' important role in the success of their student-participant(s), it is expected parents will:

- Be a positive role model so that, through their actions, they can help make sure their student-participant(s) has the best possible experience in the activity.
- Be a "team" fan, not a "my kid" fan.
- Weigh what their student-participant(s) says in any controversy, rather than rushing to judgment.
- Show respect for the opposing players, participants from other schools, coaches, sponsors and fans.
- Be respectful of all officials' and adjudicators' decisions.
- Not instruct their student-participant(s) before or after a game or activity, because it may conflict with the sponsor or coach's plans and strategies.
- Praise their student-participant(s) in his or her attempts to improve as a student, as a participant in the activity, and as a person.
- Gain an understanding and appreciation for the rules of the activity in which their student-participant(s) competes.
- Recognize and show appreciation for an outstanding performance by other school's participants.
- Help their student-participant(s) learn that success is experienced in the development of skills and that an individual can feel positive about his or her skill development during the activity regardless of the wins, losses, scores, or other metrics.
- Take the time to talk with coaches and sponsors in an appropriate manner, including proper time and place, if they have a concern. This includes showing respect for the coach or sponsor and

following the proper process of communication as written in the coach or sponsor's handbook. This includes allowing the coach or sponsor to address any issues before the parent contacts the principal or activity director.

- Support the tobacco, e-cigarette, alcohol, and other drug-free expectations of the school district by refraining from the use of any such substances before and during athletic contests, activities and performances.
- Support and follow all MHSA rules and regulations.
- Support and reinforce the expectations set out in this Code of Conduct.

## **CODE OF CONDUCT EXPECTATIONS**

### **DURATION OF CODE**

Student-participants are subject to the Code from the date of first signing until graduation. The Billings Public Schools Code of Conduct is in effect full time (day and night) both on an off school district property, year round. Violations that occur outside of the school year will be applied during participation.

## **RESPONSIBILITIES AND REQUIREMENTS:**

### **Activities Participation Agreement**

Prior to the start of the particular activities season, activity students must complete, sign and turn in the Activities Participation Agreement. The following items must be completed:

- Student Information – all personal and contact information must be included
- Participation Warning – statement of inherent risks of participation
- Parent/Guardianship Statement – statement that parents have read and understand inherent risks; contract information
- Waiver of Liability
- Equipment Responsibility – statement for the safe return or replacement of equipment
- Emergency Medical Service – consent for the student to be given medical care
- Insurance – statement of student accident insurance coverage and additional secondary coverage
- Medical Treatment Consent Card – consent of medical care card – travels with the coach
- Current MHSA Physical Examination Card signed by the student, parent(s)/guardian(s), and the participating doctor (Athletes Only)
- Concussion Protocol – IMPACT pre-testing and signing of Concussion Information Form as required by state law and the MHSA
- Weather alerts including lightning protocol
- Heat related illnesses
- Athletic Trainers coverage and expectations of student-participants
- Media Release form
- Payment of Participation Fees
- Payment of Activity Fees
- Payment of Program Fees, if any
- Code of Conduct Acknowledgement Form

### **Mandatory Meetings:**

- Prior to the start of each activity season, each program will schedule a meeting in which all student-participants, their parents, coaches, and sponsors will be required to attend in order to participate in activities and/or athletics that school year.
- “Make-up” meetings will be held periodically, early in the season in order for student-participants and their parents who did not attend the original meeting.
- A student-participant who does not attend the mandatory season meeting – or one whose parent(s) does not attend the mandatory season meeting – may practice but not compete until both the student and his or her parent(s) attend either a “make-up” meeting or a meeting with the activities coordinator.
- The school activities coordinator or the district activities director may hold additional meetings at his or her discretion to accommodate schedules of students and parents.

### **Games/Practice Expectations:**

Attendance for games and practices is required. Each individual head coach will establish a team policy that outlines the consequences for missed practices or games. Continued absenteeism will result in dismissal from the team. Attendance requirements and consequences for music, drama, forensics, and other non-athletic activities will be established by the coach or sponsor for that activity.

### **Multi-Activity Participation:**

The Billings Public Schools, along with the MHSA, support the concept of multi-activity participation. The expectation is that all coaches and sponsors will encourage their students to participate in other school-related activities. Coaches and sponsors will support each other in their quest to build their individual programs. During the off-season, the expectation is that coaches will “share” their athletes and encourage the division of time toward the development of skills in each of the activities chosen. While coaches will not encourage kids to be exclusive to their sport, they will support the decisions made by the student-participant and parents.

### **Club and Outside Sports Participation – Billings Youth Orchestra – Other Out-of-District Activities:**

Students who participate in a Billings Public Schools activity are expected to commit to that activity full-time. While we strive to know our students, their talents and their ambitions, it is important that outside participation does not interfere with the goals and objectives of the school district team and/or activity in which they are participating. The following rules will apply to all outside activity participation, college recruiting and visitations, and participation in other out-of-season, school district activities.

- In-season practices take precedent. We encourage proper rest and attention to homework. Therefore, we do not encourage our student-athletes to attend the practices of club sports following the completion of an in-season practice.
- In-season student-athletes can attend the open gym of another district sport as long as the head coaches are in agreement on the times and activities that will take place, as long as the student-athlete is in good standing academically, and as long as the student-athlete only works on skills and does not participate in competitions.

- In-season student-athletes should not participate in weekend competitions when they have time off from their in-season activity. Again, we encourage proper rest and time away from competitions.
- In-season student-athletes may apply to their coach and building activity coordinator to attend no more than one outside activity that falls in the category of a recruiting trip, invitational tournament, or all-star event. That event cannot span more than two missed games and must be known and communicated to the head coach at least two-weeks in advance of the time that will be missed. The school principal, school activities coordinator, district athletic director and head coach will review the application. The determination of whether or not the student-athlete will be allowed to attend the event, without consequence, will be based on the following criteria:

Potential Impact on the team

Is the event an activity of demonstrated interest?

Is the event the result of achieved recognition?

Can the event result in potential rewards beyond high school, i.e. scholarship?

- Any student-athlete who chooses to miss practices or games due to an outside activity without going through the application process and/or without gaining the appropriate permissions, will be subject to a game suspension equal to the number of games or practices missed while attending the outside event.

### **Travel Rules and Alternate Travel Permission Form:**

All members of the team are expected to travel on School District provided transportation to the event unless there is an extenuating circumstance. In case of an extenuating circumstance, permission must be granted by a school administrator. An Alternate Travel Permission Form must be signed by the participant, parent/guardian, coach/sponsor and the school administrator prior to leaving on the trip. Coming home from the event, students participating may choose to ride home with their parents. We encourage the signing of an Alternate Travel Permission form but the coach or sponsor may release the student in a face to face meeting with the student's parent/guardian prior to leaving to return home from the event. At no time will a student travel home from an event with anyone other than his or her parent/guardian or the school provided transportation.



## **EXPECTATIONS OF STUDENTS ON OVERNIGHT TRIPS**

All students representing School District #2 are required to adhere to the following when student trips require overnight lodging:

1. Students will be given a curfew to be in assigned rooms by the coach/sponsor. Failure to be present in your room at that time will result in an immediate suspension from the activity for the remainder of the trip or competition.
2. Any student who leaves an assigned room after curfew will be suspended from the activity for the remainder of the trip and will remain suspended indefinitely until a review by the appropriate administrator(s).
3. Any student who enters a room in which the opposite gender is staying, after curfew will be suspended for the remainder of the activity or event and will be permanently suspended from the club/activity for the remainder of the year. Participants shall not enter the room of students of the opposite gender at any time while representing School District #2 unless the coach/sponsor is present in the room.
4. At no time will students representing a School District #2 activity have other people who are not directly involved in that activity in their room without consent from the coach or sponsor. Students who allow others to enter their rooms without permission from the coach/sponsor, will be suspended from that activity for the remainder of the trip.
5. When travel requires that students of both genders ride in the same bus, measures must be taken to split the genders between the front and back portions of the bus.
6. Any violation of School District #2 policy or state or federal laws will result in the immediate suspension from the activity and will be reviewed by School District #2 administration for possible dismissal.
7. Bullying and harassment incidents such as making freshmen carry older kids bags, making younger kids sleep on the floor, etc. will not be tolerated. Any accusations of bullying and harassment will be dealt with in full accordance with the School District #2 Hazing and Bullying policy.
8. Students will abide by all travel and overnight rules as set forth by their coaches/sponsors. Any violation of these team rules will result in consequences as set forth by the head coach and as written in the team policy handbook.

### **Quitting a Sport:**

Any student-participant who quits any sport or activity may not immediately participate in another sport or activity until the two head coaches or sponsors and the activity coordinator meet and grant permission.

### **In-District Transfer Policy:**

In order to participate in an MHSA activity at any of our high schools, at any level, the student must be enrolled at that school on the date of the first scheduled practice and must go through all tryouts and workouts as required by the coach at that school.

The student must be eligible under all MHSA Transfer rules.

### **CODE OF CONDUCT AND CONSEQUENCES FOR ITS VIOLATION:**

#### **Definitions:**

**Activities:** All school-sponsored sports, clubs, and other co-curricular and extra-curricular activities and organizations, including travel to and from activities and including related activities taking place during summer vacation.

**Participant:** A student who belongs to, holds membership in, or is enrolled in an activity.

**Parent:** A parent, legal guardian, caretaker relative, or other person with legal authority to make educational decisions for a participant.

**Chemical Use:** Using, being under the influence, having in his/her possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, e-cigarettes, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Distribution includes any attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student's own use by his/her doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

**Associated Misconduct:** No participant shall be present at any time in a setting where any other person is engaged in chemical use as defined above. It is not misconduct to be in the presence of a person of legal age using tobacco. It is not misconduct to be in the presence of adults who are lawfully using alcohol at a family or social event that is unrelated to school or any school activity, such as weddings, holidays, and the like.

**Vandalism:** The act of willfully defacing or destroying the property, equipment, building, or facility of another person or entity.

**Title IX Violation or Other Discrimination:** Discrimination on the basis of protected-class status, gender discrimination, sexual harassment (unwelcome sexual advances, requests for sexual favors, verbal or

physical conduct of a sexual nature or based on gender or other protected class), sexual intimidation ( unreasonable behavior – verbal or non-verbal – which has the effect of subjecting someone to humiliation, embarrassment, or discomfort because of his or her protected class status), public display of affection ( any physical contact between two or more individuals of a sexual nature taking place in public in front of others) on school property, at school events, or during any school activity.

**Disruptive, Destructive, or Disrespectful Conduct:** Any conduct that violates other school rules or policies, including but not limited to fighting, hazing, bullying, harassment, intimidation, discrimination, stealing, destruction of property, violation of gun-free schools policy, and gang activity.

**Unsportsmanlike Conduct:** Questioning officials' calls,; making inappropriate gestures; using derogatory, demeaning, or other inappropriate language; swearing; using disrespectful sign or cheers; heckling referees, players, coaches, half-time performers, or opposing fans; any other conduct that violates the sportsmanship rules and practices developed by the Board, administration, or Montana High School Association.

**Calendar Days and School Days:** Calendar days are all consecutive days between the first and last day of the scheduled school year., beginning on the first day that activities begin in August until the last day of the academic year or last day of an activity (whichever is later). Calendar days do not include summer vacation; therefore, discipline may extend from one school year into the next school year. School days are instructional days and any portion of an instructional day. Thus, for example, if students are released at noon on a particular day, that portion of the day is considered one school day for purposes of calculating days of suspension.

### **ACADEMIC STANDARDS FOR PARTICIPANTS IN SPORTS AND FORENSICS (HIGH SCHOOL):**

- Ø Student-participants must be passing all of their classes (60% or better) in order to compete.
- Ø Eligibility grade checks will take place at the end of each six-week grading period. The exact date of that six-week grade check will be determined based on the school year calendar and in agreement between all BPS high school activity coordinators.
- Ø Grade checks will always take place and be in effect beginning on the first Wednesday following the end of the six-week grading period. Suspension time will be from that first Wednesday to the next Wednesday.
- Ø If a student-participant does not have a passing grade in each class, the student will be suspended for one week of competition and until the student is passing all classes. The student will be required to attend all practice sessions during the suspension.
- Ø An ineligible student will receive daily/weekly grade checks until he or she is passing all classes. Once the student is passing all classes and following the one-week suspension from competition, he or she will be reinstated. No further grade checks will occur until the next six-week grading period.
- Ø It is the responsibility of the student to make sure all required assignments are turned in prior to the six-week grade check.
- Ø It is the responsibility of the ineligible student to pursue the necessary steps with his or her teacher(s) in order to improve his or her grades.
- Ø Students who fail one or more classes after the first semester must serve their one-week suspension during the next ensuing competitive week of competition during the second semester.

Because semester grades are permanent, the student will receive full reinstatement following that week of suspension.

- Ø If a week suspension includes an abnormally high number of games and the student works diligently to improve his or her grade(s) the activity coordinator has the right to limit the number of games missed based, in general on the average number of games other students have missed during a one week academic suspension that school year. For example, softball might have a 5 or six game week. If the student works hard early in the week, missing 2 or 3 games and most students have missed two games in a week, the activities coordinator can end the suspension.
- Ø For the purpose of BPS academic requirements, second semester failures will not be carried over to the first semester of the next school year. However, for the purposes of MHSA eligibility, all second semester failures carry over to the next school year.
- Ø Student-participants are required to meet all MHSA standards of academic eligibility.
- Ø Dropping a class: At times, a student might be failing a class in which he or she should not be enrolled. If, in agreement with the student's counselor, the student decides to drop the class within the given drop period allowed and with the understanding the a drop does not jeopardize graduation, the student will be allowed to drop the class without being subject to a week suspension. The drop should be a sincere attempt to improve the daily class load of the student and not an attempt to circumvent the academic eligibility rules.

### **ACADEMIC STANDARDS FOR PARTICIPATION IN MIDDLE SCHOOL ACTIVITIES (MS)**

- Ø Academics are emphasized in the middle school program. It is essential that middle school students understand that activities participation is a privilege rather than a right. Eligibility standards must be maintained if a student wishes to exercise the privilege of participation.
- Ø These guidelines apply to all interscholastic and instructional athletic teams, musical productions, clubs and student council.
- Ø **THE STUDENT MUST MAINTAIN PASSING GRADES IN ALL SUBJECTS.** Once a student has received a deficiency, however, he/she may continue to participate as long as there is a grade average improvement. A roster for each of the school activities shall be posted in the conference rooms that all faculty members are aware of team membership.
- Ø Eligibility grade checks shall take place as per policy written by the individual school principal.
- Ø Students may or may not be allowed to practice based on communication between the school administrator, teacher and parent.
- Ø The coach or sponsor will be notified of any ineligible students.

### **SPECIFIC ACTIVITY RULES**

All coaches and sponsors are expected to have a current handbook describing the rules and expectations for that activity. Examples of such rules might include dress, curfew, bench conduct, and practice rules. All student-participants participating in that specific activity are subject to those rules.

### **Dismissal from a Team**

Any head coach or sponsor can recommend that a student-participant be dismissed from his or her team. The coach/sponsor should notify the school principal and the school activities coordinator requesting a meeting with the student-participant, his or her parents and the administrators. Dismissal or a plan of improvement will be the result of that meeting.

## **DISCIPLINARY CONSEQUENCES**

If a violation of this code occurs, or is alleged to have occurred, consequences will be imposed by the administration. The consequences will include but not be limited to: notification of parents, an investigation, assignment of consequences if in fact a violation did occur, education, and a restorative process. Failure of the student-participant to complete any part of the process will result in permanent suspension from any future involvement in athletics or activities. Failure by a parent or guardian to participate in the process in a productive and dignified manner and to comply with the final result will result in the student-participant being able to practice but not to compete, provided the student complete the process.

