



HIGH SCHOOL STUDENT - PARENT HANDBOOK
BOZEMAN SCHOOL DISTRICT



To Students and Parents:

The Bozeman School District No. 7 High School Student-Parent Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Bozeman School District’s policies can be found on the district website at: [Our District Policies](#).

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ACADEMIC HONESTY

[Board Policy 3201](#)

Policy Rationale:

The Board of Trustees recognizes that plagiarism and cheating are inconsistent with the mission statement of BSD7. Because academic integrity is critical to learning, students must maintain the highest standards of honesty when completing their coursework. Plagiarism and cheating undermine the ability of teachers to authentically assess student learning and deprive students of the opportunity to learn valuable skills and realize their potential. Therefore, students, parents/guardians, and school personnel are all responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have engaged in academic dishonesty, whether intentionally or unintentionally, will be subject to district and school discipline policy.

Definitions:

Academic Dishonesty:

A breach of academic standards of academic integrity, includes all forms of cheating—plagiarism, collusion, or any other act—designed to give unfair academic advantage to the student.

The use of artificial intelligence to supplant or significantly augment one’s original ideas or work constitutes academic dishonesty. Please also see notes below about artificial intelligence under “students’ role” and “teachers’ role.”

Cheating:

Any attempt to mislead or deceive a teacher and/or school administration in arriving at an honest evaluation of learning.

Plagiarism:

A form of cheating; the act of using another's ideas, language, or work and passing them off as one's own.

High School Guidelines for Ensuring Academic Honesty:

Students' Role in Preventing Cheating and Plagiarism:

- Seek clarification from teacher about expectations for student, parent or tutor involvement, group work, classroom work, and outside projects or writing assignments.
- Invest in the writing and thinking process by completing the steps for a project and documenting their own original work; avoid plagiarizing own work.
- Ask teachers for clarification on when the use of artificial intelligence may be useful and/or appropriate when completing activities in and out of the classroom.
- Refuse to participate in another student's cheating; refuse to provide work for copying or to use for other types of plagiarism.
- Demonstrate respect and ethical use of technology in their work.
- Credit accurately all sources used in their original work.
- Model for peers original thinking and the accurate crediting of sources in their own writing and work.
- Consult with teacher when in doubt about any aspects of the problems, implications or consequences of cheating.

Parents' or Guardians' Role in Preventing Cheating and Plagiarism:

- Promote original thinking in their child.
- Discourage any form of academic dishonesty.
- Encourage respect for technology and demonstrate its ethical use.
- Invest in their child's work by giving any appropriate and thoughtful feedback and suggestions during the project's steps, including revising and editing.
- Model original thinking and the accurate crediting of sources in their own writing and work.
- Help enforce any consequences of the violation of the Academic Honesty Policy.

Teachers' Role in Preventing Cheating and Plagiarism:

- Encourage original thinking in students.
- Design, execute and assess coursework that encourages students' academic honesty; clearly define expectations.
- Teach and reinforce with students the difference between plagiarism and the simple acknowledgment or effective citing of sources.
- Encourage respect for and ethical use of technology in their work and that of their students'.
- Instruct students in ways that artificial intelligence may be appropriate or useful for specific purposes during select activities in and out of the classroom.
- Model original thinking and the accurate acknowledgment or crediting of sources in their own writing and work.
- Assess any case of cheating, determine the appropriate course of action to take, and enforce the disciplinary action.

Administrators' Role in Preventing Cheating and Plagiarism:

- Model original thinking and the accurate crediting of sources in their own writing and work.
- Encourage respect for technology and demonstrate its ethical use.
- Support the teacher-determined consequences for cheating and plagiarism.
- Participate in appropriate disciplinary action with cases for cheating and plagiarism.

Consequences for Academic Dishonesty:

Bozeman and Gallatin High Schools take academic dishonesty infractions seriously. When responding to infractions, our goal is to educate students about the significance of their actions and to deter future offenses. When determining consequences, we will separate inappropriate behaviors from the assessment of what a student knows or has learned about academic content.

Factors that will be considered in the response to and consequences associated with an academic honesty offense include the following:

1. The nature and/or scope of the assignment/activity.
2. The student's previous academic honesty offenses.
3. The student's grade level or the level of the course.
4. The severity of the offense.

The student and teacher will confer as soon as possible after there is a question of academic honesty.

The student will be expected to complete/redo the assignment or activity within a timeframe determined by the teacher. In some cases, the teacher may assign an alternate activity. The completed assignment/activity will be graded for credit. A zero grade will not be issued as a permanent consequence for academic dishonesty unless the student fails to complete/redo the assignment/activity.

Depending on the nature and seriousness of the infraction, disciplinary consequences for academic dishonesty will include some of the following: conference with administration, detention, and suspension from school.

In instances of academic dishonesty, the teacher will contact the student's parent(s)/guardian(s) and will notify building administration. Instances of academic dishonesty will be logged in PowerSchool.

Instances of academic dishonesty could affect a student's ability to earn future honors, awards, and membership in school organizations.

ACADEMIC SUPPORT CENTER (ASC)

The ASC is open from 8:00 to 4:00 Monday through Thursday and 8:00 - 3:35 on Fridays, including the lunch period (times subject to change). Depending on the period of the day, the ASC is staffed by a combination of a certified mathematics teacher, a certified special education teacher, and trained peer tutors who work with students one-on-one on a variety of academic content areas.

Students will have access to

- re-teaching or pre-teaching a math lesson
- modeling important math processes
- reviewing important test-taking strategies
- student/teacher edition texts
- math tools such as calculators, protractors, compasses, rulers, etc.
- math tutorials
- practice tests
- computers & printers

Math content tutoring includes: Math Foundations, Pre-Algebra, Algebra I and II, Geometry, Advanced Math, Pre-Calculus and Statistics.

Any student is welcome to attend ASC during lunch and before/after school. If a student has a free period during the day, he/she may attend ASC. During a study hall or TA period, students must get a pass from their teacher to the ASC. Students must sign in when entering the ASC and, if they leave the ASC before the end of the period, they are expected to sign out and get their pass signed to return to study hall. Students who have a class scheduled cannot use ASC during that hour.

ATHLETIC/ACTIVITY EVENTS

Attendance at athletic/activity events as a spectator is a privilege. Bozeman School District strives for excellence in sportsmanship at all times. Students in attendance at any activity are expected to conduct themselves in a manner that demonstrates positive sportsmanship. In an effort to provide all spectators, teams, officials, and game personnel the best possible experience at our high schools, students will refrain from the following behaviors that include but are not limited to: inappropriate comments/chants, heckling, profanity, or advancement on to the court/field. Additionally, students are to refrain from bringing in signs, wearing costume masks, using noisemakers, or engaging in any other activities that pose a safety risk. Any action that results in the removal of a student from a contest as a spectator by game management or by a game official will result in corrective action and/or consequences which may include but is not limited to school suspension and suspension from attending athletic contests up to and including the remainder of the school year.

ASBESTOS NOTICE

The Bozeman School District, in accordance with federal law, has extensively inspected all of its facilities and located all forms of asbestos used as a building material in your child's school. Based on the findings of that inspection, a plan has been written for the management and control of the asbestos in your school. That plan shows the location of all asbestos found. It also details what the school district is going to do with the asbestos and a timetable for that activity. You may obtain a copy of this plan from the Maintenance and Operations Office at 404 W. Main for the price of copying. Please direct all questions to the District Maintenance & Operations office.

ATTENDANCE

[Board Policy 3122](#)

Philosophy

The Bozeman School District is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced.

At Bozeman and Gallatin High Schools, we also recognize that sometimes students may need to be absent for any number of compelling reasons. The expectations that follow are outlined both to confirm our expectation that students are in school every day and also to allow grace for students and families when absences happen.

Please know that we do not expect or want students to attend school when they are sick. If students are not well, they should stay home.

If students have incurred a number of absences in any given class during a semester and are concerned about next steps, the student and/or family should contact the dean of students or any administrator. We can help work with families who have concerns. We can collaborate on solutions to best meet the needs of students and families.