In addition to any consequences set forth in school rules, policies, and procedures for violations of school rules, the following penalties will be imposed against participants in activities who engage in misconduct:

Chemical Use (except distribution), Associated misconduct, Vandalism, Title IX Violations, Disruptive/Destructive/Disrespectful Conduct:

a. First Offense:

- i. Notify parent within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency if.
- iii. No participation in competition in any school activities for 25% of the regular season competitions scheduled for the activity in which that student is participating. The participant will be required to attend and participate in practices and meetings at the discretion of the coach/sponsor.
- iv. For cheer and dance, which span both the fall and winter seasons, the first suspension will be for 2 weeks of activities from the first date of suspension. No participation in any scheduled events during this two week period. The participant will be required to attend and participate in practices and meetings at the discretion of the coach.
- v. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to participation.
- vi. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).

b. Second Offense:

- i. Notify parent/guardian with two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 50% of the regular season competitions scheduled for the activity in which the student is participating.
- iv. For cheer and dance, which span both the fall and winter seasons, the second offense will be a suspension for 4 weeks of activities from the first date of suspension. No participation in any scheduled events during this four week period. The participant will be required to attend and participate in practices and meetings at the discretion of the coach.
- v. For violations associated to chemical use or distribution, students must complete the the district approved Drug Awareness Program.

- vi. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to activity participation.
- vii. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).
- viii. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

c. Third Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 1 calendar year, including weekends during that period, in any school activities. This includes cheer and dance participants.
- iv. For violations associated to chemical use or distribution, students must complete the the district approved Drug Awareness Program.
- v. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to activity participation.
- vi. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).
- vii. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

Chemical Use (Distribution)

a. First Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation 90 calendar days, including weekends during that period, in any school activities.
- iv. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

b. Second Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 1 calendar year, including weekends during that period, in any school activities.
- iv. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

### Unsportsmanlike Conduct:

All unsportsmanlike conduct will be subject to consequences as determined by the individual activity coach as well as by the MHS rules.

### **Out of Character Behavior**

Athletic programs of excellence are defined by highly successful teams and individuals who achieve success through hard work and great character. Character is the pattern of beliefs, attitudes and resulting actions that demonstrate respect and concern for others while embracing one's social responsibility as part of his or her community. Out of character behavior is best defined by the expectations for student conduct as described in the Billings Public Schools student handbooks.

**Student Suspensions** - Students suspended from school are not permitted to be on school grounds during the time of their suspension and therefore may not practice or participate in athletic contests during the time of their suspension. Should there not be a contest scheduled during the time of the student-athlete's suspension from school, the student-athletes, as a result of his or her out of character behavior, will be ineligible to participate in his or her sport's or activity's next regular or post-season event.

**Hazing/Bullying/Cyber-Bullying** - Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, membership, or affiliation with any athletic team or activity group. Any hazing activity, whether by an individual or by a group, shall be presumed to be a forced activity even if a student willingly participates. The Billings Public School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity. Furthermore, all student-athletes and activity participants will be governed by the Billings Public Schools Hazing, Bullying and Cyber-bullying Policy 3250. All student-athletes and activity participants who violate this policy will be subject to the consequences as listed in the policy.

**Cyber Image Guideline** - Any identifiable image, photo, or video that implies a student-athlete has been in the possession or presence of alcohol or drugs, or that portrays actual use or out-of-character behavior or crime, shall be considered confirmation of a violation of the Code of Conduct. Since there is no way to establish a time frame when or location where an image was taken, it shall be a responsibility that the student-participant must assume. It should be understood that persons might attempt to implicate a student-participant by taking or manipulating such images in order to place the student-participant in a situation where he or she might be in violation of the Code of Conduct. This is another rationale for demanding that student-participants not place themselves in the presence of illegal alcohol or drug use. Students in violation of this cyber image guideline will be subject to the same consequences as described in our Chemical Use Policy.

**Knowingly Present** - Student-participants who attend a house party or other functions in which underage drinking, drug use or other illegal activities are taking place and remain in attendance upon finding out about these illegal activities, are in violation of this Code of Conduct and will be subject to disciplinary action as defined above for chemical use. Any student-participant who unknowingly enters a function in which illegal activity is taking place or is at a location in which illegal activity later begins to take place

and subsequently recognizes the illegal activity, must **immediately** leave the area and call their coach and their parents to report the situation. **NOTE: Immediately means exactly that!! The student must leave immediately upon recognition of the illegal activity. Not five minutes or ten minutes after, but immediately.** Student-participants who make the difficult choice to leave immediately and to immediately notify their coach and parents will not be subject to disciplinary action.

### **Student Arrest or Citation by Law Enforcement**

As it has been determined that student participation is a privilege and not a right, it is to be understood that there will be no obligation on the part of the Billings Public School District to allow the participation of any student-participant who has been cited or arrested by law enforcement. Furthermore, there will be no obligation for the Billings Public Schools to wait for the judicial process to run its course. Therefore, upon first knowledge of an arrest or a citation that is considered an out of character offense, and even while charges are pending and adjudicated, the student-participant will be suspended and participation denied. Misdemeanor offenses will be suspended in equivalence to the first or second violation of the disciplinary consequences as listed above. Felony offenses will be viewed as acts that require immediate and permanent suspension from participation.

### **DUE PROCESS:**

The following supplements and is in addition to the due process provided by BPS Policies 3350 and 3350-P1 and P2.

1. All information, documentation, and evidence of a violation will be compiled by the coach, sponsor, or school representative that first is informed of a possible rule violation, who will provide such information to the assistant principal as soon as possible.
2. The assistant principal will begin an investigation no later than the next scheduled school day.
3. Student-participants will be informed of their right to have a parent or other adult present while being questioned, the right to be given another copy of this Code of Conduct, and the right to submit evidence at all stages of this process. Participants shall be informed of the alleged violation and any evidence of or witnesses to the violation. The student shall have the right to explain or refute such information.
4. Student-participants and their parents shall not retaliate against informants or individuals (faculty, staff, students, other family members) who are involved in this process. Retaliation will result in imposition of additional consequences.
5. Honesty Clause: Student-participants agree to be honest and sincere when asked to participate in any investigation of a possible conduct violation. If, when confronted by a school official, the student is honest, then any consequences given shall be the minimum for that violation. If the student denies involvement and conclusive evidence is later established, the suspension for that violation shall be doubled.
6. Another school employee will be present during questioning of a student for the purpose of taking notes of the questions and answers and keeping a record of all materials gathered.



7. At the conclusion of this investigation, the assistant principal will make a determination as to whether the student engaged in any of the misconduct defined above and will impose the discipline as set forth in the disciplinary consequences section above.

### **APPEAL PROCESS:**

If the student or the parent of a student disagrees with the disciplinary action that has been implemented, he or she has the right to appeal that decision to the building principal. The appeal must be made in writing. The only basis of the appeal can be that written procedures or guidelines were not correctly applied. The decision of whether a student violated the particular rule is not the basis of an appeal. The building principal will inform the student and his or her parent(s) of the outcome of the appeal personally or in writing. The student may practice during the time of the appeal but may not participate in contests.

### **REQUEST FOR REINSTATEMENT APPEAL:**

Any student(s) who have been suspended from activities for the remainder of their high school career due to a third or a higher-level violation, can appeal for reinstatement following completion of suspension for one calendar year. The appeal must be in submitted in writing to the school principal and an appeal hearing will take place. The building principal, school activity coordinator, and the district athletic director will decide the appeal based on the following conditions:

- a. Clean behavior record for one complete calendar year.
- b. Clean drug tests (purchased by the parents) – if the violation(s) was drug or alcohol related.
- c. Class work that meets all District and MHSA standards.
- d. Student meets all other MHSA standards for participation
- e. Code of Conduct re-signed with the understanding that even one violation shall result in a return to suspension.

### **Educational Process**

It is important that our students who have violated this code go through an educational process aimed to help them be more informed and to make better decisions. Depending on the type of violation, this educational process could be as simple as a meeting between the students, parents, and coaches, teachers, or aimed at discussing consequences and giving more support for the student on a daily basis.

Any student who violates the chemical use portion of this Code, will go through the following educational process:

- a. The student will go through an initial screening process with the school Rimrock counselor or certified addiction counselor. The counselor will then advise the student and the parents as to whether or not a higher level of assessment or care is needed.
- b. The student will attend three, two-hour sessions of Chemical Awareness Class. The student must attend as soon as possible during or following the weeks of suspension.

## **Restorative Expectations**

Students who have served any type of penalty as a result of a violation of this code must recommit to their team through the following steps:

1. Meet with the school activities coordinator to review expectations and future penalties if another violation occurs.
2. Meet with the coach, sponsor, entire coaching staff and/or entire team/ensemble.
3. Re-sign the Code of Conduct in front of attending the meeting in #2 above.

The coach/sponsor will determine the specifics (time and format) of this restorative process based on what he or she feels is best for the team.

Should the student (and his or her parent(s)), not complete any or part of this process, he or she will not be able to compete until all parts of the process have been completed.

## **Middle School Consequences and Transition to High School**

Middle School consequences will be consistent with those described in this code. However, all middle school students who have a code violation in 7<sup>th</sup> or 8<sup>th</sup> grade, will be given a clean record with which to begin high school.

## **Going Out for a Sport to Fulfill Consequences**

Any student-athlete who receives a code violation may choose to enter another sport in which they have previously chosen not to go out for in hopes of completing his or her consequences. The philosophy behind this is that we believe it is better for a student to be engaged in an activity rather than have time off. By participating in another activity, that student will:

The following rules will apply to all students who choose to go out for a non-primary sport in order to fulfill the consequence of a code violation:

- Contract – agreed to and signed by the coach, the student, and the student's parent(s).
- Duration – the contract will be in effect for the entire length of the season.
- Behavior Expectations – the student will: abide by this code of conduct and the rules, regulations, and policies of the coach, will attend every practice – even one unexcused absence will nullify the contract, will behave appropriately at all practices as determined by the coach, will give an honest effort at each practice as determined by the coach, will get along with and support other student-athletes.
- Coach Expectations – If the coach has any conduct issues with this student, he or she may meet with the school activity coordinator and the student and nullify the contract. In the event that the contract is nullified, the student is removed from the non-primary sport and must complete his or her original code violation consequences in the primary season in which he or she participates.
- Code of Conduct – the student will complete all restorative expectations and resign the code of conduct.

**BILLINGS PUBLIC SCHOOLS  
CODE OF CONDUCT ACKNOWLEDGEMENT FORM**

This form, with signatures required below, verifies that I/we (student-participant and parent(s)/guardian(s), have attended the mandatory season meeting or have met with the school principal or school activities coordinator and have completed all requirements of the preseason meeting. I/we have received and carefully read a copy of the Billings Public Schools Code of Conduct. Our signatures below certify that I/we understand, support, and agree to the contents, meaning, expectations and consequences of this Code of Conduct.

I/we also understand that, prior to participation as a member of an extra-curricular activity, all of the following must be completed and on file with the school's Activities Office:

1. Student Information – all personal and contact information.
2. Current MHSA Physical Examination Card signed by student, parent(s)/guardian(s) and the participating doctor. (Athletes Only)
3. Confirmation of payment of the participation fee.
4. Confirmation of payment of the activity fee.
5. Confirmation of payment of program fees – if any.
6. Signing of the Activities Participation Agreement stating knowledge and understanding of the Participation Warning, Inherent Risks of Participation, Waiver of Liability, knowledge and choice of the Supplemental Insurance options, Equipment Responsibility, Signing of this Code of Conduct, Medical Treatment Consent Card, Parent/Guardian contact information, and Media Release Form.
7. Concussion Protocol and signing of the IMPACT pre-testing form and the MHSA Student-Athlete & Parent/Legal Guardian Concussion Statement Form as required by state law.
8. Information on weather alerts and lightening protocol.
9. Information on heat-related illnesses.
10. Athletic Trainers' coverage and expectations of student-athletes.

Student's Name: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Billings Public Schools**  
**Student Participant in Activities**  
**Emergency Medical Card and Authorization for Medical Treatment**

1. Participant's Name \_\_\_\_\_

2. Person and phone number to contact in case of emergency:

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Family physician and phone number:

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

4. Medical Information: Allergies, Diabetic, etc. :

\_\_\_\_\_  
\_\_\_\_\_

5. Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

6. I/We, parent(s)/guardian(s) of the above named participant, authorize medical treatment to be given to the above named student.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

# STUDENT ACCIDENT INSURANCE

**Billings Public Schools has purchased a student accident insurance policy from Bollinger Specialty Group for the 2017/18 school year. Coverage includes all Billings Public Schools students involved in school sponsored and supervised activities. That would include things like recess, injuries occurring in the class room, hallway, gym, etc, as well as the athletics. It would also include after school events as long as they are school sponsored and supervised. Maximum coverage is \$25,000.**

**To see coverage go to [billingschools.org](http://www.billingschools.org) on the activity tab – <http://www.billingschools.org/activities.html>**

**or**

**click below.**

[Billings Public Schools Sentry Insurance Policy](#)  
[Bollinger Accident Claim Form](#)

**For information on purchasing additional coverage, click below.**

[Optional Insurance Coverage Information](#)

[Purchase Additional Insurance Policy](#)

**BILLINGS PUBLIC SCHOOLS**  
**STUDENT/PARENT/PRINCIPAL AGREEMENT 2017-2018**  
**FOR ELIMINATING GUNS AND OTHER WEAPONS FROM SCHOOLS**

While the elimination of guns and weapons from schools is the responsibility of all segments of the school and society, three individuals have especially crucial responsibility: the student, parent, and principal. This agreement draws attention to the specific responsibilities of those three individuals.

**WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING COMMITMENTS:**

**STUDENT**

- I agree not to bring or have in my possession any weapon or gun on school property or at any school event.
- I will tell my peers to seek adult assistance when conflict situations begin to get out of control.
- I will not carry another person's gun or weapon while on school property.
- If I see a gun or other weapon on campus or at a school event, I will immediately alert an administrator, counselor, teacher or school resource officer about its existence. Every effort will be made to maintain confidentiality.
- I understand that violating school board guidelines and procedures will result in long-term suspension/expulsion proceedings.

**Student Name (Please Print) The student must sign the Information sheet on page 79**

**Student Signature: The student must sign the Information sheet on page 79**

**PARENT/GUARDIAN**

- I will teach my children, including by personal example, about the dangers and consequences of guns and weapons use, and I will keep any guns and all weapons I own safely away from my children.
- I will support the school's policies to eliminate guns and weapons on school property and work with the school in developing programs to prevent violence.
- I will carry out my responsibility to teach my children how to settle arguments without resorting to violence, to encourage him/her to use those ideas when necessary and to follow school guidelines for reporting guns and weapons they see to an appropriate adult.
- I understand that the violation of school board guidelines and procedures by my child will result in long-term suspension/expulsion proceedings.

**Parent Signature: The parent or guardian must sign and date the information sheet on page 79**

- I will support Community Crime Stoppers to ensure that students and parents have an anonymous way to report to an adult any guns or other weapons they see on campus.
- I will promote conflict resolution instruction for all students as part of the curriculum.
- I will communicate the school's policies on guns and weapons to all participants in the school community and focus upon the responsibilities we all have.
- I will use the school's student leadership groups and student meetings to obtain ideas to develop a safe school environment.
- I will report all guns and other weapons violations to law enforcement officials, according to established procedures.
- 
- Following school board guidelines and procedures, I will initiate long-term suspension/expulsion proceedings against any student who violates this contract.

**Director Signature** C. Scott Anderson

**Date** August 24, 2017

**CAREER CENTER  
SCHOOL TO CAREER (WORK)**

The School to Career (work) option is an important component option available to our students. School to Career provides students with an opportunity to receive school credit while participation in a work setting related to a curricular area that the students is enrolled in at the time of school to career request.

- *School credit is earned\** Students who are chosen to participate in the School to Career Program must complete the appropriate form:
- *Students who drop the program after the seven-week period will receive an F and be placed in a study hall; students will not be permitted to be released from school.*

**SCHOOL TO CAREER**

Student request for School to Work credit for \_\_\_\_ Semester, 20 \_\_\_\_.