High school absences are counted by class, by period. Students are allowed to be absent from any given class up to six times per semester.

Definitions

Absences counted against the six-day absence limit:

- Excused Absences (E): Absence that has either been pre-approved or cleared, within five days of the absence, by a parent or guardian. Excused absences under the law are illness, bereavement, parent request due to instruction regarding human sexuality, parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices.
- Unexcused Absence (U): An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make up work missed during unexcused absences. A student with excessive absences may be cited for truancy by police according to Montana State Law (M.C.A. 41-5-103).

Absences not counted against the six-day absence limit:

- Activity-Related Absences (A): When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office. Students are required to make up all work that is missed to gain the necessary skills taught in the course.
- Suspension (S): Disciplinary action that results in the exclusion of a student from classes and/or extracurricular activities for a specified period of time.
- Medical Absence (M): An absence that is medically cleared through written documentation from a licensed physician.
- Bereavement (B): An absence due to a death in a student's immediate family.
- College Visit (C): An absence due to a college visit and verified through written documentation from the visited institution. Juniors and seniors are allowed up to three college visit days per year.
- Discretionary (D): An absence, that does not fall into any other category, approved by a dean or administrator due to extenuating circumstances. The form for requesting a discretionary absence can be found in the attendance office and should be pre-approved.
- Religious Absence (R): An absence due to observing a religious holiday or event.

Six-Day Absence Procedure

- If a student accumulates **seven** or more total absences (excused and/or unexcused) per class period during a semester, they are in violation of the absence limit. A student who passes the class with a C or better will receive credit, but the grade will be reflected as a “P.” A student who passes the class with a D will receive that grade. A student who fails the class will not receive credit.
- A student may petition to regain their previous letter grade for individual classes if they do not violate the attendance policy in any class during the subsequent semester. Students will need to complete an attendance violation appeal within two weeks prior to the end of that semester. Appeal forms are located in the attendance office.
- Seniors in violation of the absence limit during their final semester who are seeking to regain a letter grade during that semester, will be required to complete an appeal form and serve an hour of “make-up time” and/or supervised community service for every missed class period exceeding six days. “Make-up time” must be completed within a week of graduation and prior to the end of school.

Parent Information/Procedures

- Parents should notify the attendance office to excuse a student’s absence. If verification is not received within five days of the absence, the absence will be recorded as unexcused for the remainder of the semester. Parents/guardians may provide absence notification using the PowerSchool Attendance Monitor feature, which is found in the PowerSchool Parent Portal. If using the PowerSchool Attendance Monitor is not possible, parents/guardians may call the attendance office.
- If a student needs to be excused for an appointment during the school day, parents should call the attendance office stating what time the student needs to be excused from class and what time the student will return.
- Before unexcused absences become excessive, teachers are encouraged to make student and parent contact to express their concern and discuss the issue. They may also assign make-up time, detention, or take other actions to discourage continued ~~truancy~~ absences.
- If the student’s attendance does not improve, a dean or administrator will intervene.
- The dean of students will contact the parents/guardians of students who have accumulated excessive absences (excused and/or unexcused) in an individual class.

Possible Interventions to Deter Unexcused Absences (Skipping)

- Automated calls home
- Classroom teacher may contact the student’s parents/guardian to express concern
- Classroom teacher may ~~conference~~ conference with student and may also assign mandatory make-up time or detention.
- Dean may initiate a phone conference with parents/guardians and student to discuss the issue, then communicate information gathered with the appropriate school personnel.
- Other interventions as assigned (e.g. attendance mentor, CAP mentor, check-ins with a staff member, etc.)
- Dean may assign “make-up-time,” detention.
- SAT (Student Assistance Team) attendance meeting that may include parents, students, counselor, teachers, case managers, parent liaison, coach/activity sponsor, probation, administration, and other staff as needed.
- Individual Attendance Plan developed by team as needed.

Other Important Attendance Notes

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.
- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. The District’s Attendance Officer may request a meeting with the truant student’s parent or legal guardian to develop a truancy plan in the event of continued truancy.

- The principal or designee will attempt to contact a student’s parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student’s absence if no excuse has been offered. See Policy 3122, 3122P and 3123.

Tardy Policy

The expectation is that students will get to class on time. This allows for less disruption in the educational process as well as student safety in the hallways. The bell schedule allows for a five-minute passing period between classes. Students can avoid tardies by organizing their books, notebooks, locker visits, etc., in the way that best accommodates their class schedule. Teachers may assign the following consequences:

First offense:	Warning
Second offense:	Detention
Third offense:	Detention
Subsequent offenses:	Additional consequences

At the beginning of each six-week period the tardy policy will start over with students being issued a warning, then assigned detentions, and finally additional consequences for each subsequent tardy.

It is important to understand that when a student is more than 10 minutes tardy, that tardy becomes an absence. This makes arriving to class on time especially important, because these tardies-transforming-to-absences still count against the maximum six absences allowed in a semester. Students who choose to skip if they are tardy will not only accumulate an absence but could also face disciplinary consequences.

Make-Up Procedures

Students can best experience opportunities to learn and grow when they are in class. However, students may be absent from school for a number of legitimate reasons. A student who is absent for any reason should promptly make up specific assignments missed and/or complete additional activities assigned by the teacher. The student, parent or guardian, and teacher work together to complete schoolwork missed during an absence. It is the student's responsibility to initiate and follow through with the work's completion. To assist in this effort, the following guidelines are presented:

- It is imperative that students contact each teacher on the first day after an absence to receive/review makeup work.
- Students are encouraged to make up missed assignments as soon as possible. Teacher and student should set up a mutually agreeable schedule to complete makeup work.
- In certain circumstances, teachers may alter assignments to be made up. In other circumstances, the teacher may not require work to be made up. Should this be the case, the excused assignments will not count toward the marking period grade.
- A student absent only on the date of a quiz/test should be prepared to take it the next day. The teacher may choose to administer it at a later date. Similarly, a student absent on the due date of a pre-announced assignment is expected to turn in that assignment on the first day back.
- Pre-announced special assignments, tests, quizzes, and homework are due on the day scheduled even if a student is absent the day before the assignment is due. Students may not miss one class to complete work for another class.
- Help with makeup work, quizzes, tests, lab work and projects that require special equipment may need to be scheduled outside the student's regular class period.

- Each teacher will supply students with a statement at the beginning of each course regarding policies about making up tests, homework and assignments. They will also address the times and places they are available for assistance.
- Students who expect to be absent for more than three days are advised to request homework assignments from each teacher prior to the absence.
- A student with a school approved activity-related absence is expected to see the student's teacher prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if the student wishes to have these requirements changed. While teachers will provide the student with necessary assignments and assistance, it is not always possible to replicate instruction missed during student absences.

Human Sexuality Instruction Absence

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary six-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

AUDIO/VIDEO RECORDING

Students and parents/guardians are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

[Board Policy 3226](#)

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or 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 an educational function.

Bullying does not include the determination after an investigation that the student's used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

Bozeman Public Schools also uses a communications tool called Anonymous Alerts®. To send reports from the Web/Internet go to the [district's Anonymous Alerts website](#).

CAFETERIA SERVICES

[Board Policy 8200](#)

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the [Food Services link](#) on the district webpage to apply.

Lunch prices are located on the [Food Services](#) website.

COLLEGE AND CAREER CENTER (CCC)

The College and Career Center helps students prepare for life after graduation from high school. The CCC staff focuses on providing students the information needed to make optimal choices for post-secondary success whether it's a four-year or two-year college, technical training, apprenticeship, enlistment into the Armed Forces or going directly into the workforce. Students can get assistance preparing resumes and refining interviewing skills to get the perfect job. With ACT/SAT preparation, Financial Aid and Scholarship help, the CCC advisors assist students in every step of the college search and application process.

COMMUNICABLE DISEASES / CONDITIONS

[Board Policy 3417](#)

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

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When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

Further information may be found at policy 3417 in the District's Policy Manual

COMPLAINTS BY STUDENTS / PARENTS

[Board Policy 1700](#)

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints with the exception of complaints/concerns involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sex discrimination and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's office.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints.

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

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the [District website](#) or any District or school office or by contacting Chad Berg, Director of Special Education at (406) 522-6054.

The District has designated an employee as the Civil Rights Compliance Coordinator. Questions may be directed to the District office.

COMPUTER RESOURCES

[Board Policy 3612](#)

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is for approved purposes only. Students and parents will be asked to sign a user agreement [3612F](#) (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Parents are also required to complete a user agreement in order for their student to check out a district Chromebook.

Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.

[For additional information, see policy 3612, 3612P]

CONDUCT

[Board Policy 3200](#); [Board Policy 3240](#)

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules, violating state or federal law, or not honoring regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct unless such force is determined, following investigation, to be for self-defense or defense of others as defined by law.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Records or causes to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.
- Violating a "no contact agreement" or violating court orders including restraining orders obtained by other students or staff.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

Disciplinary Measures

[Board Policy 3310](#)

Disciplinary measures include but are not limited to:

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- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- 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 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.

Detention/ISS/OSS

Students may be assigned detention by any staff member. Detention is typically assigned for those students with undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems.

Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of hours assigned. Each student is to have sufficient materials and books to study for the hour and is to cooperate with the detention supervisor. Any student who does not abide by the regulations of the detention period may be suspended from school.

If a student fails to serve an assigned detention, the faculty member who issued it will re-assign the detention and contact the parent/guardian. Failure to serve a 2nd detention will result in referral to the dean of students.

When detention is no longer a deterrent for inappropriate behavior or when students are involved in a serious behavior infraction they may be assigned In-School Suspension (ISS), and/or Out-of-School Suspension (OSS). In extreme cases, students may be recommended for expulsion.

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Student Rights and Responsibilities

[Board Policy 3200](#)

The District recognizes fully 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. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

All students who attend the district’s schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of teachers, principal and superintendent of the schools.

All students are subject to the control and authority of the teachers, principal and superintendent while in school or on premises, on the way to and from school, or during intermission or recess.

[3310P3](#)

**BOZEMAN SCHOOL DISTRICT
HIGH SCHOOL - GROUNDS FOR SUSPENSION AND EXPULSION**

Montana Education Code 20-4-402 and Bozeman Board Policy 6110 allows the superintendent, designee and/or principal of a school to suspend, or recommend for expulsion, a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from, a school sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by 9-12 schools. Bridger Charter Academy may have additional or modified consequences. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 10 days or a recommendation for expulsion/placement in the Alternative to Expulsion program for the first or second offense. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. Students with significant chronic behaviors may be recommended for expulsion/placement in the Alternative to Expulsion program.

(1) Caused, attempted to cause, or threatened to cause **UNWANTED PHYSICAL CONTACT/PHYSICAL INJURY** to another person (**BP# 3240**). Students who by their presence and/or actions encourage disruption, fights, or physical injury (as outlined in 1.1 - 1.4) are also subject to disciplinary action.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
1.1 Willful Disregard for the safety of others or self. (MCA 45-5-207)	1-3 day suspension and parent notification.	3-5 day suspension and parent notification.	5 day suspension and parent conference.
1.2 Abusive, threatening, willfully defiant, gang-related behavior or verbal/physical altercation. (MCA 45-8-101) Typically this is a mutually joined altercation or conflict between students.	1-3 day suspension and parent notification. Possible mediation. ^	5 day suspension and parent notification. ^	5 day suspension and parent conference. Referral to law enforcement. Possible placement in the Alternative to Expulsion program. ^
1.3 Fighting and/or inciting a fight. (MCA 45-8-101) Typically this is a mutually joined altercation or conflict between students.	3-5 day suspension and parent notification. Possible mediation and referral to law enforcement. Additional interventions as assigned. ^	5-10 day suspension, parent conference, and referral to law enforcement. Mediation as appropriate. Possible recommendation for expulsion.	5-10 day suspension, parent conference, and referral to law enforcement. Mediation as appropriate. Possible recommendation for expulsion.

1.4 Assault. (MCA 45-5-201, 202, 206, 207, 208, 210, 211, 212, 213, 214); Sexual Assault. (MCA 45-5-502)	5-10 day suspension, parent conference, referral to law enforcement, and possible recommendation for expulsion. ^	5-10 day suspension, parent conference, referral to law enforcement, and possible recommendation for expulsion. ^	5-10 day suspension, parent conference, referral to law enforcement, and recommendation for expulsion. ^
1.5 Inflict, threaten to inflict, or attempt to inflict violence <u>or physical harm</u> against a student, teacher, administrator or other school personnel based upon the person's race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status, gender, or sexual orientation. (BP# 3210, 3226, 3310, 20-5-201, 20-5—209, 49-2-307, MCA)	5-10 day suspension, parent conference, referral to law enforcement, and possible recommendation for expulsion. ^	5-10 day suspension, parent conference, referral to law enforcement, and possible recommendation for expulsion. ^	5-10 day suspension, parent conference, referral to law enforcement, and recommendation for expulsion. ^

(2) Possessed, sold, threatened the use of, or otherwise furnished any **FIREARM** of any kind on school grounds or at school functions. (BP# 3311; MCA 45-5-623; 45-8-316, 328, 334, 335)

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

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

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

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

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
4.1 Under the influence of any alcoholic beverage or illegal drugs.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^
4.2 In possession of any alcoholic beverage or illegal drugs.(MCA 45-5-624; 45-9-102, 121)	5-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^
4.3 To distribute, receive, or engage in any transaction involving the exchange of drugs or alcohol; or of an item represented to be drugs or alcohol; or the intent to distribute or receive any drugs or alcohol or any item represented to be drugs or alcohol. (MCA 45-5-622, 623, 624; 45-9-102, 121)	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

(5) Eliminated on 9/10/2021 and combined with 4.3

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

1ST OFFENSE	ADDITIONAL OFFENSES
Confiscation of device(s), 5-10 day suspension, parent notification/conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	Confiscation. 5-10 day suspension, parent notification/conference, and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

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

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

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

Due to the breadth of infractions in this category, site administration may use alternative discipline programs to intervene.

Recommended referral to law enforcement and/or fire marshal. Due to the potential seriousness of these offenses, infractions of this rule may result in suspension, or recommendation for expulsion/placement in the Alternative to Expulsion Program.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
8.1 Arson-Lighting a fire on school property.	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. ^
8.2 Vandalism-Willful damage to, or destruction or defacement of, school property or personal property of other students or adults.	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and/or possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program. ^	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and/or possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. ^	5-10 day suspension and parent conference. Referral to law enforcement, restitution, and/or recommendation for expulsion up to 180 days/ placement in the Alternative to Expulsion program. ^

(9) Stole or attempted to **STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY**. (BP#3240, 8421; MCA 45-6-301, 302)

Due to the potential seriousness of this offense, infractions may result in 10 day suspension, recommendation for expulsion/placement in the Alternative to Expulsion program, and/or referral to law enforcement.

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES

2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program.
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(10) Committed or attempted to commit ROBBERY OR EXTORTION [crime against a person]. **(BP# 3240; MCA 45-5-401)**

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

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

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

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

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
12.1 False fire/emergency alarm.	1-3 day suspension and parent conference. Referral to law enforcement. Restitution. ^	3-5 day suspension and parent conference. Referral to law enforcement. Restitution. ^	5-10 day suspension and parent conference. Referral to law enforcement. Restitution. ^
12.2 Refusal to comply with directives despite being given adequate opportunity to do so; gambling, disrupting school activities, failure to follow directions. (MCA 45-8-101)	1 day suspension and parent notification.	2 day suspension and parent notification.	3-10 day suspension and parent conference.