Date \_\_\_\_\_ Semester \_\_\_\_\_ 20 \_\_\_\_\_

Student Name \_\_\_\_\_

Home School \_\_\_\_\_ Student ID# \_\_\_\_\_

Counselor \_\_\_\_\_

Workplace \_\_\_\_\_

Worksite Coordinator \_\_\_\_\_

Program area \_\_\_\_\_

High School Program Teacher \_\_\_\_\_

Number of credits to be earned \_\_\_\_\_

Time of day to be spent on site \_\_\_\_\_

Please give a brief overview of the plan for worksite credit:

I give permission for \_\_\_\_\_ to earn credit at a work site. I understand that most of this experience will take place outside of the school, and this may require additional accountability for transportation and other related responsibilities. School Dist #2 attendance requirements will be adhered to.

Signatures:

Student \_\_\_\_\_

Parent \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Worksite Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Program Teacher \_\_\_\_\_

Counselor \_\_\_\_\_

Administrator \_\_\_\_\_

Co-op/School to Work Coordinator \_\_\_\_\_

\*\*\*\*\*ATTACH YOUR PLAN OF STUDY DOCUMENTATION\*\*\*\*\*

**This request and the plan of study must be turned into the Career Center Counselor before the end of the semester prior to the semester the school to work credit experience will begin.**

**\*If the job site experience is terminated, the student must return to school for the allotted time!**



## **ELECTRONIC DEVICES**

***If a PDA or cell phone is used in a manner that demonstrates academic dishonesty. The student will receive a zero on all academic work that was compromised due to unauthorized use of an electronic device on the academic work. Along with no credit for the compromised academic work discipline ranging from detention, ISS, OSS, parent conference and or suspension at the Truancy Center may be assigned by the Associate Director.***

***Beware of Inappropriate Use: Definition of: Sexting” – the act of students photographing themselves or others in various stages of undress, and then sending, receiving, or forwarding the photographs to others.***

***Consequences of “Sexting”: Students may be charged under federal law with distribution or creation of child pornography, or under Montana’s Sexual Abuse of Child statute. If convicted, students could also be faced with having to register as sex offenders.***

***Use of electronic communication or social media to: threaten, intimidate, insult, bully, harass, etc. is considered a serious violation. Appropriate civil authorities will be contacted and school authorities will investigate. School and/or legal consequences may be implemented.***

## **STATEMENT OF CAMERAS**

***The Billings Career Center employs the use of cameras as part of an overall security system. These cameras are used to help identify any illegal activity that may occur inside or outside of the school as well as to help maintain the overall safety of staff and students. Information from these cameras may be used for school or legal discipline.***

## **CAREER CENTER SCHOOL RELATED ACTIVITY DISMISSAL PROCEDURE**

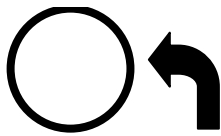
Any student who will be missing Career Center classes for a SCHOOL RELATED Activity will need to follow the procedure outlined below:

Student/s must have a SCHOOL RELATED ABSENCE FORM- (YELLOW colored at the Career Center) – filled out / completed and SIGNED by any Career Center teacher/s in which their courses will be missed by the student due to a School Related Activity.

1. All student/s who will be leaving the Career Center during class time for a SCHOOL RELATED ACTIVITY must turn in their completed and signed (by the teacher/s they will be missing due to the school related activity) SCHOOL RELATED ABSENCE FORM- to the Career Center Attendance Office- AND ALWAYS PHYSICALLY CHECK OUT at the Attendance Office before leaving the Career Center for the School Related Activity. The Career Center Attendance Office will make a copy of the completed School Related Absence Form and give the original back to the student/s, so they can turn it in to their coach/advisor.
2. Student/s who will be missing Career Center classes for a SCHOOL RELATED ACTIVITY, but will NOT be present at the Career Center on the day that they will be missing classes for a SCHOOL RELATED ACTIVITY, must turn in their completed and signed (by the teacher/s they will be missing due to the school related activity) SCHOOL RELATED ABSENCE FORM to the Career Center Attendance Office, the day before their absence for a School Related Activity. The Career Center Attendance Office will make a copy of the completed School Related Absence Form and give the original back to the student/s, so they can turn it in to their coach/advisor.
3. Failure to follow this procedure will result in the student/s being recorded as unexcused/truant for the courses they miss, they also will be held accountable for not checking out- and consequences for these infractions will be assigned as outlined in the Career Center and / or the Home School’s Student Handbook. A student who does not fill out and get the School Related Absence Form turned into the Career Center Attendance Office will not be dismissed for their activity, and will be expected to attend all classes. Please note: Discipline for infractions pertaining to this procedure may also include but not be limited to the loss of participation in the current and / or future School Related Activities. Referral for discipline will be handled by the Home School Assistant Principal/s and / or the Associate Director of the Career Center.

**Be Sure to Sign the Career Center Information Sheet/Medical Release Form on page 79. The Information Sheet must be signed and returned to the Career Center by the parent/guardian of every student. Students are not allowed to participate in shop activities or field trips until the Medical Release form is returned.**

**Mr. S. Anderson /Director of Billings Career Center  
Mr. D. Schaaf / Associate Director Billings Career Center**

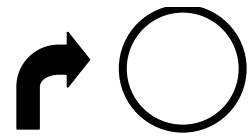


Home School Here  
SR SK WE CC

# Career Center Information Sheet

2017 - 2018

Please return this form to your first class teacher  
on the first day of school.



Place the first letter  
of your last name

## Medical Release

Name \_\_\_\_\_ Grade \_\_\_\_\_  
Last First Middle Full time \_\_\_ AM only \_\_\_ PM

only \_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Employment \_\_\_\_\_ Phone \_\_\_\_\_

Father's Employment \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Doctors Name \_\_\_\_\_ Phone \_\_\_\_\_

Hospital Preference: Billings Clinic \_\_\_ St. Vincent \_\_\_ Walk-in \_\_\_ Other  
\_\_\_\_\_

### Emergency Medical Authorization:

*In order that proper emergency medical assistance may be provided to your son or daughter in the event of an illness or accident, we ask that you please sign and return this sheet to the Billings Career Center Immediately.*

→ In an emergency: (Check only one and sign please)

\_\_\_\_\_ I AUTHORIZE treatment at the medical center I have indicated above.

\_\_\_\_\_ Emergency medical assistance may NOT be provided to my son/daughter in the event of an illness or accident.

→ Parent/Guardian: Signature : \_\_\_\_\_

Please note any specific medical conditions that require special attention: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Career Center Handbook Signoff

The student handbook is available on the Career Center web-site at <http://billingscareercenter.org>. You may obtain a printed handbook at the main office.

I have read the Career Center Student Handbook and I am aware of the contents.

→ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

→ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent / guardian signatures needed*

# BILLINGS PUBLIC SCHOOLS'S

## District Student/Parent Handbook

### Mission Statement

"Billings Public Schools Community strives to inspire, educate, and empower students to be responsible and innovative global citizens who achieve their full potential."



#### *We believe:*

##### **...about students**

All students are valued and respected  
Students learn in diverse ways and at different rates  
Personal responsibility is the basis for successful learning and positive behavior  
Student success is achieved through shared responsibility  
Positive relationships lead to higher achievement, mutual trust, and a safe school environment



##### **...about home & community**

Parents and families have the greatest influence on, and responsibility for, their student's learning and behavior  
Positive role models are essential for learning  
Community engagement strengthens learning and promotes a sense of pride in ownership

##### **...about the District**

District decisions will be based on what is best for students  
High expectations lead to high achievement  
A highly effective staff creates an environment for student success  
Efficient and transparent resource management is essential for the successful operation of the school district  
Embracing diversity and culture contributes to a strong learning community  
Responsible change promotes progress  
Students should have access to equitable learning opportunities

*Jeana Lervick, Title IX Non-Discrimination Coordinator  
Billings Public Schools  
415 North 30th Street  
Billings, MT 59101  
(406) 281-5039*

# BILLINGS PUBLIC SCHOOLS' EXPECTATIONS, CONSEQUENCES, AND POLICIES

In addition to this \_\_\_\_\_ School handbook of procedures specific to our school, the following *Student/ Parent Handbook* establishes the obligations of all students in the Billings Public Schools. 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 are enforceable as the "law" of the school district.

Violations of District policy will be dealt with through discipline assigned by our building administrator(s) as agents of the Board of Trustees. And, the protections afforded by District policy will be provided to you by District administration and staff.

The following District policies and procedures are found in this handbook. In addition they may be located by accessing the District's website at [www.billingschools.org](http://www.billingschools.org) where all of the District's policies are located.

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

Policy 3120 Attendance Policy and Removal of Student during School Day  
Procedure 3120-P1 Compulsory Attendance  
Procedure 3120-P2 Student Attendance and Removal of student during the school day  
Policy 3200 Student Rights, Responsibilities, and Code of Conduct  
Policy 3201 Freedom of Expression  
Policy 3202 Student Publications  
Policy 3203 Student Dress  
Policy 3203-P1 Student Dress –Gang Activity or Association  
Policy 3204 Searches and Seizure  
Procedure 3204-P1 Searches of Students and their Property  
Procedure 3204-P2 Video Surveillance  
Procedure 3204-P3 Video Surveillance - School Buses/Vehicles  
Policy 3205 District-Provided Access to Electronic Information, Services & Networks  
Procedure 3205-P1 Acceptable Use Procedure  
Policy 3210 Harassment, Intimidation, and Bullying  
Policy 3220 Equal Educational Opportunity  
Policy 3230 Non-Discrimination and Anti-Harassment  
Policy 3235 Student Drug and Chemical Use and Abuse (*on Billings Public Schools website*)  
Policy 3240 Tobacco Free Schools  
Policy 3250 Gun-Free Schools  
Policy 3255 Bomb Threats and Threats of Hazardous Substances  
Policy 3300 Student Discipline: Consequences for Violations of Student Code of Conduct  
Policy 3350 Student Discipline: Due Process  
Procedure 3350-P1 Detention  
Procedure 3350-P2 Suspension and Expulsion  
Policy 3416 Administering Medicines to Students  
Procedure 3416-P1 Administering Medications to Students  
Policy 3431 Emergency Treatment  
Policy 3520 Student Fees, Fines, and Charges (*on Billings Public Schools website*)  
Policy 3600 Student Records  
Form 3600-F1 FERPA Annual Notification  
Procedure 3600-P1 Student Records  
Procedure 3600-P3 Withholding Records  
Procedure 3600-P5 Special Education Records

# BILLINGS PUBLIC SCHOOLS' EXPECTATIONS, CONSEQUENCES, AND POLICIES

The following list is a summary of a few important policies. Your good behavior and your respect for the feelings of others will insure that you will have the best possible school and learning environment for a successful year.

## EXPECTATIONS

### STUDENT DRESS POLICY



Students are expected to come to school and all activities clean, well-groomed, and wearing clothes that appropriately cover the body and do not cause distractions or create a health or safety issue. This basic dress code encourages students to “dress for success” and to come to school properly prepared to participate in the educational process. Students are expected to manage their personal appearance in a manner that does not disrupt teaching and learning, promote vulgarity or obscenity, advertise illegal substances, tobacco, alcohol, advertise weapons or violence, or express double meanings that are inappropriate. All students are expected to wear comfortable, safe, and appropriate clothing in P.E. class (sweats, shorts, athletic shoes, tee shirts).

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to the following:



Hats, sunglasses, bandanas, and visors will not be worn inside the building.

Students are not to wear outerwear jackets in the classrooms. Basic sweatshirts and sweaters are permitted.

Shorts and skirts are expected to be no shorter than 5 inches above the middle of the knee cap; low necklines, sheer, strapless, bare midriff or bare back design will not be permitted. No

halter tops or spaghetti



straps. Bra straps and all under garments should not be exposed.

Destroyed and distressed pants must not have holes in places that expose undergarments.

No clothing that could be considered pajamas or slippers will be worn to school.

Pants must be secured at the waistline and may not hang down exposing undergarments.

Footwear must have a sole that would be appropriate for walking outside in any weather condition in case of an unexpected evacuation of the building.

Any style of clothing, jewelry, accessories, personal items, electronic equipment, grooming, or tattoos that is associated with gang membership will be prohibited.

Clothing, jewelry, contact lenses, and other body accessories that could constitute a health problem, a hazardous situation, or a distraction will be prohibited. This includes, but is not limited to, wallet chains, chains attached to clothing, and wristbands.

Writing and drawing on other students' skin, clothing, locker, or other personal belongings is prohibited.

#### **Gang Activity or Association**

For the purpose of this dress policy, a gang is an unauthorized group of three or more people who demonstrate the following traits:

- exhibit antisocial behavior often associated with crime or a threat to the community;
- interact together to the exclusion of others;

- claim a territory or area;
- have a name;
- have rivals/enemies, and/or
- create an atmosphere in which the well-being of students, staff, or any other person is adversely affected by undue pressure, behavior, intimidation, overt gesture, or threat of violence.

**Failure to cooperate with the dress code policy will result in one or more of the following:**



- Change to appropriate clothing of the student's or from the school's collection.
- Parent notification to bring appropriate clothing to school
- Disciplinary consequence.

*(See Policy 3203 and 3203 P-1)*

## **BULLYING**

**(Your School)** has “Zero” tolerance for bullying, harassment and intimidation



on school property, to or from school, on a school bus or other school vehicle, at school-related functions or activities, or by electronic communications.

1. “Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe or repeated and that:

- (a) causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property.



## Bullying Cont...

- (b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- (c) substantially or materially disrupts the orderly operation of a school.

2. Bullying includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school sponsored organizations or groups.

Students who violate this policy will face disciplinary action. Depending upon the severity of the offense, consequences will range from detention, to in-school suspension, short term suspension, or expulsion.



(See Policy 3210 and the Harassment/Intimidation/Bullying Incident Reporting Form)

## SEARCHES

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. Reasonable 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 and safe educational environment.

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, parking lots), as well as personal effects left there by students, without notice or consent of a student.

The School District may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material. The School District also util-

izes video surveillance to ensure the health, welfare, and safety of all staff, students, and visitors.

School authorities may search a student or a student's personal effects in a student's possession when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules.



When a search produces evidence that a student has violated or is violating a law or District policies, procedure, rules, and handbooks such evidence may be seized and impounded by school authorities and disciplinary action may be taken.

(See Policy 3204 & 3204 P-1 through P-3)

## ACCESS TO ELECTRONIC INFORMATION, SERVICES, NETWORKS

The District provides electronic equipment and networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs.

### 1. EDUCATIONAL PURPOSES

**ONLY.** All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right.

Students and staff have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers.

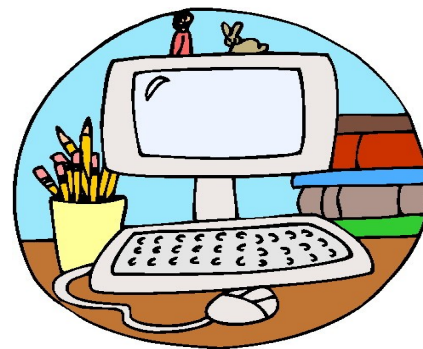
The District reserves the right to monitor, inspect, copy, review, and store, at

time and without prior notice, any and all usage of computers, systems, networks and Internet access and any and all information transmitted or received in connection with such usage.

### 2. UNACCEPTABLE USES OF NETWORK.

- A. Uses that violate the law or encourage others to violate the law.
- B. Uses that cause harm to others or damage to their property.
- C. Uses that jeopardize the security of computers, systems, or networks of the District or others.
- D. Exposing self or others to the potential of personal harm.
- E. Uses that are commercial transactions.

(See Policy 3205)



## TEXTBOOKS

Although textbooks are furnished by the school, students are responsible for them and must pay for lost or damaged books. New books are expensive (up to \$150). Students should have a cover on every textbook in order to protect the book and avoid paying payment of fines due to excessive wear and tear. Fines for textbooks will be as follows:

- a. Loss of book- value of new book
- b. Willfully damaging book-value of new book
- c. Broken back-1/2 the value of new book
- d. Cover torn off- 1/3 value of new book
- e. Water damage- 1/4 to 1/2 value of new book
- f. Undue soiling- 1/5 to 1/2 value of new book

\*Report cards will be held until assessed fines have been paid. (See Policy 3520)

*"Any teacher or principal shall have the authority to hold any pupil to strict accountability for any disorderly conduct in school or on the way to or from school, or during intermission or recess." Mont. Code Ann § 20-4-302*

# **CONSEQUENCES** **FOR MAJOR** **MISBEHAVIORS**

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

**\*Consequences are cumulative during time in Billings Public Schools!**

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

## **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 an administrative 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 an administrative 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 an Administrative 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 an Administrative 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, BEHAV- IOR, 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 an Administrative 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 INCLUD- ING ELECTRONIC DEVICES AND CIGARETTES**

- 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 an Administrative 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**

An Administrative Hearing 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 OR ALCOHOL, OR PARAPHERNALIA**

\*1st offense 5-day Out-of-School Suspension

\*2nd offense - Administrative Hearing with possible recommendation to the Board of Trustees for Expulsion.

\*Law Enforcement will be contacted.

## **POSSESSION OF A WEAPON**

WHICH INCLUDES KNIFE/FIREARM OR ANY OTHER OBJECT CONSIDERED TO BE A WEAPON

An Administrative Hearing with possible recommendation to the Board of Trustees for Expulsion.

\*Law Enforcement will be contacted.

## **ASSAULT**

1 day out-of-school suspension to an Administrative Hearing with possible recommendation to Board of Trustees for Expulsion.

\*Law Enforcement will be contacted.

## **EXPLOSIVES/ FIREWORKS**

1 day in-school suspension to an Administrative Hearing with possible recommendation for Expulsion.

\*Law Enforcement will be contacted.

## **BOMB THREATS**

An Administrative Hearing with possible recommendation to the Board of Trustees for Expulsion.

\*Law Enforcement will be contacted.



# POLICIES

## POLICY 3120 ATTENDANCE POLICY

Pursuant to state law, the Board authorizes the Superintendent to adopt procedures implementing compulsory attendance regulations throughout the District. These procedures shall be published in student handbooks annually.

### Removal of Student During School Day

The Board recognizes its responsibility for the proper care of students during a school day. In accordance with District procedures, only a duly authorized person may remove a student from school grounds, any school building, or school function during a school day. A person seeking to remove a student from school must present evidence satisfactory to a principal of having proper authority to remove a student. A teacher should not excuse a student from class to confer with anyone unless a request is approved by a principal. The Superintendent will establish procedures for removal of a student during a school day.

### **PROCEDURE 3120-P1 ATTENDANCE POLICY AND REMOVAL OF STUDENT DURING SCHOOL DAY**

#### Compulsory Attendance

Parents are responsible for seeing that their children of age seven or older prior to the first day of school attend school, until the later of the following dates:

1. The child's 16th birthday, or,
2. The date of completion of the work of the eighth grade.

Parents shall enroll the student unless the student is:

1. Provided with supervised correspondence or home study;
2. Excused because of determination by a district judge that attendance is not in the best interests of the child;
3. Enrolled in a non-public or home school;
4. Enrolled in a school of another district or state under the tuition provisions of this title;
5. Excused by the Board of Trustees upon a determination that such attendance by a child who has attained the age of 16 is not in the best interest of the child and the school.

### **PROCEDURE 3120-P2 ATTENDANCE POLICY AND REMOVAL OF STUDENT DURING SCHOOL DAY**

#### Student Attendance

##### Introduction

Regular attendance is basic to meeting the educational needs of students. Maximum classroom instructional benefits can happen only when the student is in attendance. Regular and punctual attendance being essential to educational welfare, it follows that student, parents, and educators need clear understanding as to rights and responsibilities relating to attendance.

#### Rights

Students have the right to an appropriate education and are legally required to attend until they are 16 years old and have completed the 8th grade. Parents have the right to expect competent instructors and a school climate conducive to learning. Educators have the right to expect reasonable cooperation from students and parents.

#### Responsibilities

Students have the responsibility to participate in the educational opportunities given them. Parents are responsible for supporting the policies and programs of the School District, including seeing that students attend regularly and are to class(es) on time. The school has the responsibility to provide a significant curriculum, competent teachers, and adequate facilities and programs. The school also has the responsibility to maintain accurate records and practice diligence in reporting of attendance records.

#### *Attendance Policy - K-8*

It is the responsibility of the parent or guardian to assure their student is in school regularly. When a student must be absent for illness or other unforeseeable emergencies, parents must inform the school of the student's absence. In cases where doubt occurs concerning the validity of an excuse, the administration may request verification. If a student is not present and the parent has not notified the school of the absence, the school will attempt to call the parent.

#### *Attendance Policy - Grades 9-12*

The intent of the attendance policy is to provide a structure within which 9-12 grade students can gain maximum benefit from the instructional program. The regular contact of the pupils with one another in the classroom and their participation in well planned instructional activities under the tutelage of a competent teacher are vital to this purpose.

#### Excused Absences

Excused absences are categorized as follows:

- illness
- medical appointments which cannot be scheduled outside the school day
- participation in school activities
- bereavement
- verifiable family emergencies
- necessary absences approved by the parent

#### Unexcused Absences/Truancies

In the event the principal determines an absence unnecessary, the absence will be considered as unexcused, such as:

- leaving the building without checking out
- excuses such as oversleeping, car trouble, missing the bus, and being late from lunch
- disciplinary suspensions
- incarcerations

Truancy, defined as an absence from school not verified as valid by the parent &/or building administrator. Absences that are unexcused or not cleared within 48 hours are also considered truancies. Chronic truants will be reported to legal authorities as prescribed by law.

#### Parent (or Guardian) Responsibilities

When a student must be absent from class for illness, or other unforeseeable emergencies, parents must inform the school office of the absence. If the school is not notified within 48 hours of the last absent day, the excuse will not be accepted and the absence will be considered truancy. The principal may make exceptions to this general policy and excuse the absence, after consultation with the teacher(s) who are involved, and after giving consideration to the circumstances related to the failure to notify and to the frequency of the student's absence. In

cases where the validity of an excuse is in question, the administration may require verification from other sources.

#### Parent (or Guardian) Responsibilities

When a student must be absent from class for illness, or other unforeseeable emergencies, parents must inform the school office of the absence. If the school is not notified within 48 hours of the last absent day, the excuse will not be accepted and the absence will be considered truancy. The principal may make exceptions to this general policy and excuse the absence, after consultation with the teacher(s) who are involved, and after giving consideration to the circumstances related to the failure to notify and to the frequency of the student's absence. In cases where the validity of an excuse is in question, the administration may require verification from other sources.

#### Checking Out of School

When a student finds it necessary to leave after the start of the school day, the student shall follow the office procedures for checking out of school. Failure to follow this procedure may be considered truancy and appropriate action as defined in this policy will be taken.

#### Suspensions

Suspended students may not participate in extracurricular activities while on suspension. One day suspension usually will cover a 24-hour period. Suspensions are counted as days absent from school.

Parents will be notified of all suspensions. Students who are absent as a result of a suspension are responsible for the work missed.

#### Limit on Total Absences

If the total number of absences from any high school class exceeds 10 per semester, the student may be dropped from the class for the rest of the semester and assigned to a study hall. Absences from classes due to school-sponsored activities are not counted in the ten (10).

Students may appeal the 10 absences per semester limit. A student who anticipates that an extended absence will exceed the 10 day limit may appeal in advance. Consequences for students identified as disabled will be determined by appropriate planning meetings.

### **POLICY 3200 STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT**

The District recognizes that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others or disrupting the education environment. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies, procedures, rules, or handbooks, including but not limited to those listed below, on school premises or at any school function or activity. School premises means all property owned, leased, or used by the School District for instruction or student activities. Each student is expected to strive to take full advantage of

educational opportunities and to do the student's best in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to the school environment by meeting the following responsibilities:

1. Respect and work cooperatively with fellow students and school staff;
2. Be punctual and regular in school attendance;
3. Respond positively and promptly to direction by faculty or staff members;
4. Refrain from fighting or other abusive behavior directed toward any student, faculty or staff member. Harassment, intimidation, bullying, hazing, discrimination, and retaliation against students or staff members is not allowed and will not be tolerated;
5. Refrain from the use of profanity or vulgarity;
6. Avoid encouraging or assisting another student to take action that would subject a student to suspension or expulsion;
7. Refrain from possession or use of explosives, dangerous chemicals, or weapons on school property or at a school function;
8. Refrain from engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity, including but not limited to making a bomb threat, even if only a hoax;
9. Refrain from damage to or theft of school or personal property. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property is a violation of this policy;
10. Refrain from unauthorized entry into or misuse or damage of school property. Scooters, bicycles, roller-blades, and skateboards cannot be used or ridden on school property;
11. Be responsible for willful damage or destruction of school property;
12. Refrain from using, possessing, distributing, purchasing, or selling tobacco on school premises and at school functions;
13. Possession, use, purchase, sale, and/or distribution of illicit drugs, controlled substances, look-alike drugs, drug paraphernalia, contraband, and alcohol on school premises or during any school-sponsored or school-related activity are strictly prohibited. Students who are under the influence of such substances will not be permitted to attend school or school-related activities or functions and will be treated as though they had such substances in their possession;
14. Avoid disruption, on or off school property, of the educational process or school-related activities, functions, and programs;

15. Refrain from allowing any bodily substance to make physical contact with another person. Bodily substances include, but are not limited to: feces, sperm, urine, blood, and saliva;
16. Refrain from possession, sale, transfer, or use of a weapon on school premises or at school-related activities and functions, which is anything that is which is used, can be used, or could reasonably be considered to threaten or cause bodily harm, or intimidate another person, regardless of its primary function; "Weapon" can also include a bomb, an object meant to look like a bomb or other explosive, or a toxic or hazardous substance or material;
17. Obey directives from staff members or school officials; obey rules and regulations governing student conduct;
18. Do not forge any signature or make any false entry or attempt to authorize any document used or intended to be used in connection with any operation of a school;
19. Do not plagiarize or cheat;
20. Do not gamble for money or other valuable consideration; and
21. Do not make or abet in a bomb threat, even if only a hoax. Do not make or abet in a threat of a hazardous substance, even if only a hoax. A "bomb threat" means communicating or otherwise indicating by any means, whether verbal or non-verbal, that a bomb or an object intended to look like a bomb or explosive has been or will be placed on school property or at a school event, including events that are to take place after school hours. A "threat of a hazardous substance" means communicating or otherwise indicating by any means, whether verbal or non-verbal, that a hazardous or toxic substance has been or will be placed on school property or at a school event, including events that are to take place after school hours. A "hazardous or toxic substance" means any material or other thing, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

All students who attend the District's schools, programs, or activities shall comply with the written policies, procedures, rules, and handbooks of the schools, shall pursue the required course of studies, and shall submit to the authority of the Superintendent, principals, other administrators, teachers, or other designees of the District. Violation of any of these expectations is a violation of school policy and will result in discipline.

### **POLICY 3201 STUDENT FREEDOM OF EXPRESSION**

#### Student Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school.

The Superintendent shall develop guidelines assuring that students are able to enjoy free expression of opinion while maintaining orderly conduct of the school.

A. Students are protected by the guarantees of the First Amendment of the U.S. Constitution and are entitled to express their views while on school grounds. This does not mean, however, that the School District is without control over the time, place, manner and, to a limited extent, the content of that expression.

B. Students generally have the right to distribute and possess literature, including, but not limited to newspapers, magazines, leaflets, and pamphlets. Students also have the right to speak their views. Students do not have the right to possess or distribute literature or to communicate orally if such distribution or communication is libelous, obscene, or will cause a material interference with or substantial disruption of educational activities.

C. The time, place and manner of student distribution of literature may be regulated by the principal provided such regulations are reasonable and do not act to prohibit or unduly delay distribution or inhibit any person's right to accept or reject the literature sought to be distributed.

D. The principal may require materials sought to be distributed on school premises or to school-sponsored groups to be submitted for review. Materials are deemed approved if the principal does not indicate disapproval within two (2) pupil instruction days of submittal. A student may appeal a principal's decision to refuse dissemination directly to the Superintendent. The Superintendent will review the materials, listen to the student's explanation and discussion, if any, and decide whether distribution is permitted by these rules. The Superintendent's decision shall be communicated to the interested students.

### **POLICY 3202 STUDENT RIGHTS AND RESPONSIBILITIES**

#### Student Publications

Student publications produced as part of the school's curriculum or with the support of student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantively financed by the student body and the District.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, sex, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, liquor, illicit drugs or drug paraphernalia.

The Superintendent shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials that appear not to comply with the standards.

A. Given cause, the building principal will have the right to review student publication materials at any time to see if they comply with School District Policy 3200.

B. Materials appearing in student publications must

be reviewed by the sponsor of the publication to see if the materials comply with Billings Public Schools Policy 3200. If the sponsor finds the material to be in violation of said policy, the materials must be reviewed by the building principal.

C. Materials are deemed approved if the principal does not indicate disapproval within two student instruction days of submittal.

D. The principal's decision to refuse the materials may be appealed directly to the Superintendent. The Superintendent will review the materials and listen to the student's explanations and discussion. The Superintendent's decision will be communicated to the interested students.

## **POLICY3203 STUDENT DRESS**

### Student Dress

The District recognizes that a student's choice of dress and grooming habits demonstrates personal style and preference. The District has the responsibility to ensure appropriate conditions for learning while protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others. Building administrators shall establish written dress codes that will be distributed and explained to students at the beginning of each school year. Additional dress codes may be established by classroom teachers, coaches, and activity sponsors, with approval from the building administrator. Teachers, coaches, and sponsors shall put their dress codes in writing and distribute them to the students, athletes, or activity participants at the beginning of the school year and/or prior to the starting date of the activity or sport. In order to maintain a positive and safe learning environment, students are prohibited from the following while on school premises or while attending school functions or activities: 1. Wearing or possessing clothing, jewelry, accessories or other personal materials, possessing or using electronic equipment (such as pagers, cell or camera phones, or other communication devices), or grooming in a manner which by its nature denotes membership in a group or gang advocating threats, violence, intimidation, drugs, illegal activities, or any other disruptive behavior. 2. Implying gang membership or affiliation by written communication, marks, drawing, paint, design or emblem upon any school property, personal property, or on one's person. 3. Wearing clothing that carries derogatory, obscene, or sexually suggestive statements, connotations, or graphics; advertises alcohol, tobacco, or drugs; advertises weapons or violence; or endorses or promotes any illegal activity. 4. Wearing clothing or accessories that are distracting to the learning process, unsafe, unhealthy, or disruptive. It is the responsibility of building administration to determine the appropriateness of student clothing and accessories, especially as clothing, apparel, accessories, and particularly group or gang-related ones may vary from year to year. For the purpose of this Policy, a gang is an unauthorized group of three or more people who demonstrate a majority of the following traits:

1. Exhibit antisocial behavior often associated with crime or a threat to the community;
2. Interact together to the exclusion of others;
3. Claim a territory or area;
4. Have a name;
5. Have rivals/enemies;
6. Create an atmosphere in which the well-being of students, staff, or any other person is adversely af-

ected by undue pressure, behavior, harassment, intimidation, bullying, overt gestures, or threat of violence.