12.3 Unauthorized use of cell phone.	Confiscation of device, student must meet with and pick up from dean or administrator.	Confiscation of device, student is issued detention and parent must pick up the device from dean or administrator.	Confiscation of device, student is issued Saturday School and parent must pick up the device from dean or administrator.
12.4 Possession of disruptive devices (beepers, pagers, unapproved electronic devices, or other nuisance items). (MCA 45-8-101)	Confiscate device and parent must pick up the device from administrator. Possible confiscation until year end.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.	Saturday School or 1-3 day suspension. Confiscation of device and parent must pick up the device from administrator. Possible confiscation until year end.
12.6 Refusal to cooperate in an investigation and/or impeding an investigation	1–3 day suspension and parent notification. Possible referral to law enforcement.	3-5 day suspension and parent conference. Possible referral to law enforcement.	5-10 day suspension and parent conference. Referral to law enforcement and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^

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

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
13.1 Profanity/Unacceptable language. (MCA 45-8-101)	Detention(s) or 1 day suspension; and parent notification.	1-3 day suspension and parent notification.	3-5 day suspension and parent conference.
13.2 Profanity, obscene acts or gestures toward STAFF, habitual profanity. (MCA 45-8-101)	3 day suspension and parent notification. Possible referral to law enforcement.	4 day suspension and required parent conference. Possible referral to law enforcement.	5 day suspension and parent conference. Referral to law enforcement.
13.3 Obscene gestures or unsanitary acts. (MCA 45-8-101, 45-5-504)	1-3 day suspension and parent notification or conference.	3-5 day suspension and parent conference.	5-10 day suspension and parent conference. Possible referral to law enforcement.
13.4 Lewd Acts (MCA 45-8-201)	1-3 day suspension and parent notification or conference; possible referral to law enforcement and DPHHS	3-5 day suspension and parent conference; possible referral to law enforcement and DPHHS	5-10 day suspension and parent conference; referral to law enforcement and possible citation by law enforcement; possible recommendation for expulsion up

			to 180 days/placement in Alternative to Expulsion program
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(14) ATTENDANCE RELATED offenses. (BP# 3122, 3123, 3200)

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
14.1 Attendance Violation.	Teacher assigned consequences or detention; and/or 1 day suspension.	Attendance letters, parent conference, detention, suspension, and/or loss of credit (See BP#3122). Citation by law enforcement, possible recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program.	Attendance letters, parent conference, detention, suspension, and/or loss of credit (See BP#3122). Citation by law enforcement, possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program.
14.2 Closed campus policy violation.	1-3 day suspension and parent notification.	4 day suspension and parent conference.	5 day suspension and parent conference.

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

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

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

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
16.1 Lying or presenting false information.	1-5 day suspension and parent notification.	2-5 day suspension and parent notification.	5 day suspension and parent conference.
16.2 Academic Dishonesty: Cheating and Plagiarism. (BP #3201)	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course).	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course).	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course).

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

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

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

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

(19) Failure to serve SCHOOL DETENTION PROGRAM.

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
1 day suspension and parent notification.	2 day suspension and parent notification.	4 day suspension and parent notification.

(20) Failure to serve ISS.

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

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

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

(22) BULLYING, HARASSMENT, INTIMIDATION, HAZING BEHAVIOR, AND SEXUAL HARASSMENT. (BP#3226, 5012; MCA 45-5-203, 220, 221) Bystanders, who by their presence and/or actions encourage bullying, harassment, intimidation, hazing, and/or sexual harassment are subject to disciplinary action as outlined in 22.1 and 22.2. Students who retaliate against another student for reporting the above mentioned behaviors are also subject to disciplinary action outlined in 22.1 and 22.2. As per District Policy #3210, the District will make equal educational opportunities available for all students without regard to race, creed, religion, gender, sexual orientation, marital status, color, age, physical or mental disability, national origin, or political beliefs.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
22.1 Harassment/Intimidation/ Hostile Environment remarks and/or actions directed toward a student or staff member designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate that is	Conference with administration; detention; 1-3 day suspension; and/or parent contact. Additional	Conference with administration; 3-10 day suspension and parent contact. Possible referral to law enforcement.	3-10 days suspension, parent conference, and referral to law enforcement. Possible referral for expulsion up to 180 days/placement in Alternative to

sufficiently severe to have a negative impact upon the individual's academic performance or ability to access instruction; or to create an intimidating, hostile, or offensive education environment. Includes targeted sexualized behavior, remarks, or actions and/or any harassment or aggressive conduct on the basis of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, gender, gender presentation, sexual orientation, disability, economic or social condition, actual or potential marital or parental status. Can be physical, verbal or electronic.	interventions as assigned.	Additional interventions as assigned.	Expulsion program. Additional interventions as assigned.
22.2 Inappropriate display of affection.	Conference. Possible suspension and/or call to parents.	Conference. Possible suspension, and call to parents.	1-3 day suspension and parent conference.

The following is an explanation of the symbols and abbreviations used throughout this document:

BP# = Bozeman Policy Number

MCA = Montana Code Annotated

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

Revised: 12/2000, 7/01/2006, 8/01/2011, 7/01/2012, 5/23/2013, 2/05/2014, 7/01/2015, 2/01/2016, 5/12/2016, 5/24/2017, 12/28/2017, 6/01/2018, 7/25/2018, 4/24/2019, 4/30/2021, 9/10/2021, 6/12/2023

CONDUCT OUTSIDE OF SCHOOL HOURS OR AWAY FROM SCHOOL

[Board Policy 3310](#)

The Bozeman School District provides a comprehensive program of educational services. The educational environment must be favorable if students are to take full advantage of these opportunities. Student discipline is essential to a productive and meaningful learning environment.

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students may subject the student to corrective action or punishment by the school district. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system (or their families) or conduct which creates a substantial disruption to the school day.

Maintaining or posting materials to a website, a blog, social media, or any other public venue that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in

school or extracurricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.

Corrective action or punishment may include but not be limited to immediate, short-term (not to exceed 10 days) suspension to a recommendation for expulsion from school. A separate civil and/or criminal action may also be initiated against the offending party.

Corrective action or punishment will include appropriate due process safeguards as provided for by law and/or school district policy.

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

CORRESPONDENCE COURSES - Distance, Online, and Technology-Delivered Learning

[Board Policy 2168](#)

For purposes of this policy, “distance learning” is defined as: instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content, instruction, and communication between student and teacher (e.g., correspondence courses, online learning, videoconferencing, streaming video).

The District may receive and/or provide distance, online, and technology-delivered learning programs, provided the following requirements are met:

1. The distance, online, and technology-delivered learning programs and/or courses shall meet the learner expectations adopted by the District and be aligned with state content and performance standards;
2. The District shall provide a report to the Superintendent of Public Instruction, documenting how it is meeting the needs of students under the accreditation standards, who are taking a majority of courses during each grading period via distance, online, and/ or technology-delivered programs;
3. The District will provide qualified instructors and/or facilitators as described in ARM 10.55.907(3)(a)(b)(c);
4. The District will ensure that the distance, online, and technology-delivered learning facilitators receive in-service training on technology-delivered instruction as described in ARM 10.55.907(3)(d); and
5. The District will comply with all other standards as described in ARM 10.55.907(4)(5)(a-e).

The District will permit a student to enroll in an approved distance learning course, in order that such student may include a greater variety of learning experiences within the student’s educational program.

The District will not be obligated to pay for a student’s distance learning courses unless otherwise specified in Policy 2170. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

The minimum aggregate hours are not required for any pupil demonstrating proficiency pursuant to 20 9 311(4)(d), MCA.

Credit for distance learning courses used to meet graduation requirements may be granted. Credit will be awarded pursuant to the guidelines in Policy #2410 and #2410P.

COUNSELING

[Board Policy 2140](#)

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each winter, students in grades 9 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements**]

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should set up an appointment by visiting the school's website or the counseling office.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

BSD7 Counseling Program

The goal of the high school counseling program is to prepare all students to be college and career ready by helping them plan a meaningful course of study related to their personal interests and goals, assisting them to achieve academically, and helping them develop resilience and problem-solving skills.

Students are assigned to counselors alphabetically by their last name to help with educational goals and/or concerns. Counselors function as academic advisors, mentors, and supportive resources to students and parents from the time they enter high school through graduation.