### School Uniforms

The Board authorizes any school to choose a school uniform. The decision to select a school uniform requires a two-thirds vote of the responsible adult for all students in the school at the time of the vote (one adult vote per student). The Board requires that the building administrator establish a procedure for selecting approved items of attire, for addressing any exceptions to an adopted procedure, and for making a financial assistance provision for needy students. Discipline Students whose dress does not conform with this policy, and other District procedures, rules, or handbooks, will be referred to a building administrator for disciplinary action.

## **POLICY 3203-P1 GANG ACTIVITY OR ASSOCIATION**

### Student Dress – Gang Activity or Association

The Billings Public School System recognizes that a student's choice of dress and grooming habits demonstrates personal style and preference. The District has the responsibility to insure proper and appropriate conditions for learning along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, employees or others. Elementary, middle, and high schools will establish written dress codes that will be distributed and/or explained to students at the beginning of each school year. Additional dress codes may be established by classroom teachers with approval from the building administrator. In order to maintain a positive and safe learning environment, students are prohibited from the following while on school grounds or while attending school activities:

1. Wearing or possessing clothing, jewelry, accessories and other personal materials, electronic equipment such as pagers, cell or camera phones, or other communication devices, or grooming in a manner which by its nature denotes membership in a group or gang advocating threats, violence, intimidation, drugs, illegal activities, or any other disruptive behavior.
2. Implying gang membership or affiliation by written communication, marks, drawing, paint, design or emblem upon any school property, personal property, or on one's person.
3. Wearing clothing that carries derogatory, obscene or sexually suggestive statements, connotations, or graphics; advertises alcohol, tobacco or drugs; or endorses or promotes any illegal activity.
4. Wearing clothing or accessories that are distracting to the learning process, unsafe, unhealthy or disruptive.

It is the responsibility of building administration, operating under administrative guidelines, to determine the appropriateness of student clothing and accessories, especially as clothing, apparel, accessories and particularly group or gang related ones may vary and change from year to year. Gang Activity or Association For the purpose of this procedure, a gang is an unauthorized group of three or more people who demonstrate a majority of the following traits:

1. Exhibit antisocial behavior often associated with

- crime or a threat to the community;
2. Interact together to the exclusion of others;
3. Claim a territory or area;
4. Have a name;
5. Have rivals/enemies; and
6. Create an atmosphere in which the well-being of students, staff, or any other person is adversely affected by undue pressure, behavior, intimidation, overt gestures or threat of violence.

### Extracurricular Activities

Students involved in extracurricular activities will adhere to the coaches' or sponsors' dress codes, as long as the codes are deemed reasonable by school administrator(s). Coaches or sponsors must establish written dress codes and distribute them to each participant prior to the start of the activity.

### Discipline

Students whose dress does not conform with Billings Public Schools Policy #3203 will be referred to a building administrator for appropriate disciplinary action

## **POLICY 3204 SEARCHES AND SEIZURE**

### Searches and Seizure

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

### School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of a student. This applies to vehicles parked on school property.

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

### Students

School authorities may search a student or a student's personal effects in a student's possession when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

### Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be

taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Law Enforcement Agencies

The District will cooperate with known or identified legal representatives of the Billings Police Department, Sheriff's Office or Probation Office. When a law enforcement officer comes to a school and properly identifies himself and his purpose, the administration will cooperate with him by promptly making available those students requested for interview at school, or upon the production of an arrest warrant to be taken into custody by the law enforcement officer. It shall be the responsibility of the law enforcement officer to notify the parents or guardian of the students interviewed and/or taken into custody. In addition, a good faith attempt shall be made by school personnel to notify the parents or guardian.

**PROCEDURE 3204-P1 SEARCHES AND SEIZURES**

Searches of Students and Their Property

Searches may be carried out to recover stolen property, to detect illegal or prohibited substances, items, or weapons; or to uncover any matter reasonably believed to be a threat to the health, safety, or maintenance of an orderly educational environment.

**SEARCHES UPON INDIVIDUALIZED SUSPICION**

- A. Searches of a student and/or the student's personal effects in the student's possession must be based on reasonable suspicion that the student (s) has violated school rules or the law.
- B. School officials responsible for conducting the search must be able to clearly articulate which school rule or law has allegedly been violated and establish that the search is reasonable in its inception.
- C. The information which forms the basis of the search and connects the student to the violation must be both recent and credible.
- D. Searches of a student and/or the student's personal effects in the student's possession must be conducted in a manner which is reasonably related to its objectives and reasonable in scope in light of the age and sex of the student along with the nature of the infraction. Highly intrusive searches require a high degree of individualized suspicion based upon specific and reliable evidence and should never be taken unless serious infractions, such as possession of drugs or weapons, are suspected. If a highly intrusive search is necessary, an attempt will be made to contact the parent or legal guardian prior to the search. An intrusive search shall be conducted in consultation with/by law enforcement and/or an Executive Director or the Superintendent.

**SEARCHES OF SCHOOL PROPERTY**

- A. School officials may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student(s), without notice or consent of the student (s).
- B. The principal may request the assistance of law enforcement officials in a search of school property or may conduct such searches through

the use of specially trained dogs in accordance with procedures set forth below.

**ADMINISTRATIVE SEARCHES**

School officials may undertake a search of a number of students and their possessions without an individualized suspicion of wrongdoing by a particular student provided the following conditions have been met:

- 1. There is a recognized problem, such as drug use or possession of weapons in the school, and other methods of addressing the problem have not been effective.
- 2. The problem has been acknowledged and recognized by the building principal and the parents of students attending there. The principal or other administrator may involve parents using whatever means of communication is customary in that school.
- 3. Parents and students have been given written notice that administrative searches will take place, the reason for the searches, and the procedure to be followed.

Administrative searches may take place even if these conditions have not been met if school officials have knowledge of a specific act or violation (such as a theft or the existence of weapons in the school which pose an immediate risk to student safety and school discipline), but do not know which particular student is involved.

In either situation, an administrative search must be minimally intrusive and minimally disruptive. No student should be singled out when there is no evidence to support an individualized suspicion to search.

**ADMINISTRATIVE SEARCH PROCEDURES**

A. Clothing and Personal

School officials shall request the student to remove all items from pockets or other personal effects. Backpacks, purses and the like shall be opened for the school official to search. If confiscated for inappropriate use or for violation of school rules, cell phones, and other electronic devices may be searched for messages, graphics, photos, and other electronically-stored data.

B. Dog Searches

- 1. The principal shall notify the appropriate Executive Director of the time frame in which a dog search will be conducted.
- 2. The principal shall determine the time and date of the search and coordinate with the School Resource Officer, local law enforcement, or a private security firm. Scheduling arrangements shall be kept confidential, and dog searches will be unannounced.
- 3. If a particular locker is identified by the dog, the locker will be searched by the building administrator. If contraband is found, it will be turned over to law enforcement.
- 4. If a particular vehicle is identified by the dog during a parking lot search, the driver or owner of the car will be located and asked to open the car so it can be searched. If the student does not consent, law enforcement will be notified to assist.
- 5. The building principal will notify the respective Executive Director of the search results

C. **Alcohol Consumption Sensor**

1. Procedure for Administering an Alcohol Consumption Test:

- a. A student who is believed to be under the influence of alcohol while attending school or attending a school-sponsored event should be escorted by the appropriate school official to a secure location in the building.
- b. The appropriate school official should confront the student about the suspected consumption and notify the student that the alcohol detection test will be administered.
- c. The alcohol detection test should then be administered.
- d. If the presence of alcohol is detected, the student's responsible adult should be notified to transport the student home.
- e. Disciplinary action should be taken in accordance with School District policy. Law enforcement may be notified.
- f. Refusal by the student to comply with the above procedures will be treated as defiance. The consequences for the defiance will be the same as being under the influence of alcohol.
- g. If the responsible adult disputes the results, the responsible adult can have a test done at the responsible adult's own expense by an outside agency within four hours, at an agreed upon site. The student will not be allowed to return to school until the test results are provided to the school.

**Seizure of Property/Responsible Adult Notification**

If a search produces evidence that the student has violated or is violating either the law or the District's policies, procedures, rules, and handbooks such evidence may be seized and Procedure 3204-P1 Page 4 of 5 impounded by school authorities, and disciplinary action may be taken. Such evidence may be transferred to law enforcement authorities. The student(s) will be taken to a designated area, and the responsible adult of the student(s) will be contacted.

**PROCEDURE 3204-P2 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.

The District may choose to make video recordings a part of a student's discipline record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Video recordings will be totally without sound.

**PROCEDURE 3204-P3 VIDEO SURVEILLANCE**

*School Buses/Vehicles*

Security cameras on a school bus not only provide a safeguard against illegal entry, vandalism and as a means to monitor behavior but also protect students

and school bus drivers from being wrongly accused of participation in illegal or unacceptable behavior.

### **PROCEDURE FOR USE OF SECURITY CAMERA RECORDING IN BUSES/VEHICLE**

- A. request for a camera to be placed on a bus may be made by:
1. An administrator from School District #2;
  2. A supervisor/manager of First Student Transportation.
- Note: There are four to five cameras available and 15 to 20 buses with camera boxes.
- B. The camera is active:
1. During the requested runs which may include the a.m., p.m., midday, field trips, and shuttles;
  2. Often times a combination of runs will be recorded even though only a specific run is being monitored.
- C. The following will have access to the recording:
1. An administrator of School District #2 or other appropriate School District #2 employee(s);
  2. A supervisor or manager of First Student Transportation and the appropriate school bus driver(s);
  3. Parent(s)/guardian(s) under the supervision of an authorized adult may view the recorded activity of his or her own student(s). The viewed segment may be as short as one second in length.
  4. Student(s) under the supervision of an authorized adult, as part of a specific investigation or disciplinary action;
  5. Investigative agencies when evidence of criminal activity exists;
  6. Other person(s) as designated by First Student Transportation or School District #2 to assist in an investigation or identification of a student(s).
- D. A recording may be kept:
1. Until the disciplinary action or investigation has been resolved satisfactorily;
  2. Permanently if requested or deemed necessary by an administrator of School District #2 or the Manager of First Student Transportation.

#### School Buildings and Grounds

Security cameras in a school building and on school grounds provide not only a safeguard against illegal entry and vandalism, but also protect students and staff from being wrongly accused of participation in illegal or unacceptable behavior. School administration recognizes the importance of protecting the identity of those filmed. Consequently, although the system is active and recording 24 hours a day, seven days a week, the system is not humanly monitored 24 hours a day, seven days a week.

Students and parents will be notified in the student handbook of the system's existence, purpose, and the procedures for use.

### **PROCEDURE FOR USE OF SECURITY CAMERA RECORDING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

- A. The real time image and/or the recording may be viewed:
1. During an orientation activity that may involve parents, staff or students;
  2. During the course of an investigation or as part of the process for identifying a stu-

dent or other district employees.

- B. The following will have access to the recording:
1. The school administrators and site School Resource Officer (SRO);
  2. Investigative agencies (e.g. the Fire Department) when evidence of criminal activity exists;
  3. Parents, under the supervision of an authorized adult, may view the recorded activity of their own student(s). The viewed segment may be as short as one second in length.
  4. Students, under the supervision of an authorized adult, as part of the orientation to the system or as part of a specific investigation.
- C. A recording may be kept permanently:
1. If an investigative agency wants the record for later court procedures;
  2. If there is an internally anticipated future need such as when there are chronic issues (e.g. harassment, vandalism).
- D. A recording may be kept:
1. Digitally on the hard drive where it remains until recorded over (a maximum of 18 days);
  2. On a CD which will be kept in the school vault.
- E. A recording may be kept:
1. Either until the involved student(s) graduates or until the criminal investigation is completed, whichever is later.

### **POLICY 3205 DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

#### General

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic equipment and networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. The District will provide training conducive to maximizing effective and appropriate use of these resources.

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

#### Curriculum

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

#### Acceptable Uses

Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the Dis-

trict's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of computers, systems, networks and Internet access and any and all information transmitted or received in connection with such usage.

#### Unacceptable Uses of Network.

- A. Uses that violate the law or encourage others to violate the law
- B. Uses that cause harm to others or damage to their property
- C. Uses that jeopardize the security of computers, systems, or networks of the District or others
- D. Exposing self or others to the potential of personal harm
- E. Uses that are commercial transactions.

#### Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

#### Violations

If a user violates this policy, the District will deny a student's access or will withdraw access and may subject a student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

### **PROCEDURE 3205-P1 DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS PROCEDURE**

#### Acceptable use Procedure

Technology is provided for BPS staff and students to conduct research and to learn and communicate with others. Communications over the network and files stored on district equipment should not be considered private. The communications and files may be treated like school lockers – administrators and faculty may review files and messages to maintain system integrity and insure users are acting responsibly. Additionally, the technology department may disable, uninstall or block traffic at any time with no prior notice to

maintain system integrity.

Violations of the Acceptable Use Policy include, but are not limited to, the following activities:

Engaging in illegal activities

Sending or displaying pornography, offensive messages, offensive language or other offensive media

Use of racist, harassing, insulting or threatening communications

Using district resources for campaigning or promotion of candidates or ballot issues

Wasting technological resources for non-educational purposes  
i.e. - interactive games, p2p file sharing, downloading games, shareware or freeware, streaming audio & video, excessive printing

Disclosing personal information outside the network

Posting of images or personal information

Accessing and/or changing files, systems or folders without authorization

Trespassing in and/or changing other users files, folders or documents w/o their permission

Using the network for buying, selling, personal profit or gain

Sharing passwords or logging on as another user without their permission

Transmitting viruses, Trojan horses, worms or other destructive files

Posting to bulletin boards, web logs (blogs), chats or instant messaging (IM), unless specified under curriculum or as approved by the supervising teacher or administrator

Engaging in gambling or betting

Plagiarizing and violating copyright laws

Using personal electronic devices unless approved by a teacher or administrator for educational purposes (i.e. – cell phones, MP3 players, PDAs, cameras)

Attaching devices to the network without prior approval from the supervising teacher or administrator

Attaching personal equipment, such as laptops, to the district network, installing district software on it or having district personnel maintain it without permission from the Director of Technology

Transmitting anonymous communications

**Violation of the regulations is unethical and may constitute a criminal offense. Should a student commit any violation of the regulations, computer privileges may be limited or revoked, school disciplinary action may be taken and/or appropriate legal action may be pursued.**

## **POLICY 3210 HARRASMENT, INTIMIDATION, AND BULLYING**

### **Harassment, Intimidation, and Bullying**

The District is committed to providing a safe, productive and positive learning environment for all students at all grade levels. A safe and accepting school environment is conducive to and necessary for optimal academic achievement. Like other disruptive behaviors, bullying, harassment, intimidation, hazing and retaliation negatively impact the learning environment. Harassment, intimidation, bullying, hazing, and retaliation are behaviors that will not be tolerated at any grade level. Students and staff are strictly prohibited from taking any action that could be interpreted as bullying, intimidation, harassment, hazing, or retaliation for reporting such action.

### **Definitions**

A. "Harassment," "intimidation" and "bullying" means any threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication or threat directed against a student or students regardless of the underlying reason for such conduct that:

1. causes a student physical or mental harm, damages a student's property or places a student in reasonable fear of harm to the student or the student's property;

2. is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from access to educational opportunity or benefit; and/or

3. substantially disrupts the orderly operation of the school.

B. "Hazing" means an act against a student or coercing a student into behavior that creates risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, team, club or organization, or for any other purpose.

C. "Retaliation" means an act or communication intended:

1. as retribution against a person who has reported an incidence of bullying, harassment, intimidation, hazing or other prohibited discrimination; or

2. to improperly influence the reporting, investigation, or discipline that results from an incident of bullying, harassment, intimidation, hazing or other prohibited discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or social contact toward a complainant, or any complainant's or witnesses' relatives, friends, or associates. Generally speaking, retaliation is taking revenge for a perceived wrong; in this context, it could include intimidation, teasing, seeking the sympathies of students, sarcasm, or even disingenuous apologies.

D. "Persistent" may consist of repeated acts against a single student or isolated acts directed against a student or a number of different students.

E. "HIB" means harassing, intimidating, bullying, hazing and/or retaliatory conduct that is prohibited by this District policy.

F. "Electronic Communication" is defined in 45-8-213, MCA, and includes any communication by any electronic device or other means including but not limited to text messaging, sexting, email, or use of social networking.

G. "Sexting" means sending sexually explicit messages or photographs by way of electronic communication, such as sending a text message with a sexual image.

H. "Staff Member" includes but is not limited to teachers, specialists, coaches, administrators, board members, volunteers, custodians, and any others

employed or authorized by the superintendent, school board, or district.

I. "Designated Investigator" is the principal of the school, a staff member or independent investigator appointed by the superintendent, principal, or person responsible for receiving and investigating reports of bullying, harassment, or intimidation.

### **Prohibitions**

A. No student or staff member may engage in any of the following:

1. Bullying, intimidation, harassment, or hazing of a student;

2. Retaliation against a student or staff member for reporting an incident of harassment, bullying, intimidation or hazing, or for participating as a witness in the investigation of such an incident; or

3. Coercion of another person to commit bullying, harassment, intimidation, hazing or retaliation.

B. Harassment, bullying, intimidation, hazing and/or retaliation is strictly prohibited:

1. in a classroom or any other location on school premises, including without limitation property used by the school for school purposes but not owned by the school (e.g., a parking lot);

2. during any school related program, activity, or function where the school is responsible for the student, including on a school bus or other school-related vehicle; or

3. through the use of electronic communication as defined in 45-8-213, regardless of when or where it occurs, that disrupts the orderly operation of the school or any school-related program, activity, or function where the school is responsible for the student.

### **Consequences**

A. If a student or employee is found to have committed one of the above-prohibited behaviors, consequences shall follow, up to and including expulsion or termination from employment.

Such action is meant not only to discipline the offending student or staff member, but also to protect the target from future aggression or retaliation. Consequences shall be implemented after reporting, investigation, and determination that a prohibited act has been committed.

B. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions taken by administration may include and is not limited to one or more of the following:

1. Parental notification

2. Loss of privilege(s), including participating in school activities

3. Parent conference

4. Reassignment of seats

5. Reassignment of classes

6. Reassignment to another mode of transportation

7. Escort of the perpetrator

8. Completion of apology letter and acknowledgement of behavior

9. Referral or appointments with school counselor or other professionals

10. Payment for damaged property

11. Detention

12. Suspension (in-school or out-of-school)

13. Referral to law enforcement

14. Expulsion

Any student disciplined will be afforded due process in accordance with District policies.

C. Depending on the severity of the offense, disciplinary and remedial actions for school staff is subject to and commensurate with the district's personnel policies and collective bargaining agreements and may include:

1. Verbal warning

2. Written warning
3. Suspension with or without pay
4. Referral to law enforcement
5. Termination of employment

### **Intervention**

- A. All staff members shall intervene when witnessing potential HIB. If the staff member witnesses such behavior or receives a report of unresolved HIB the staff member will report the matter as provided for in this policy.
- B. If it is determined that staff was aware of HIB and did nothing to intervene, the staff member will be subject to discipline or other remedial action.

### **Reporting**

A. Students who feel they have been subjected to HIB or other students, parents, staff, or other community members who believe they have witnessed such treatment of a student may report the incident either in writing (via Incident Reporting Form) or verbally. Reports may be made to any employee. Failure to use the designated form will not cause the complaint to be dismissed so long as the written report provides sufficient detail for action by the school.

B. Any employee who becomes aware of HIB should attempt to resolve the matter immediately. When an employee is made aware of unresolved incidents they shall fill out or assist the student in filling out an Incident Reporting Form and submit it to an administrator (unless the administrator is the subject of the complaint) within two school days of the incident.

C. If the principal is the subject of the complaint, the report should be submitted to the Executive Director of Human Resources, the Executive Director of School Leadership Support, or the Superintendent.

D. Anonymous reports containing adequate detail to investigate will be investigated.

E. Incident Reporting Forms are available on the District website, included in the student handbook, and available in each school's main office.

### **Investigatory Process**

A. All investigations should be initiated promptly, but no later than two school days after the Incident Report has been completed and filed with the school administration.

B. The designated investigator will determine whether HIB has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same students should also be taken into consideration.

C. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary.

D. The investigation should be performed and concluded within five school days of receipt of a report. Upon conclusion, if it is found that HIB has occurred parents of the target(s) and the aggressor(s) shall be notified immediately by a school administrator.

E. The school administration will determine whether another entity has jurisdiction over the incident. If instances of HIB rise to the level of a possible criminal offense, a school administrator shall immediately notify law enforcement.

F. The school administrator shall determine and implement appropriate consequences, which may include discipline and/or remedial action for the aggressor and the target. The aggressor will be informed

that retaliation is strictly prohibited and will be met with similar or additional consequences.

G. The school administration shall take all necessary steps to protect the target from further HIB incidents. This can include but is not limited to changing the aggressor's seat, transportation route, or classes and identifying a staff member to act as a supervisor for the aggressor. If an escort is appropriate, the aggressor – not the target – should be escorted.

H. A school administrator will follow up with the target of any HIB to ensure that the negative behavior has stopped and not repeated.

I. A written record will be kept of each reported incident, including the written report, investigatory steps and information, conclusive findings, referral to other entities (e.g. law enforcement), and disciplinary and/or remedial action taken.

### **Notification and Training**

A. This policy and any related procedures will be included in student handbooks for all grade levels and prominently posted on the District's webpage.

B. Reporting form(s) will be readily available to staff members, students, and parents, including online on the District's website.

C. Staff and students will be educated on the policy and procedures, including: recognizing inappropriate behaviors; using appropriate intervention and remediation; and possible consequences and discipline.

## **POLICY 3220 EQUAL EDUCATIONAL OPPORTUNITY**

### **Equal Educational Opportunity**

The District recognizes and celebrates Montana's Constitutional guarantee of equal educational opportunity to each person in this state. To that end, the District will make equal educational opportunities available for all students of the District without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, political belief, physical or mental handicap or disability, economic or social condition, age, or actual or potential marital or parental status. This policy applies to all areas of education including academics, coursework, curricular and extracurricular activities, and other rights or privileges of enrollment. In addition, the District will not tolerate harassment, intimidation, bullying, or hazing as set forth in Policy 3210. If such conduct is based on or motivated by race, color, national origin, sex, age, political beliefs, religion, creed, physical or mental handicap or disability, or marital status, the District will consider such behavior as constituting discrimination in violation of state and federal law. Any student or responsible adult with questions about this policy is encouraged to address the question first to the student's building administrator. The student or responsible adult may also address questions concerning this policy to the Superintendent or to the District's nondiscrimination coordinator (Executive Director of Human Resources). Any individual may file a complaint alleging violation of this policy by following the procedure outlined in Policy 3230, Policy 1700, or the use Form 3210-F1. Pursuant to federal law, the District will notify annually all students, the responsible adult, and staff of this policy and the name and location of the designated District coordinator to receive inquiries. The annual notification will also be included in all student handbooks.

## **POLICY 3230 NON-DISCRIMINATION AND ANTI-HARASSMENT**

### **Non-Discrimination and Anti-Harassment**

The District will not tolerate harassment, intimidation, bullying, hazing, or retaliation as defined in Policy 3210, or adverse conduct that is reasonably perceived as being motivated by any actual or perceived attribute such as race, color, ancestry, national origin, language barrier, religious beliefs, political ideas, age, sex, marital status, or disability. Such conduct by students, employees, trustees, volunteers, and third-parties (who are on school grounds or involved in school-related activities) is discriminatory and prohibited. One example of prohibited discrimination is "sexual harassment". Sexual harassment occurs whenever an individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Is so severe or pervasive that it denies or limits the provision of educational, benefits, services, or treatment; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting the student or making such conduct a condition of a student's ability to participate in the student's education.

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Sexual harassment also includes sexual violence: physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the use of drugs or alcohol or due to mental handicap or disability.

Harassment motivated by any protected-class status is considered discrimination if it:

1. Is so severe or pervasive that it denies or limits the provision of educational, benefits, services, or treatment; and/or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting the student or making such conduct a condition of a student's ability to participate in the student's education.

### **Designation of "Title IX (Non-discrimination) Coordinators"**

The District has designated employees in each school to serve as a "Title IX Coordinator", also known as "Non-discrimination Coordinator", who is trained to understand and apply the procedures and policies for addressing sexual harassment, sexual violence, and discrimination. In addition, the Executive Director of Human Resources in Lincoln Center also serves in this role. These coordinators are not limited to addressing gender-based discrimination but can address all issues pertaining to harassment, intimidation, bullying, hazing, discrimination, and retaliation.

### **Procedure for Reporting Harassment, Discrimination, or Retaliation:**

Students who believe they are being or have been subjected to protected class-based harassment, discrimination, or retaliation or who have witnessed such conduct may report the conduct either:

1. On Form 3210-F1;
2. In accordance with the Uniform Complaint Procedure, Policy 1700;
3. Verbally to an administrator, teacher, counselor, or Title IX coordinator;
4. In accordance with Title IX, IDEA, Section 504, or ADA grievance procedures; or
5. Verbally to any employee.

Any adult school employee, adult volunteer, district contractor, or agent who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment, intimidation, or bullying, hazing, discrimination, or retaliation shall report it in accordance with this policy and/or any procedures developed under this policy.

#### **Employee Responsibilities**

Each administrator is responsible for maintaining an educational environment free from discrimination. The administrators shall take appropriate actions to ensure the School District's equal opportunity and non-discrimination policies and procedures are enforced. These actions include, at a minimum:

1. Providing notification of the District's grievance or reporting procedures in the student and staff handbooks (See incident reporting form, Policy 3210);
2. Providing notification of the rights and responsibilities of students and staff regarding harassment, intimidation, bullying, hazing, discrimination, and retaliation;
3. Providing new employees of the District a copy of these policies;
4. Taking prompt action to report and investigate complaints of harassment, intimidation, bullying, discrimination, and retaliation; and
5. Instructing employees and students regarding the procedures for reporting harassment, intimidation, bullying, discrimination, and retaliation.

All school employees shall intervene when witnessing behavior which could be considered bullying, harassment, intimidation, hazing, discrimination, or retaliation. If the employee witnesses such behavior or receives a report of such behavior, the employee shall report the behavior to an administrator or Title IX coordinator and/or on Form 3210-F1. If it is determined that an employee was aware of bullying, intimidation, harassment, discrimination, or retaliation and did nothing to intervene or report, the employee will be subject to discipline.

#### **Investigation Process**

- A. All investigations should be initiated promptly, but no later than two (2) school days after the Incident Report has been completed and filed with the school administration.
- B. The designated investigator will determine whether bullying, harassment, intimidation or hazing, discrimination, or retaliation has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same individuals should also be taken into consideration.
- C. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary and required in proceedings flowing from the incident.
- D. The investigation should be performed and concluded within five (5) school days of initiation of the investigation. Upon conclusion, if it is found that bullying, harassment, intimidation, hazing, or retaliation has occurred, the responsible adult of the target(s) and the aggressor(s) shall be notified immediately by a school administrator.

E. The school administration will determine whether another entity has jurisdiction over the incident. If instances of bullying, harassment, intimidation, hazing, discrimination, or retaliation rise to the level of a possible criminal offense, a school administrator shall immediately notify the police.

F. The school principal, in conjunction with the counselor or other appropriate staff, shall determine and implement appropriate consequences, which may include discipline and/or remedial action for the aggressor and the target. The aggressor will be informed that retaliation is strictly prohibited and will be met with additional consequences.

G. The school administration shall take all necessary steps to protect the target from further bullying, harassment, intimidation, hazing, discrimination, and retaliation incidents. This can include but is not limited to changing the aggressor's seat, transportation route, or classes and identifying a staff member to act as a supervisor for the aggressor. If an escort is appropriate, the aggressor – not the target – shall be escorted. However, the School District may provide an escort for the targeted student, if requested by that student.

H. The principal or other designated school administrator will follow up with the target of any bullying, harassment, intimidation, hazing, discrimination, or retaliation to ensure that the negative behavior has stopped.

I. A written record will be kept of each reported incident, including the written report, investigatory steps and information, conclusions and findings, referral to other entities (e.g. law enforcement), and disciplinary and/or remedial action taken.

#### **Consequences for Discrimination**

A. If a student or staff member is found to have committed one of the above-prohibited behaviors, consequences may follow, up to and including expulsion or termination from employment. Such action is meant not only to discipline the offending student or staff member, but also to protect the target from future aggression or retaliation. Consequences may be determined after reporting, investigation, and determination that a prohibited act has been committed.

B. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions for student perpetrators may include:

1. Notification given to the responsible adult;
2. Loss of privilege(s), including participation in school activities;
3. Conference with the responsible adult;
4. Reassignment of seats;
5. Reassignment of classes;
6. Reassignment to another mode of transportation;
7. Escort of the perpetrator;
8. Completion of apology letter and acknowledgment of behavior;
9. Referral or appointments with school counselor or other professionals;
10. Payment for damaged property;
11. Detention;
12. Suspension (in-school or out-of-school);
13. Referral to law enforcement; and
14. Expulsion.

Any student disciplined will be afforded due process in accordance with District policies.

C. Depending on the severity of the offense, disciplinary and remedial actions for school staff is subject to and commensurate with the district's personnel policies and may include:

1. Verbal warning;
2. Written warning;
3. Training, at the employee's expense;
4. Suspension with or without pay;
5. Referral to law enforcement; and
6. Termination of employment.

D. The District may also provide additional training to students and staff following a report and investigation. The District may also provide information and resources to the victim of available academic, counseling, medical, and other services.

#### **Retaliation, Reprisal, and Fabrication**

The District prohibits retaliation and reprisal against any person who reports an act of harassment, intimidation, bullying, hazing or discrimination or who participates as a witness in an investigation or disciplinary hearing arising out of such reports. Students or employees who retaliate will be disciplined, with the possible consequences including expulsion or termination. Individuals who intentionally fabricate allegations of harassment, intimidation, bullying, hazing, or discrimination shall be subject to disciplinary action, up to and including expulsion or termination.

#### **Notification and Training**

- A. The District policy, procedures and rules will be included in student handbooks for all grade levels and prominently posted on the District's webpage.
- B. Reporting form(s) will be readily available to staff members, students, and the responsible adult, including on-line on the District's website.
- C. Staff and students will be educated on the policy, procedures, and rules, including: recognizing inappropriate behaviors; using appropriate intervention and remediation; and possible consequences and discipline.

#### **POLICY 3235 STUDENT DRUG AND CHEMICAL USE AND ABUSE** *(Please see complete policy on Billings Public Schools website and refer to Athletic Code of Conduct)*

#### **POLICY 3240 TOBACCO FREE SCHOOLS**

##### Tobacco Free Schools

As it is a medical fact that the use of tobacco and related substances is a major health hazard, the Board of Trustees of School District No. 2 hereby institutes a "tobacco free" policy in all schools, school functions, and school activities. Use of tobacco by minors is also against the law. It is the belief of the Board that staff modeling is critical to the educational process and that this policy supports our instructional expectations and curriculum. Since it is also a medical fact that passive smoke consumption can be as life-threatening as active smoke consumption, the Board of Trustees hereby directs that all buildings utilized by School District No. 2 shall be "tobacco free," in order to insure that all students, staff, and public alike within school buildings shall be free and protected from passive smoke exposure. Students who use tobacco on school premises, at school functions, or during school activities are subject to discipline.