Students can arrange to see their counselor by making an appointment online using their student BSD7 google email account or by visiting the counseling office directly. Parents are requested to make an appointment with their student's counselor by contacting the counselor directly. For both students and parents, email is an excellent way to communicate with a counselor.

School counselors are academic advisors, not therapeutic counselors. With caseloads that exceed 350 students, counselors are able to spend limited time with an individual student, usually for academic advising or short term personal counseling. Students who require more intensive therapeutic intervention need to access resources outside the school. School counselors can provide information about community mental health resources but do not endorse any specific therapist, organization, facility, or service.

The Counseling Program provides the following services to ALL students:

Academic Advising

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Academic advising involves providing all students with the skills, knowledge, and opportunity to succeed in high school and beyond, including the development of a four-year academic plan for graduation, admission requirements for post-secondary education, and career possibilities.

Post-Secondary Education Planning and Advising

Post-secondary planning is done to prepare students for their life after high school, including helping them discover the value of post-secondary education, the variety and availability of post-secondary educational institutions, and to make a plan of action for accessing their opportunities.

Career Exploration Advising

The focus of career exploration is for students to identify their personal interests, skills, aptitudes, personality characteristics, and dreams for the future to find the relationship between what they know about themselves and possible career paths.

Student Advocacy

Counselors serve as an advocate for individual students in problem-solving situations, and with groups or individual students as decisions are made that will affect those students.

Personal/Social Counseling

Counselors work with students to help them acquire problem-solving skills and develop the interpersonal skills and resilience to cope with the developmental issues of adolescence.

Classroom Guidance

Counselors deliver guidance lessons in classrooms throughout the school year. Classroom guidance is to ensure that all students have access to transition assistance, academic, career and post-high school planning, and information about adolescent issues, not just those students who seek out a counselor for this information.

Registration

Counselors register every student in classes that will enable him/her to graduate and be college and career ready. Counselors register all transfer students, foreign exchange program students, and students returning from extended absence.

Consultation/Communication

Counselors communicate and consult with parents, teachers, School Resource Officers, and administrators about student needs and concerns; conduct and facilitate conferences with teachers, students, and parents; and sit on various committees to address school-wide issues. Counselors also consult with therapists, doctors, community agency staff, attorneys, treatment facilities, post-secondary institutions, and school district staff as needed.

DANCE REGULATIONS

- All regularly enrolled Bozeman High/Gallatin High students and their invited guests are welcome to attend school-sponsored dances.
- Students currently serving under a disciplinary contract may not be allowed to attend school dances.
- Students attending a school-sponsored dance will be required to show their current student ID.
- Dance tickets should be purchased in advance. If tickets are sold at the door, there may be an increased cost.
- All school regulations apply at school dances.
- Potentially dangerous or inappropriate dance behavior will not be allowed. Failure to comply will result in immediate removal from the dance.

- Students wishing to bring a non-BSD7 guest must pick up a form in the main office requiring signatures, copy of a photo ID, and emergency contact information. The form must be turned into the main office at least 72 hours prior to the dance. Guest forms are not required if the guest attends Gallatin High/Bozeman High. Guests from Gallatin High/Bozeman High must show their student ID upon entry.
- Guests 21 years of age or older will not be admitted.
- Guests cannot include students who are currently attending middle school or who are of middle school age, students who have graduated from high school more than two years ago, or who have been out of school for more than two years.
- Students may not leave the dance after entering unless they do not plan to return.
- Parents may be admitted as visitors and are welcome at all times.

DELIVERIES

Both high schools prohibit the delivery of balloons, gifts, flowers, food, etc., to the school building.

DISTANCE LEARNING and MONTANA DIGITAL ACADEMY

[Board Policy 2170](#)

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship. Any courses the District does not pay for will not be included in the ANB calculation in accordance with Policy 3121.

The Superintendent or designee, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.

Further, the online learning solutions providers ensure that:

- A. Online course providers are accredited by a nationally recognized accreditation program or agency or are approved and endorsed by the Montana Office of Public Instruction.
- B. Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well as a suitable number of online courses in which a student may enroll.
- C. The curriculum requirements of the state and school district are met.
- D. All online courses taken by the students will be approved by the administration in advance of enrollment.
- E. All teacher-led online courses include licensed, highly qualified teachers.

Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

DISTRIBUTION OF MATERIAL

School Materials

[Board Policy 3222](#)

School publications distributed to students include the yearbook, the school newspaper, the video news production program, and other announcements and materials created by recognized curricular and noncurricular school clubs. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials

[Board Policy 4331](#)

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

[Board Policy 3224](#)

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to [Policy 3224](#)). Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of disruption. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health. Students and staff are responsible for managing their personal distractions.

Universal Dress Code:

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

Students may not wear clothing, jewelry, or personal items that:

- intentionally show private parts. Clothing must cover private parts;
- contain pornographic images, threats, or that promote illegal or violent conduct such as the unlawful use of weapons;
- display drugs, alcohol, tobacco, or drug paraphernalia;
- demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- contains sexual or profanity innuendo such that a peer or staff member could construe sexual or profane meaning
- cover the student's face to the extent that the student is not identifiable including sunglasses.

Attire worn in observance of a student's religion is not subject to this policy.

Dress Code Enforcement:

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as "a distraction" due to their appearance or attire.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. The Principal or their designee should notify a student's parent/guardian of the school's response to violations of the student dress policy.

DRIVING AND PARKING LOT REGULATIONS

Both high schools accommodate hundreds of student drivers, visitors, and staff members every day of the school year. It is our goal to make sure that all drivers are aware of their surroundings and exercise responsible driving while on our campus. Students may park on campus in approved student lots only.

Parking and driving regulations include but are not limited to the following:

- Student lots are first come, first served.
- State law stipulates that maximum driving speed on or adjacent to school property is 15 mph.
- Parking in fire zones, handicap spaces, traffic lanes, or other designated "no parking" spaces is prohibited and will result in a ticket.
- Students are not to be in their automobiles or in the parking lots during class time.
- Students involved in a hit and run will have parking privileges revoked, disciplinary action taken, and referred to law enforcement.
- Habitual offenders will lose the privilege of parking on our campus.
- Driving/Parking privileges on high school grounds may be temporarily or permanently suspended for any violation at any time.
- Disrespect to other drivers or insubordination to staff will result in parking privileges onto campus being revoked and disciplinary action.
- Student vehicles parked on school district property that are the subject of a drug dog alert may result in a criminal investigation by law enforcement officials subject to a search warrant.

Parking Citations/Fines:

Administration and staff will take an active role in policing our parking lots. To ensure that our lots are orderly and safe, the dean's office or SROs will issue citations and fines for rule violations. Citations issued by the deans may include:

- Parking violation - 1st Offense: \$40.00
- Parking violation - 2nd Offense: \$80.00
- Parking violation - 3rd & subsequent Offenses: \$80.00 and parking privileges revoked
- Parking in a handicap space without the proper permit: \$100.00
- Moving vehicle violations - referred to law enforcement and subject to school consequences
- Fines must be paid to the Finance Office within 10 school days

- Unpaid fines will result in further consequences (e.g. parent contact, disciplinary action, loss of parking privileges, trespassing ticket, withholding of diploma, etc.)

DRUGS AND ALCOHOL

[Board Policy 3310](#)

[Board Policy 3340](#)

Any student who unlawfully possesses, uses, sells, or otherwise furnishes or is under the influence of, any controlled substance, illegal drug, alcoholic beverage or an intoxicant of any kind on school grounds or at school functions is subject to immediate suspension or expulsion from school and referral to local law enforcement.

In addition, the student will be suspended from attending or participating in all other school sanctioned extra-curricular activities for a length of time to be determined by policy and administration. School sanctioned extra-curricular activities may include but not limited to: school dances, drama productions, athletic events, music concerts, school field trips, and other activities sanctioned or sponsored by the school both on and off school property.

DUAL CREDIT COURSES / COLLEGE COURSEWORK

[Board Policy 2167](#)

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The Bozeman School District has dual credit partnerships with Gallatin College and Montana State University. Students interested in dual credit opportunities must meet with their school counselor to determine available options.