#### **POLICY 3250 GUN FREE SCHOOLS**

##### Gun-Free Schools

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school premises or at a school-related function or activity, except as provided below, shall be suspended or expelled for a period of not less than one calendar year unless modified by the Superintendent on the basis of facts determined through the



hearing process, as set forth in the District discipline policies below. In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922(q), students and other authorized persons may bring unloaded firearms onto school property for use in instructional activities that have prior written permission of the District Superintendent. At the conclusion of the activity, the firearms must be immediately removed from school property. No student shall possess any firearm, without authorization, on school premises, on the way to and from school or school activities, or during intermission or recess, or any school function or activity. Violation of this provision shall result in discipline up to and including expulsion. All students charged with violation of this procedure shall have the right to a hearing. The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or which can reasonably be considered, or looks like, a firearm. The Superintendent shall develop a process to notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building or on school premises. In addition, the District will refer for possible prosecution a responsible adult of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school. The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law. This policy in no instance applies to law enforcement officers and other officials provided for in law. The Superintendent may grant persons and entities advance permission to possess, carry, or store a weapon in a school building

**POLICY 3255 BOMB THREATS AND THREATS OF HAZARDOUS SUBSTANCES**

Bomb Threats and Threats of Hazardous Substances The Board will expel any student who makes a bomb threat, even if only a hoax or intended to be a hoax, for a definite period of time of at least one (1) calendar year. However, the Superintendent may modify the requirement for expulsion of a student on a case-by case basis. The Board will expel any student who makes a threat of a hazardous substance, even if only a hoax or intended to be a hoax, for a definite period of time of at least one (1) calendar year. However, the Superintendent may modify the requirement for expulsion of a student on a case by-case basis.

**POLICY 3300 STUDENT DISCIPLINE: CONSEQUENCES FOR VIOLATIONS OF STUDENT CODE OF CONDUCT**

The Board grants authority to a teacher or principal to hold a student to strict accountability for conduct:

1. In school;
2. On, or within sight of, school grounds before, during, or after school hours;
3. At a school function or activity;
4. On the way to or from school, school functions or activities;
5. During intermission or recess;
6. Out of school conduct as defined below; or
7. At school functions and activities.

The Board grants authority to a building administrator to impose on students under their charge any disciplinary measure, other than expulsion or

corporal punishment, that is appropriate and in accordance with policies, procedures, rules, and handbooks on student discipline. The Board authorizes teachers/ adult supervisors of students to implement their classroom disciplinary interventions or remove students from classrooms with a referral to the building administrator for disruptive behavior. Out-of-school conduct which is recognized to be within the jurisdiction of the school includes acts which:

1. Tend to demoralize other students in the school;
2. Are detrimental to the overall good order and best interests of the school;
3. Produce a negative effect on the discipline, function, or general welfare of the school;
4. Adversely impact the physical or emotional safety and/or the care for and wellbeing of the school's students, staff, or property; or
5. Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or any educational function.

**Disciplinary Measures**

This District may assign consequences to any student for disobedience or misconduct. For the purpose of this Policy, "disobedience or misconduct" means a student's failure to obey or a student's improper behavior, including without limitation violation of school policies, procedures, rules and handbooks, laws and regulations, applicable to schools, and any behavior damaging to the school environment. Disciplinary measures include, but are not limited to:

1. Expulsion;
2. Suspension;
3. Detention, including Saturdays;
4. School community service;
5. Loss of student privileges;
6. Loss of bus privileges;
7. Notification to juvenile authorities and/or police; and
8. Restitution for damages to school property.

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force that District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense, or as otherwise allowed by law.

**POLICY 3350 STUDENT DISCIPLINE: DUE PROCESS**

The District will maintain a system of legally-sound procedures for administering student discipline so that due process of law is provided. The type of procedural protections given will depend upon the severity of the infractions(s) and the severity of the penalty being sought.

**PROCEDURE 3350-P1 DETENTION**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than 60 minutes on one or more days. Students may be required to attend Saturday detention for up to four hours. Preceding the assessment of such consequences, the staff member shall inform the student of the nature of the offense charged and/or the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify the student's actions to the staff members. After-school detention shall not begin until the responsible adult has been notified (except in the case of the adult student) for the purpose of informing the responsible adult to

make arrangements for the necessary transportation of the student when the student has been detained after school hours for corrective action or punishment. Students detained for corrective action or punishment shall be under the direct supervision of the staff member or another member of the professional staff.

**PROCEDURE 3350-P2 SUSPENSION AND EXPULSION**

The District recognizes and honors students' constitutional right to educational opportunity. However, as provided for in Montana law, the District will exercise its right to suspend or expel a student when necessary. The District expects all students to know and follow the District's policies, procedures, rules, and handbooks. The District considers a student's failure or refusal to comply with District policies, procedures, rules, and handbooks cause for discipline, including suspension or expulsion. Students with disabilities will be suspended or expelled pursuant to the provisions of the Individuals with Disabilities Education Act (IDEA), Section 504, and corresponding Montana law. See Policies 3360 P-3 and P-4.

**A. Definitions and Rudimentary Procedures**

1. Suspension "Suspension" means the exclusion of a student from attending individual classes, school, school functions or activities and participating in school activities for an initial period not to exceed ten (10) consecutive school days per incident. Following an alleged infraction, a school administrator shall give the student oral or written notice of the alleged misconduct. If the student denies the allegations, the administrator shall explain the evidence of the misconduct to the student. The student shall then be given an opportunity to present the student's position.

The administrator shall make every reasonable attempt to contact the responsible adult as soon as possible, by phone, email, or letter. If requested by the responsible adult, a meeting with the responsible adult shall be scheduled at the earliest convenience. K-8 students will not be sent home during the school day, but may be suspended effective at the end of the school day unless a responsible adult has been notified and will transport the student to home or other safe place. The student may not participate in school sponsored activities during the term of suspension or alternative placement.

An administrator may hold an informal hearing with the student and responsible adult on or before day ten (10) to determine if the student's immediate return to school would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process. A student may be suspended for an additional period of time not to exceed a total suspension of twenty (20) consecutive school days. Only an administrator may order the suspension of a student.

2. Expulsion "Expulsion" is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board of Trustees may expel a student.

**B. Due Process Hearing**

There are two (2) distinct situations that may lead to a due process hearing:

1. A series of problems with documented efforts by the school to solve these problems; and
2. A situation where there is a single severe violation of the policies, procedures, rules, or handbooks.

The hearing can result in four (4) possible actions being taken by the hearing officer:

1. Reinstatement of the student at the conclusion of the current disciplinary action;
2. A suspension, not to exceed twenty (20) days, from date of initial suspension;
3. Alternative placement, which could extend up to one school year. If the violation occurs in the second semester of the school year, the disciplinary action may extend through the first semester of the following school year; and
4. A recommendation of the hearing officer, through the Superintendent, to the Board of Trustees, that the student be expelled from the Billings Public Schools.

Correspondence and the record of the due process hearing and outcome will become a part of the student's permanent record as provided by law.

#### **Building Administrator:**

If a due process hearing is warranted, the administrator who made the decision to hold a due process hearing will send a notice to the responsible adult (hand-delivered or certified return mail) or if the student is over age 18, by hand-delivery. This notice must be postmarked or hand-delivered with receipt, not later than two (2) school days following the day the administrative decision to pursue due process hearing was made. This notice shall contain:

1. Name of hearing officer (different person from the one deciding to invoke process, and only licensed administrators contracted by the District may act as hearing officers);
2. A description of possible disciplinary action;
3. A description of the alleged misconduct and standards of student conduct allegedly violated;
4. Notice that all educational records will be reviewed;
5. A statement of time and place of the hearing, with not less than two (2) days between notice and the actual hearing to permit preparation of defense;
6. A statement of procedural rights accorded the student including the right to be represented by an attorney, the right to question witnesses, and the right to present witnesses and evidence, the right to an impartial hearing officer, the right to have a personal copy of the official record at the student's own expense, and the right to reasonable access to the student's records and relevant non-privileged evidence which may be used at the hearing. However, in the event of sexual abuse or severe harassment, the District may protect the victim and limit any right to face-to-face cross-examination;
7. The student or responsible adult must give written notice to the building administrator at least 48 hours before the date of the hearing if the student will have an attorney present;
8. The administrator must contact the appropriate executive director or Superintendent to request legal counsel if the student is represented by an attorney; the building administrator must also notify the hearing officer that attorneys will be present. If the hearing officer requests legal counsel, one will be secured through the appropriate executive director or the Superintendent;
9. A statement that nonappearance of the student or the student's representative shall entitle the hearing officer to conduct the hearing in the student's absence;
10. A copy of this Policy and any related policies, procedures, rules, and handbooks; and
11. A statement that any reasonable accommodations, such as an interpreter, will be provided as requested;
12. The hearing may be waived and the proposed disciplinary action imposed if the student and responsible adult furnish the hearing officer a signed statement to that effect;

13. A statement that the hearing shall be recorded.
14. The hearing shall be closed to the public unless the student requests in writing an open hearing prior to its commencement.

The hearing shall be scheduled within five (5) school days after the hearing notice has been sent. If the student requests a postponement of the hearing the student is to remain out of school pending a decision by the hearing officer. The postponement may be granted only if the student and the student's representative agree that the student shall remain out of school pending a decision by the hearing officer, waiving the statutory and constitutional right of reinstatement after twenty (20) days.

The student has a right to an impartial hearing officer. Upon written objection of the student made at least two (2) days before the hearing, stating the reason for the objection, another hearing officer may be designated. If the first assigned hearing officer conducts the hearing, that officer must address the objection and make a finding of impartiality. The student has the right to question all witnesses and challenge all evidence (except the victim of sexual abuse or severe sexual harassment). The student may submit evidence, present witnesses and testify in the student's own defense. Freedom from self-incrimination is not applicable in school disciplinary proceedings. While a student will not be compelled to testify, the refusal to do so may be used to support a finding that the student did engage in the charged conduct.

#### **Hearing Officer:**

The hearing officer is not required to conform to the formal rules of evidence. The student is presumed innocent until evidence proves otherwise. The hearing officer has two (2) school days to make the findings and decision. The student's initial disciplinary action will remain in effect until notified by the hearing officer of the due process decision.

The student and responsible adult shall be notified of the result of the hearing in writing, by hand-delivery, or by certified return mail, posted within two (2) school days after the hearing. The letter from the hearing officer must:

1. Be on district or school letterhead;
2. Indicate date of hearing;
3. Name the student;
4. Explain behavior that made due process hearing necessary;
5. State the beginning and ending date of disciplinary action, if any, and restrictions on student's presence on school premises and at school activities;
6. Identify an alternative placement;
7. Inform as to appeal procedure; and
8. Be signed by the hearing officer.

#### **Superintendent Review:**

The Superintendent or the Superintendent's designee shall review the Hearing Officer's final report. If the Superintendent is satisfied that Board Policy, including the right to substantive and procedural due process, was followed by the building administrator and Hearing Officer, then the Superintendent shall affirm the Hearing Officer's report. If the Superintendent is not satisfied that Board Policy was followed, then the Superintendent shall remand the matter to the building administrator and/or hearing officer for further action. The Superintendent shall give written notice to the building administrator, hearing officer, student, and responsible adult within five (5) school days of receipt of the hearing officers' final report, unless the student has sent the Superintendent a written appeal, in which case the time to review is extended an additional two (2) days.

#### **Appeal:**

The student or responsible adult may appeal the issue of whether substantive and procedural due process

was provided by writing to the Superintendent within three (3) days of receipt of the hearing officer's decision. The Superintendent may designate a review by an impartial individual for a recommendation concerning the appeal.

#### **C. Board Hearing**

If the hearing officer believes, after a due process hearing, that the Board should consider an expulsion, the hearing officer shall forward the record of the hearing, along with a written recommendation of expulsion, to the Superintendent. The hearing officer's recommendation shall contain the following:

1. Date due process hearing occurred;
2. Reasons for expulsion recommendation; and
3. Hearing officer's signature.

#### **Superintendent:**

The Superintendent shall provide the record from the due process hearing and the recommendation for expulsion to the Board if the Superintendent concurs in the recommendation. The record and recommendation provided to the Board shall include:

1. All documents, including exhibits, statements, notices, letters, and other written communications between the School District and the student, concerning the alleged misconduct and the hearing;
2. A detailed description of the due process hearing including date, location, persons present and role of each person present;
3. A reasonably detailed summary of the testimony and evidence of the hearing by the hearing officer;
4. A reasonably detailed statement of the hearing officer's assessment of the evidence and testimony;
5. A proposed statement of the facts, including all facts necessary to determine that expulsion is proper; and
6. A statement of why the hearing officer believes the conduct may warrant expulsion, and the date and location of the hearing.

The Superintendent shall send notice of the expulsion hearing to the student and responsible adult at least five (5) school days before the date scheduled for the hearing. In addition to that date, the notice of the hearing shall include:

1. A definition of expulsion;
2. The date, time and place of the hearing;
3. Information describing the process to be used to conduct the hearing;
4. Notice that the student or responsible adult must give notice at least two (2) school days before the hearing that they will have an attorney present at the hearing;
5. Information that the student, or the student's responsible adult or attorney may make arrangements with the Superintendent to review the due process hearing record; and
6. The Board's decision to conduct the hearing in closed session unless the responsible adult or emancipated student waives the right to hold the hearing in executive session. Such waiver requests must be made to the School Board, in writing, at least two (2) school days before the hearing. The Board's decision as to whether to hold the hearing in executive session will be made in accordance with state law.

An expulsion hearing may be rescheduled by the student or responsible adult by submitting a written request showing good cause to the Superintendent or the Superintendent's designee at least two (2) school days prior to the date of the hearing as originally scheduled. A student's request to reschedule constitutes a waiver of any statutory or constitutional right

to be reinstated within twenty (20) days of the first day of suspension. The Superintendent or the Superintendent's designee shall determine if the request shows good cause.

#### **Board of Trustees:**

The Board shall consider expulsion in a de novo hearing. The expulsion hearing is not an appeal of the due process hearing officer's decision, and the Board's determination on the question of expulsion shall not affect any disciplinary action already imposed. The de novo board hearing on expulsion should be scheduled so that it may be resolved within twenty days of initial suspension, unless the student or responsible adult has waived that deadline.

The expulsion hearing will be conducted by the Board in accordance with Montana law. Formal rules of evidence are not binding upon the Board's conduct of the hearing. Before the expulsion hearing the student will be entitled to:

1. Access to any and all evidence which may be presented, as well as access to the student's own records; and
2. Representation by the responsible adult, or someone else designated in writing by the responsible adult.

During the expulsion hearing, the student shall be entitled to:

1. The opportunity to comment on any evidence discovered after the due process hearing;
2. Not be compelled to testify, although the refusal to do so may be used to support a finding that the student did engage in the charged conduct;
3. The opportunity to comment on any alleged violation of due process;
4. Representation by the responsible adult, or someone else designated in writing by the responsible adult.
5. The opportunity to present evidence or testimony of any witness on the student's behalf.
6. The opportunity to cross-examine witnesses, except the victim of sexual abuse or severe sexual harassment.

At the expulsion hearing, the record of the due process hearing shall be entered into evidence. The Board will announce its decision and shall cause notice of the decision to be sent by certified mail (return receipt requested) or by hand-delivery with receipt, to the student and responsible adult.

After the lapse of one year, the student so expelled may apply for reentry to the school by making written application to the Board through the Superintendent. The application for readmission shall contain facts and evidence indicating resolution of the problem that caused the expulsion. Any supporting statements from persons other than the responsible adult or student should be included with the application. The Board shall consider each application individually and make an independent determination of whether or not the request will be granted. The Board may order a hearing to be held on any application for readmission to school. The hearing shall follow procedures the same as those of the expulsion hearing, except the student shall have the burden of establishing the resolution of the student's particular difficulties. Readmission may occur only at the beginning of a grading period.

#### **POLICY 3416 ADMINISTERING MEDICINES TO STUDENTS**

It is most desirable for medication to be administered at home. However, when a student is required to take medication during the regular school day, the following applies:

1. The initial dose of medication must be administered at home in order to avoid adverse reactions from occurring at school.