Dual credit courses are taken on BSD7 high school campuses.

ELECTRONIC DEVICES

[Board Policy 3630](#)

Student possession and use of cellular phones or other electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of school District employees is a privilege which will be permitted only under the following circumstances. At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. High school students are permitted to use personal mobile devices in an appropriate and respectful manner before and after classes, in common areas—such as near lockers or the cafeteria—or outside on school grounds. The District is not responsible for lost or stolen devices.

We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. No calls/texts should be made/received during class time. In case of an emergency, the office should be notified. At teacher discretion, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. On the first offense, the student will conference with a dean to receive the device back. Should a second or subsequent violation occur, confiscated devices will be returned to the parent or guardian.

EMANCIPATED AND MAJORITY AGE STUDENTS

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The guidelines for working with students in the above categories are as follows:

1. All students, regardless of age, who are living at home or in foster care, are considered to be under the supervision of their parents or guardians and parents or guardians will be required to sign or verify all appropriate school documents.
2. If a student is 18 years of age or older and is not living at home, the student may be considered an adult and may be held responsible for his/her absences, signatures, and behavior.
3. If a student is under the age of 18 and is married, he/she may be considered emancipated and considered in the same manner as those 18 and over and not living at home.

A student who is under 18 years old, not married, and not living at home, may be considered emancipated and treated in the same manner as an 18 year old not living at home, if the parents verify the emancipation. Verification shall be a (notarized) statement signed by the parents, stating that the student is emancipated. This document must be on file at the school.

EQUAL EDUCATION, NONDISCRIMINATION

[Board Policy 3210](#)

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status or sexual orientation. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

[Board Policy 3550](#)

[Board Policy 3340](#)

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

All students participating in extracurricular activities must have the following prior to the first practice:

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

Details about MHSA extracurricular activity participation are outlined in the Student Activity Handbook, which is available on the school website under “Activities.”

The District has published [policy 3340](#) to establish expectations and consequences regarding extracurricular activities and alcohol, drug, and tobacco use.

Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their child from any club or extracurricular activity.

A student attending a nonpublic school or home school that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Bozeman School District subject to the student's eligibility as set out in the Student Activities Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the home school as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

Bozeman High School offers the school clubs [listed here](#) on our website.

Bozeman and Gallatin High Schools offer the following extracurricular activities, which are also detailed on the [District website](#):

- Basketball (Boys): The varsity season includes 18-regular season games, a divisional tournament, and a state tournament for the varsity team if they qualify. There are four teams at the high school level: varsity, junior varsity, sophomore, freshman. This is a tryout activity with cuts at all levels. Season runs from mid-November through mid-March.
- Basketball (Girls): The varsity season includes 18-regular season games, a divisional tournament, and a state tournament for the varsity team if they qualify. There are four teams at the high school level: varsity, junior varsity, sophomore, freshman. This is a tryout activity with cuts at all levels. Season runs from mid-November through mid-March.
- Cheerleading: The cheerleading squads are responsible for cheering and promoting sportsmanship at all assigned events. This is a tryout activity with cuts. Season runs from mid-August through mid-March.
- Cross-Country (Girls and Boys): The varsity and junior varsity teams are made up of freshman through senior students. This is a no cut activity. Season runs from mid-August through late October.
- Dance: The dance team is responsible for performing at all fall and winter assigned events. Ten to fifteen dancers are chosen for the varsity fall/winter team. This a tryout activity with cuts. Season runs from mid-August through mid-March.
- Fastpitch Softball (Girls): Approximately 15 players are on the rosters for both varsity and junior varsity squads. This is a tryout activity with cuts. Season runs from early March through late May.
- Football: There are four organized football teams at the senior high level: a freshman team, sophomore team, junior varsity team and the varsity team. Teams are formed based on participation numbers at each level. The varsity plays a 10-game regular season with a playoff bracket leading to the state championship. This is a no cut activity. Season runs from mid-August through late November.
- Golf (Girls and Boys): Season runs from mid-August through early October. There is a divisional and state tournament. Two teams comprise the group—varsity and junior varsity. Practices are held at the local golf courses. Memberships at local clubs are not required to be on the golf team. The students are responsible for their own equipment and transportation to and from practices. This is a tryout activity with cuts.
- Intramural Basketball and Volleyball (Girls and Boys): With the intramural basketball program, students have the choice of forming their own boys', girls' or coed teams. Intramural basketball begins at the end of November. Each player must turn in a completed intramural form and pay a \$45.00 participation fee. Intramural volleyball begins early April. Each player must turn in a completed intramural form and pay a \$45.00 participation fee.
- Soccer (Girls and Boys): The varsity season includes 14-regular season games, a divisional tournament, and a state tournament for the varsity team if they qualify. There are two teams at the high school level: varsity and junior varsity. This is a tryout activity with cuts at all levels. Season runs from mid-August through late October/early November.
- Speech and Debate: The speech and debate team is composed of interested freshmen, sophomore, junior and senior students. The activity offers competition in Varsity and Novice Debate, Lincoln-Douglas Debate, Parliamentary Debate, Extemporaneous, Impromptu and Expository Speaking, Original Oratory, Memorized Public Address and Humorous, Serious and Duo Interpretation of Literature. This is a no cut activity. Season runs

from early October to mid-February with winners at the District National Forensics League meet traveling to a national tournament in June.

- Swimming (Girls and Boys): Varsity swimming involves eight individual events and three relays. Practices are held at the Bozeman Swim Center, membership is not required. This is a no cut activity. Season runs from mid-November through mid-February.
- Tennis (Girls and Boys): The varsity teams are composed of the twelve best boys and the twelve best girls; all other tennis participants will play on the junior varsity until the opportunity to make varsity occurs. There are divisional and a state tournament for teams/players that qualify. This is a tryout activity with cuts. Season runs from early March through late May.
- Track (Girls and Boys): There are two teams at the high school level, varsity and junior varsity. There are divisional and a state tournament for teams/players that qualify. This is a no cut activity. Season runs from early March through late May.
- Girls Volleyball: The varsity season includes regular season games, a divisional tournament, and a state tournament for the varsity team if they qualify. There are four teams at the high school level: varsity, junior varsity, sophomore, freshman. This is a tryout activity with cuts at all levels. Season runs from mid-August through mid-November.
- Wrestling (Girls and Boys): There are two teams at the high school, varsity and junior varsity. There are divisional and a state tournament for teams/athletes that qualify. This is a no cut activity. Season runs from mid-November through mid-February.

Call your school's Main Office with questions on clubs. Call the Activities Office (522-6237) with questions on athletics and/or speech and debate.

FEES

[Board Policy 3520](#)

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide their own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Participation fees for extracurricular activities.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.
- Participation in Montana Digital Academy courses not required for graduation.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the building principal.

A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

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FIELD TRIPS

[Board Policy 2320](#)

The district recognizes that field trips, when used as a device for teaching and learning, are integral to the curriculum and are an educationally sound and important ingredient in the instructional program of the school. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Parents will be notified regarding all school sanctioned field trips that require transportation. On occasion, students may be asked to participate in a walking field trip. A walking field trip will typically not extend past the designated class period. Students and parents will receive prior notice of walking field trips, but parent permission is not required for walking field trips as parents provided permission on a sign-off form at the start of the year. If parents do not want their student to participate in walking field trips for any reason, they should contact their students' guidance counselor or classroom teacher.

For all field trips that require transportation, a parent permission form will be sent home prior to the field trip. Permission forms must be signed by the parent or guardian, verbal permission will not replace a signed parent permission form. Students who are 18 are still required to have a parent sign their field trip permission form. When a parent signs the permission form they are authorizing BSD #7 employees or volunteers in charge to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency medical treatment of the student.

FIREARMS AND WEAPONS

[Board Policy 3311](#)

It is the policy of the Bozeman Public School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

FUND-RAISING

[Board Policy 3530](#), [Board Policy 3535](#)

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least ten days before the event.