2. School personnel reserve the right to review and deny all requests for medication being taken during school hours.

3. With written permission from parent or guardian, a student may self-administer medications in accordance with district procedure. Prescription drugs require current written instructions from a medical practitioner.

4. If a student is not able to self-administer medication, medication will be administered pursuant to the written authorization of a physician or dentist order as well as written permission from parent or guardian, in accordance with district procedure. A nurse will administer medication to those students.

#### **Administration of Glucagon**

If a parent requests and the Superintendent approves, a school employee may volunteer to administer glucagon pursuant to Section 20-5-412, MCA, and pursuant to procedures developed by the Superintendent.

#### **PROCEDURE 3416- P1 ADMINISTERING MEDICINES TO STUDENTS**

##### Procedures for Self-Administration and Administration of Medications

1. For all students, the initial dose must be administered at home to avoid adverse reactions from occurring at school.
2. School personnel reserve the right to review and deny requests for medication being taken during school hours.
3. All medication (except those approved for keeping by students) must be stored in designated area that is to remain locked when not in use.

##### Self-Administered Medications: Elementary Students

1. School personnel may not accept or supervise the taking of medication unless it is accompanied by a "Consent for Student Self-Administration of Medication" form, signed by the parent/legal guardian.
2. Students taking medication (over the counter or prescribed by physician) must present the medication in its original container to the principal or designee.
3. The student will self-administer the medication with supervision. *Some assistance may be given to the student with verbal suggestions, prompting, reminding, gesturing, opening the lid, guiding the hand, removing the medication from the container, and holding fluids to assist in swallowing of oral medications.*
4. Students must take all medication in the presence of designated school personnel. (Exception: with consent form and original container, student may carry inhaler or epipen with them).
5. School staff is responsible for informing the nurse in writing of any parent requesting a child to take medication at school.

##### Self-Administered Medications: Middle School Students

1. Middle school students will follow elementary procedures when taking prescription medication.
2. Middle school students may keep in their possession a small quantity of nonprescription medication in original container and self-administer in accordance with parent instruction.

##### Self-Administered Medications: High School Students

High school students are responsible for taking their own medication. High school students are allowed to carry only a small amount of necessary medication in properly labeled containers.

##### Procedures for Students with Special Needs

Special considerations must be given to any student who is unable to take medication on their own.

Since each child's needs vary greatly, an appropriate procedure for the dispensing of medication at school will be developed.

The nurse will be responsible for administering medication or delegating the administration of medications.

Some special needs students may be able to assume responsibility for taking their own medications with supervision by following the procedures outlined in Self-Administration of Medication for Elementary Students.

Some special needs students may require the nurse to administer medications.

1. The school must be provided with signed written permission from the parent/guardian of the student requesting the nurse assist the student in taking the medication prescribed by the physician.
2. The medication must be in the original container, labeled accordingly (child's name, name of medication, dosage, route, time of day to be taken, duration of time to be taken, and physician name).
3. A signed physician order is required for all medication to be administered. This order must be current (renewed at the beginning of the school year and for any change in medication orders).
4. All medication must be stored in designated area that is to remain locked when not in use.
5. The nurse will complete the medication recording form to be retained as part of the health file.

The nurse will make certain of the child's identity before administering medication.

#### **POLICY 3431 EMERGENCY TREATMENT**

The Board recognizes that schools are responsible for providing first aid or emergency treatment to a student in case of sudden illness or injury; however, further medical attention is the responsibility of a parent or guardian.

The District requires that every parent or guardian provide a telephone number where a parent or designee of a parent may be reached in case of an emergency.

When a student is injured, staff will provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The District will employ its normal procedures to address medical emergencies without regard to the existence of medical directives to health care professionals as such directives do not govern school-based personnel. A principal or designated staff member will call a parent or parental designee immediately so that the parent may arrange for care or treatment of an injured student.

When a student develops symptoms of illness while at school, a responsible school official will do the

following:

isolate the student immediately from other children to a room or area segregated for that purpose;

inform a parent or guardian as soon as possible about the illness and request a parent or guardian to pick up the child, and

report each case of suspected communicable disease the same day by telephone to a local health authority or as soon as possible thereafter if a health authority cannot be reached the same day.

When a parent or guardian cannot be reached and when in the judgment of a principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital and treated by a physician on call. Once located, a parent or a guardian is responsible for continuing treatment or for making other arrangements.

### **POLICY 3600 STUDENT RECORDS**

The Board recognizes that school student records are confidential and that information from them will not be released other than as provided by law.

State and federal law extend to students and parents certain rights, including the right to inspect, to copy, and to challenge school records. The District will ensure that information in school student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be

directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child.

The Superintendent will implement this policy through adopted administrative procedures in compliance with state and federal laws. The Superintendent or designee will inform staff members of this policy and will inform students and their parents of it, as well as their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

### **FORM 3600-F1 FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) ANNUAL NOTIFICATION**

#### *Notification to Parents and Students of Rights Concerning a Student's School Records*

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record shall include: the name and address of the student; the name and address of the student's parent or guardian; the student's birth date; the student's academic work completed; the student's level of achievement (grades, standardized achievement tests); the student's immunization records as per 20-5-506, MCA; the student's attendance data; and a record of any long Term suspension or expulsion. The cumulative record may include: intelligence and aptitude scores; psychological reports; achievement test results; participation in extracurricular activities; honors and awards; teacher anecdotal records; verified reports or information from non-educational persons; verified information of clear relevance to the student's educa-

tion; information pertaining to release of this record; and disciplinary information.

The Family Educational Rights and Privacy Act (FERPA) grants parents or guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

#### **1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

Parents or guardians of students less than eighteen (18) years of age and students older than eighteen (18) years of age have the right to inspect and copy the student's permanent record. Parents, guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

#### **2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

#### **3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

#### **4. The right to a copy of any school student record proposed to be destroyed or deleted.**

#### **5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to: name; address; telephone number; photograph, image or likeness (individually or in a group) in pictures, videotape, film, or other medium; gender; grade level; birth date and place; names and addresses of parents or guardians; academic and other school-related awards, degrees, and honors; information related to school-sponsored activities, organizations, and athletics, including weight and height; major field of study; and dates of attendance in school.

Any parent(s) or guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal on or before the student's first day of school.

**Military Recruiter Access to Information:** The United States Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. However, a secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent.

#### **6. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **PROCEDURE 3600-P1 STUDENT RECORDS**

#### *Maintenance of School Student Records*

The District maintains two (2) sets of school records

for each student, a permanent record and a cumulative record.

The permanent record includes:

- the name and address of the student;
- the name and address of the student's parent or guardian;
- the student's birth date; the student's academic work completed;
- the student's level of achievement (grades, standardized achievement tests);
- the student's immunization records as per 20-5-506, MCA;
- the student's attendance data; and
- a record of any disciplinary action taken against the student that is educationally related.

For the purposes of this procedure, a disciplinary action that is educationally related is an action that results in the expulsion or long term suspension of the student.

The cumulative record may include:

- intelligence and aptitude scores;
- psychological reports;
- achievement test results;
- participation in extracurricular activities;
- honors and awards;
- teacher anecdotal records;
- verified reports or information from non-staff persons;
- verified information of clear relevance to a student's education;
- information pertaining to release of this record; and
- disciplinary information.

The District requires information in a permanent record to indicate authorship and date. The District will maintain in perpetuity a permanent record for every student who has been enrolled in the District. The District will maintain cumulative records for eight (8) years after a student graduates or leaves the District permanently. After five (5) years, the District may transfer cumulative records that may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District to parents or to a student if a student has succeeded to the rights of the parents.

A building principal is responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

#### Access to Student Records

The District will grant access to student records as set forth below.

Neither the District nor any District employee will release, disclose, or grant access to information found in any student record, unless the conditions set forth in this policy are met.

Parents of a student under eighteen (18) years of age are entitled to inspect and to copy information in their child's school records. A parental request to view or to copy records must be made in writing and must be directed to the Superintendent. The District will grant access to records within fifteen (15) days of receipt of such a request.

When parents are divorced or separated, the District will permit both parents to inspect and to copy a student's school records unless a court order indicates otherwise. The District will send copies of the following to both parents at

the request of either parent, unless a court order indicates otherwise:

- academic progress reports or records
- health reports
- notices of parent-teacher conferences
- school calendars distributed to parents/guardians
- notices about open houses and other major school events, including pupil-parent interaction

When a student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, the District observes that all rights and privileges accorded to a parent become exclusively those of a student.

When a student has waived his or her right of access, after being advised of the right to obtain names of all persons making such confidential letters or statements, the District will not grant access to a parent or a student to confidential letters and recommendations concerning admission to a postsecondary educational institution, application for employment, or receipt of an honor or award.

When a current, demonstrable educational or administrative need is shown, the District, without parental consent or notification, may grant access to or may release information from student records to District employees or officials, or to the Montana Board of Public Education, or to the Montana Office of Public Instruction.

The District may grant access to or release information from student records without parental consent or notification to any person, for purposes of research, statistical reporting, or planning provided that no student or parent can be identified from the information released and the person to whom information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

The District will grant access to or release information from a student's records pursuant to a court order, provided that a parent is given prompt written notice, on receipt of such order, of its terms, the nature and substance of information proposed to be released and is given opportunity to inspect and copy such records and to challenge their contents.

The District will grant access to or release information from any student record, as specifically required by federal or state statute.

The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by a parent or eligible student with particularity as to whom records may be released, information or record to be released, and reasons for a release. The District will keep one (1) copy of a consent form in a student's records, and the Superintendent will mail one (1) copy to a parent or eligible student. Whenever the District requests a consent to release certain records, the Superintendent will inform a parent or an eligible student of the right to limit such consent to specific portions of information in the records.

The District may release student records to a superintendent or an official with similar responsibilities in a school in which a student has enrolled or intends to enroll, on written request

from such official.

Before release of any records or information under items 5, 6, 7, and 8 above, the District will provide prompt written notice to parents or an eligible student of the intended action. This notification will include a statement concerning the nature and substance of records to be released and the right to inspect, copy, and challenge the contents.

The District may release student records or information in connection with an emergency, without parental consent, if knowledge of such information is necessary to protect the health or safety of a student or other persons. The Superintendent will make this decision, taking into consideration the nature of an emergency, the seriousness of a threat to the health and safety of a student or other persons, the need for such records to address an emergency, and whether a person to whom such records are to be released is in a position to deal with an emergency. The District will notify parents or an eligible student, as soon as possible, of the information released, date of release, the person, agency, or organization to whom a release was made, and the purpose of a release.

The District may disclose, without parental consent, student records or information to the youth court and to law enforcement authorities pertaining to violations of the Montana Youth Court Act or criminal laws by a student.

The District may charge a nominal fee for copying information in a student's records; however, no parent or student will be precluded from copying information because of financial hardship.

The District will assure that a record of all releases of information from student records (including all instances of access granted, whether or not records were copied) is kept and is maintained as part of such records. The District will maintain this record for the life of a student record and will assure it to be accessible only to a parent or an eligible student, the Superintendent, or other designated person. The record of release will include:

information released or made accessible  
name and signature of the Superintendent  
name and position of the person obtaining the release or access  
date of release or grant of access  
copy of any consent to such release

#### Directory Information

The District may release certain directory information regarding students, unless parents prohibit such a release. Directory information will be limited to the student's:

- Name, address, Telephone number
- photograph, image or likeness (individually or in a group) in pictures, videotape, film, or other medium;
- Gender, grade level, birth date
- names and addresses of parents or guardians;
- academic and other school-related awards, degrees, and honors;
- information related to school-sponsored activities, organizations, and athletics, including weight and height;
- major field of study; and
- dates of attendance in school.

The Superintendent will notify parents and students of their right to object to release of directory informa-

tion.

**Student Record Challenges**

Parents may challenge accuracy, relevancy, or propriety of records, except for (1) grades and (2) references to expulsions or out-of-school suspensions, if a challenge is made when a student's school records are being forwarded to another school. Parents have a right to request a hearing at which each party has the right:

- to present evidence and to call witnesses
- to cross-examine witnesses
- to counsel
- to a written statement of any decision and the reasons therefore;
- to appeal an adverse decision to an administrative tribunal or official, established or designated by the Board of Public Education..

Parents may insert a written statement of reasonable length describing their position on disputed information; the Superintendent will include that statement in any release of information in dispute.

**PROCEDURE 3600-P3 STUDENT RECORDS**

**Withholding Records for Unmet**

**Financial Obligations**

In the event that a student with a financial obligation to a school transfers to another school in the State of Montana, the building principal will:

Notify the pupil's parents in writing that the school district to where the student has transferred has been requested to withhold the pupil's grades, diploma, or transcripts until the obligation has been satisfied. Included in this notification, inform the pupil's parents of their right to appeal that decision to the Superintendent;

Forward appropriate grades or transcripts to the school to which the pupil has transferred, and notify that district of the student's financial obligation and formally request that the pupil's grades, diploma, and transcripts be withheld as indicated under the School Laws of Montana 20-5-201 until formal notice that the obligation has been met;

Inform the transfer school district when the pupil or pupil's parents have satisfied the obligation.

Upon receiving notice from a school district requesting the withholding of the grades, diploma, or transcripts of a pupil, this district shall withhold the grades, diploma, or transcripts of the pupil until it receives notice, from the requesting district, that the decision has been rescinded.

**PROCEDURE 3600-P5  
SPECIAL EDUCATION RECORDS**

**Notice to Parents**

The District shall provide notice to parents prior to any major identification, location or evaluation activity to include:

1. Information from parents about primary language will be collected prior to evaluation through the Parent Interview Form or the Pupil Information Form depending on the age of the student. When the primary language is other than English, attempts will be documented of the District's attempts at providing notice in the parents' native language or other method of communication.

2. Parents will receive as part of this notice a description of the types of information sought, the methods used to gather this information, and the uses of this information. This will be accomplished through the use of one of these two forms depending on the age and origination of identification process, Parent Consent/ Notification for Special Education or What Can You Expect at Preschool Screening flyer.
3. A summary of the policies and procedures that the District will follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information will be provided parents through one of the following documents, Parents' Rights in Special Education or What Can You Expect at Preschool Screening.
4. Description of all rights of this information, including the rights under the "Family Education Rights and Privacy Act" (1974) will be provided parents through one of the following documents, Parents' Rights in Special Education or What Can You Expect at Pre school Screening.
5. Published notice will be made in local newspaper, screening flyers sent home from schools and to community service providers of children (pediatricians, Department of Family Services, medical clinics, Head Start) with circulation adequate to notify parents within the District of these activities.

**Access Rights**

The District will comply with a request to access records without unnecessary delay and before any meeting regarding an IEP or any hearing relating to the identification, evaluation, or educational placement of the child, or the provision of FAPE to the child, and in no case more than 45 days. The parent has the right to:

1. have a representative inspect and review records; and
2. a response from the District to reasonable request for explanations and interpretations of the records.

**Records on More Than One Child**

When records include information on more than one child, the parent of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.

**Videotaping Students**

Administrators may arrange for surveillance videotaping when appropriate to supervise areas. Certified staff may arrange to videotape, as a tool of observation, a student(s) for the following purposes:

1. gather assessment or baseline information;
2. assist in planning and training of staff specifically involved with the student(s);
3. to evaluate student curriculum/activity outcomes or to assist with student self-evaluation.

The following guidelines must be followed when videotaping a student(s):

1. if the videotape is to be shared with persons outside the classroom or evaluation process, prior parental notice and consent is required.
2. if the video is being produced for any reason other than those listed above, prior parental consent is required.
3. the produced video will be considered as part of the student's educational record and maintained according to guidelines or will be eliminated at the conclusion of the assessment,

activity or training. This determination will be made by the certified staff. Surveillance tapes will be maintained by the school administrator.

4. excepting surveillance tapes, students and staff will be provided prior knowledge of videotaping.
5. parents may access and review a video of their child; however, that video can only contain film of their child unless prior parental consent is obtained from other children's parent.