Except as approved by Central Office, fund-raising by non-school groups is not permitted on school property.

GAMBLING

[Board Policy 3345](#)

Students are not permitted to gamble for money, material possessions or immaterial possessions while in school, on school property, in school vehicles, while on school-sponsored trips or when representing the school during activity or athletic functions. Students who are found to be betting, playing cards or rolling dice for gambling purposes, playing keno or poker machines, gambling on the Internet or involved in any other form of gambling shall be reported to the principal. Appropriate discipline will be administered in accordance with the district's student discipline policies. Students may participate in school-sanctioned carnival games, typically held during the after-prom activities or fundraising events.

GANGS AND GANG ACTIVITY

[Board Policy 3611](#)

The board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined in [policy 3611](#), shall be restricted from school grounds or school activities.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Grade Placement</u>
-----------------------	------------------------

5	10
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10	11
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15	12
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GRADING GUIDELINES

A student's grade should reflect what the student knows or has learned and the grade should clearly communicate that achievement status to students, parents, and others. Grades will be consistent, accurate, meaningful and supportive of learning.

Purposes for Grading Students' Work:

- Communicate achievement status to students, parents, and others

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- Provide information that students can use for self-evaluation and growth
- Encourage student growth and progress in learning
- Identify students for available educational opportunities (e.g., courses or programs) Evaluate the effectiveness of curricular, instructional, and assessment practices and programs

High School 9-12 Grade Reporting

Grades will be updated regularly in PowerSchool for all classes. Comments will be updated for all students every six weeks. Teachers will contact parents/guardians of any student receiving a D or F in their class. ([Policy 2420P](#))

GRADUATION

[Board Policy 2333](#); [Board Policy 2410](#)

For information about graduation and graduation requirements, please see [District Policy 2410](#) and [Procedure 2410P](#).

Recognitions at Graduation

- At its graduation ceremony, BSD7 recognizes some special accomplishments by students as follows:
- Gold cord denotes 4.00 GPA (unweighted)
- Silver cord denotes 3.50+ GPA (unweighted)
- White stole denotes National Honor Society membership
- Distinctions and extra-curricular activities are honored with other colored cords.

HOMELESS STUDENTS: THE MCKINNEY-VENTO ACT

[Board Policy 3125](#)

Education of Homeless Children: Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child. Students who qualify as homeless under the McKinney-Vento Act as homeless are entitled to receive specific district services.

HOMEWORK

[Board Policy 2430](#)

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

HUMAN SEXUALITY INSTRUCTION

During the 2022-23 school year, your child may be scheduled to be enrolled in human sexuality instruction at Bozeman/Gallatin High School within the Bozeman School District. "Human sexuality instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual

reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

The human sexuality instruction intended to be taught to your child:

Healthy and unhealthy relationships; male and female reproductive systems; menstrual cycle; prenatal development; contraception; and sexually transmitted infections.

Parents/guardians have the right to withdraw their child from the Bozeman School District's or Bozeman/Gallatin High School's human sexuality instruction.

The Bozeman School District will make all curriculum materials used in human sexuality instruction available for public review prior to the use of the materials in instruction at an individual's request.

IMMUNIZATION

[Board Policy 3413](#)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized per MCA 20-5-403. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

Exemptions

Exemptions are an authorized reason for not being fully immunized but being allowed to attend school as per state law. Montana law does not allow a "personal exemption" but does allow medical and religious exemptions under [MCA 20-5-405](#).

Information on Medical and Religious Exemptions can be found under School Resources on the [MT DPHHS Immunizations website](#).

- [Medical Exemption](#): Must be completed by a qualifying health care provider and done only in cases where there is a medical contraindication. The exemption will specify what vaccine(s) is being exempted and for how long.
- [Religious Exemption](#): The parent must sign and return this form. Use of a Notary is no longer required. The form must indicate which vaccines are being exempted.

All students with exemptions are subject to the Gallatin County Exclusion Notice linked below.

[Immunization Exemption Letter](#)

LAW ENFORCEMENT

[Board Policy 4410](#)

Questioning of Students

When law enforcement officers, other than BSD7 school resource officers, or other lawful authorities wish to question or interview a student at school:

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- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers it to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and

Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student’s physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer’s identity and, to the best of their ability, will verify the official’s authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

LIBRARY

Any student is welcome before school, at lunch, and after school without a pass; however, during class time, a student must have a library pass from a classroom teacher. Mac desktop computers with printer access or Chromebook laptops are available for use in the library. Various equipment items, print, and non-print materials are available for checkout also at circulation. The library website, including research links, online catalog, and other resources can be accessed 24 hours a day through the school website. Passwords for various databases can be obtained in the library.

LOCKERS

Students may request a locker by completing the request form before school starts. Locks will be provided by the school and personal locks are not permitted on lockers. Locker and lock information will be posted to Powerschool at the beginning of the school year. Students are responsible for any damage that may result from improper use of their lockers. Students are responsible for lost or stolen locks (replacement fee is \$10). The school-owned locker assigned to you may be searched at any time with or without your permission.

LOST AND FOUND

Students are responsible for all personal belongings that are brought to school. Student items left behind in classrooms or common areas will be kept in lost and found. Items not retrieved will be donated on a monthly basis.

MALICIOUS VANDALISM

[Board Policy 3310P3](#)

Any student who intentionally damages, destroys, or removes any school property or commits any other vandalism may be removed from the premises immediately and may be subject to expulsion from school for no less than the remainder of the semester in which the act took place. Board expulsion will result in total loss of credit for the semester in question. The cost involved in repairing the premises after malicious vandalism will be charged to the student. Additional action will be taken by the police and probation authorities.

MEDIATION

Mediation is offered to students who would like a safe and confidential place, during school, to settle their disputes. Some sessions may be facilitated by students trained in the art of mediation who establish ground rules and utilize the skills they have been taught like asking their peers open ended questions, restating their issues, active listening, etc. Some sessions may be facilitated by administrators or staff members using similar methods. Anyone can refer parties for mediation (parents, counselors, teachers, other staff members, or witnessing students) by contacting the dean of students.

MEDICINE AT SCHOOL

[Board Policy 3416](#)

A school employee who has successfully completed specific training in administration of medication, pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form.

PARENT ADVISORY COUNCIL

PAC is a great way for parents to make a connection to the world of high school. PAC provides volunteer opportunities for parents to become involved in their student's high school experience.

Guest speakers may be scheduled throughout the year to enhance your understanding of teen life and address specific school issues as needed. The principal will frequently be in attendance at meetings and will keep the PAC up to date on the happenings at each school. Visit the PAC Information Page on the school's website for board contact details and more information or contact the school for information regarding meeting times.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

[Board Policy 2158](#)

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parents, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage their child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with their child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the building principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office or email for an appointment. A teacher will usually arrange to return the call or meet with the parent during their conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to their child.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the [District's website](#).
- Contact a counselor or principal to discuss rights related to student name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Become a school volunteer. For further information, contact [Project Connect](#).
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include the Parent Advisory Council and Activities Boosters.
- Offer to serve as a parent representative on District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the principal.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROJECT EXCEL

We are excited to offer the Project Excel Program to high school students. Project Excel recognizes students for their hard work and commitment to excellence. The support of the Bozeman community has made this program successful, and we are so thankful to all who have contributed through the years.

Applications and information on the rewards and benefits of Project Excel are available from the Attendance Office secretary. To qualify for a Project Excel card, please be aware of the following:

1. All students seeking a card must have met the criteria for a card during the preceding semester.
2. To qualify for the **first** Project Excel Card a student must (in the preceding semester):
 - a. have five or fewer excused absences,

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- b. have NO unexcused absences,
 - c. not have been suspended to In School Suspension (ISS) nor Out of School Suspension (OSS).
3. To **renew** a Project Excel Card, a student must meet all of the criteria in #2 above, and complete the required Community Service hours for the card desired (10 hours for a silver card and 15 hours for a gold card).

Please Note:

1. Community service should be completed prior to the semester for which the card is valid.
2. Community service hours must be verified by the supervisor of the organization served. Students should submit written verification (preferably on organization letterhead) that includes the student's first and last name, type of work and work hours completed, and the signature of the organization supervisor.

PROTECTION OF STUDENT RIGHTS

Board Policy 3200

The District recognizes fully 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. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

RELEASE OF DIRECTORY INFORMATION

[Board Policy 3600](#)

Regarding student records, federal law requires that directory information on my child be released by the District to anyone who requests it unless I object in writing via [3600F2](#) to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed, within ten school days, of the time this handbook was given to my child. Directory information ordinarily includes the student's Student's name, Address, Telephone listing, Electronic mail address, Photograph (including electronic version), Date and place of birth, Major field of study, Dates of attendance, Grade level, Enrollment status (e.g., undergraduate or graduate; full-time or part-time), Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, Honors and awards received, Most recent educational agency or institution attended.

RELIGIOUS PRACTICES

[Board Policy 2332](#)

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Electronic reports of absences and student grades or performance in each class or subject are issued to parents at least once every 6 weeks. Parents may check PowerSchool for grade and attendance updates regularly.

RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents/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.
2. The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
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.
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.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. 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

SAFETY

[Board Policy 3450](#)

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained online at bsd7.org ([Form 3431F](#)). Students **MUST** tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor **PRIOR** to seeking a physician's care is very important. The insurance carrier for BSD7 **WILL NOT** process any paperwork without first having an accident report on file.

Accident Insurance

The school district does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the office for additional information. This insurance covers while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Disaster Drills and Other Emergencies

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From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing Information:

In the event of an emergency school closure, families will be notified by School Messenger, social media and mainstream media. For this reason, it is important for families to maintain current contact information in PowerSchool at all times.

SEARCHES

[Board Policy 3231](#)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

[Board Policy 3231](#)

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

[Board Policy 3231](#)

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of their vehicle and must make certain that it is locked and that the keys are not given to others.

Drug Detection Dogs

[Board Policy 3231](#)

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")

[BOARD POLICY 2162](#)

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

[Board Policy 3225](#)

The District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with Pat Strauss, Director of Human Resources, who serves as the District Title IX coordinator.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- (1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - (ii) The type, frequency, and duration of the conduct;
 - (iii) The parties' age, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - (iv) The location of the conduct and the context in which the conduct occurred; and
 - (v) Other sex-based harassment in the recipient's education program or activity; or
- (3) Specific offenses.
 - (i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - (ii) Dating violence meaning violence committed by a person:
 - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (1) The length of the relationship;
 - (2) The type of relationship; and
 - (3) The frequency of interaction between the persons involved in the relationship;
 - (iii) Domestic violence meaning felony misdemeanor crimes committed by a person who:
 - (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
 - (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - (C) Shares a child in common with the victim; or
 - (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
 - (iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) Fear for the person’s safety or the safety of others; or
- (B) Suffer substantial emotional distress.

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the decision may appeal in accordance with Policy 3225P.

SKATEBOARDS AND BICYCLES

Skateboards and bicycles are recognized as legitimate, environmentally friendly modes of transportation. However, the following guidelines shall govern their use at school.

Skateboards:

- Skateboards shall not be ridden on school property unless a designated area has been identified by administration.
- While at school, skateboards shall remain in students’ lockers.
- Failure to comply with skateboarding rules may result in board confiscation and school discipline. Confiscated skateboards will be returned to the parent or guardian.

Bicycles:

- All bicycles must be locked in a bicycle rack.
- Bicycles must not be ridden in the building.
- To ensure pedestrian safety, bicycles are not to be ridden on sidewalks.
- Failure to comply may result in loss of bicycle privileges (at school) and school discipline, up to and including suspension from school.

SPECIAL EDUCATION

[Board Policy 2161](#)

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

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

STOCK EPINEPHRINE

[Board Policy 3416](#)

Stock epinephrine is available in the form of auto-injectors and will be used for students or staff who may have an allergic reaction at school. This epinephrine is not intended to replace student-specific epinephrine. Parents of students with known life threatening allergies should still provide the school with the student's school specific health care plan and the necessary medications for implementing the student's specific order.

Stock epinephrine will be kept in a secure, easily accessible location in each school. School staff will participate in annual training on recognizing anaphylaxis, emergency protocol, and school procedures. Anytime epinephrine is administered at school, 911 will be called. School employees will not be held liable for unintentional injuries arising from administration of epinephrine. In addition, BSD will have allergy information available on their website under health services. For more information, contact Rebecca Spear RN, Bozeman School District Nurse, at 522-6057.

STUDENT IDS

Students are expected to carry their student identification cards with them at all times. They must show their identification card to any staff member requesting it at any time. One student identification card is provided, free of charge, to each student. Replacement IDs will cost the student \$5.00.

STUDENT RECORDS

[Board Policy 3600](#)

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials

with legitimate educational interests” include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the

District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student’s case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records.

Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student’s records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student’s records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student’s grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost per page, payable in advance. Contact the building principal for more information. Parents may be denied copies of a student’s records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate their desire to change the original request. Directory information may include: a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

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[Board Policy 2161](#)

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

STUDENT SCHEDULES

Schedules are released to students via PowerSchool at the end of August the week before school starts.

When Schedule Changes Can Be Made

There will be a walk-in, no appointment day for students who have a legitimate reason for a schedule change affecting their first semester schedule as described above.

Requests for changes in second semester classes must be made before the first day of second semester and must also meet the criteria listed above. *All schedule changes depend on these conditions: 1) space availability, 2) the requested class is smaller than the class dropped, and 3) written permission from parent/guardian when necessary.*

Dropping A Class Mid-Semester

Students may drop a class under the following conditions:

Students in grades 9-10-11 must still be scheduled into 6 credited classes; students in grade 12 must still be scheduled in at least 5 credited classes. Courses dropped within the first five weeks of the semester will not be reflected on a transcript. However, if a course is dropped after the fifth week, the transcript will reflect a “W/F” (withdraw fail) and will impact the student’s GPA. Counselors are not permitted to add a class to a student’s schedule after the first full day of instruction without administrator’s approval.

TEXTBOOKS

[Board Policy 2311](#)

Board-approved textbooks are provided free of charge. Books must be treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TOBACCO-FREE POLICY

[Board Policy 8225](#)

In the interest of having healthy employees and positive health models for students, the Bozeman Public School District maintains tobacco-free buildings and grounds. The following stipulations constitute the tobacco policy for the Bozeman Public Schools:

1. All school buildings are hereby declared as tobacco-free schools. The use of tobacco and/or tobacco innovations will not be permitted on Bozeman School District grounds or facilities.
2. Tobacco is not allowed on any school property, nor will employees be allowed to use tobacco while on duty in the presence of students.
3. New employees of the district will be hired with the understanding that they will be directed not to use tobacco at their place of work.
4. Limitations or prohibitions on tobacco use are applicable to all hours.

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TRAFFIC EDUCATION

[Board Policy 2163](#)

The purpose of the traffic education program is to introduce students to a course of study which should lead to the eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the Superintendent of Public Instruction. These criteria include requirements for instructional time, for instructor certification, recommendations for course of study, and reimbursement procedures.

TRANSPORTATION

[Board Policy 2320](#)

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the transportation office at 406-522-6041.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Remain seated while bus is moving.

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended.

Transporting Students with District/Personal Vehicle

[Board Policy 2320F1](#)

Any person transporting students in a personal vehicle must provide the District with proof of current car insurance.

VIDEOTAPING OF STUDENTS

[Board Policy 3235](#)

The District has the right to use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies,

administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use. The District will seek consent before recording students individually in the classroom.

VISITORS

[Board Policy 4301](#)

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the main office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

In the interest of keeping a safe and secure environment, students are not allowed to bring visitors to their classes or onto school grounds. Visits are to be conducted on the student's own time outside of the school day.

WORK BASED LEARNING

[Board Policy 2600](#)

The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The students' classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in work-based learning must be converted and is equivalent to the time requirement for credit to be earned.