



**MIDDLE SCHOOL  
STUDENT HANDBOOK  
BOZEMAN SCHOOL DISTRICT 7**

<b>Chief Joseph Middle School</b>	
<b>Mission</b>	We <b>ensure</b> academic excellence and social responsibility in a safe learning community as <b>all students</b> are guided toward their maximum potential.
<b>Vision</b>	Make Connections, Make a Difference, Make Learning Real.

<b>Sacajawea Middle School</b>	
<b>Mission</b>	Ensure high levels of learning for ALL students.
<b>Vision</b>	At Sacajawea, we are a compassionate community that honors grit and celebrates growth in order to face the future with a level head and a critical eye.

**To Students and Parents:**

The BSD7 MIDDLE SCHOOL Student 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 sent by your student’s school. 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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## **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. 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.

### **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 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.*

***This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2.***

*In exercising my right to limit release of this information, I have completed the Student Directory Information Notification on the All-in-One Form and returned it to the school.*

### **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

## **ATTENDANCE**

### **Board Policy 3122**

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent’s request.

- 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.

When a student is absent from school, the parent/guardian must call the school any time after 7:30 a.m. to notify the school of the absence or at least 30 minutes before the start of the student’s school day if enrolled on a part-time basis. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her returning to school, unless requested by the administration. If no contact was made, the student will have one (1) day to bring a note, or the absence will be unexcused.

A student who is absent for any reason other than an unexcused absence should promptly make up specific assignments missed and/or complete additional learning assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

**Types of absences: See Appendix A**

\*\*\*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.

### **Tardiness**

See Appendix A

### **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 10-day total. The District will provide parents/guardians with at least 48-hours notice before such instruction is scheduled to occur.

### **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.

### **CHILD SAFETY GPS AND AUDIO CHILD TRACKING/MONITORING SYSTEMS**

Parents and students 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.

## **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.

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, 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 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 sex discrimination. A copy of the Title IX Grievance Procedures can be obtained on the District’s [website](#) or any District or school office or by contacting the Title IX Coordinator.

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District’s website ([click here](#)) or any District or school office or by contacting Chad Berg ([chad.berg@bsd7.org](mailto:chad.berg@bsd7.org))

## **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 restricted to students working under a teacher’s supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — email — 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:

- 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 or 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.

### 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.

### **CORPORAL PUNISHMENT**

No person who is employed or engaged by the District may inflict or cause or inflict 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.

Fulfillment of academic program requirements for students in grades K-8 using distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course is part of a District program of study appropriate to the student's needs that cannot be met in the traditional school setting or schedule;
4. Approval for distance delivered coursework is granted for schools and institutions approved by the District after evaluation for a particular course offering and the course must meet end of course District proficiency standards as evaluated by a content-area team.

Individual student circumstances may be evaluated by a team established by the building principal.

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 spring, students in grades 6th through 8th 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.

#### **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 contact 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.

## **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.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

#### **[Board Policy 3222](#)**

School publications may be distributed to students if approved by school administration. 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 guidelines listed below.

### **Bozeman Middle School Students**

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 in opaque (not able to be seen-through) material;

- contain pornographic images, threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- demonstrates 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;
- cover the student's face to the extent that the student is not identifiable including sunglasses.
- contains sexual or profanity innuendo such that a peer or staff member could construe sexual or profane meaning.

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

\*Additional requirements may be set by school administration.

**Enforcement:**

- Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.
- Staff will use reasonable efforts to avoid disciplining students in front of other students.
- 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.

**ELECTRONIC DEVICES**

**Board Policy 3630**

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies referred to in this policy as personal mobile devices which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants, audio recording devices, iPods, iPads, MP3 players or streaming devices, pagers, and other personal electronic devices capable of transmitting data or images.

The School District holds high expectations for student behavior, academic integrity, and responsible use of personal mobile devices. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

## **Standards for Responsible Use at School, on Buses or at School Activities**

### **A. Respect for the educational environment:**

- i. Personal mobile devices shall be turned off and kept out of sight during instructional time.
- ii. Students shall not use any personal mobile device that in any way disrupts or detracts from the educational environment.
- iii. Use of personal mobile devices is prohibited in classrooms during the school day, Media Centers and testing centers, and during fine arts performances.
- iv. Students will not be allowed to leave class in response to any personal mobile devices.
- v. 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. This provision specifically does not apply to middle school students and middle school students are not permitted to use personal mobile devices in the manner noted in this section.
- vi. With prior approval of the school principal, teachers may permit the purposeful use of personal mobile devices in support of curriculum learning objectives.
- vii. In the case of medical necessity or emergency, a student shall be permitted to possess or use a personal mobile device provided the student receives advanced authorization from the school principal.

### **B. Respect for privacy rights:**

- i. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
- ii. Students shall not email, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
- iii. Use of personal mobile devices is strictly prohibited in locker rooms and restrooms.

### **C. Assuring academic integrity:** Students shall not use personal mobile devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

### **D. Compliance with Other District Policies:** Use of personal mobile devices must not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

## **Violations of this Policy**

- A. Violations of this policy will follow the consequences stated in the Student Handbook. Repeated or severe infractions of this policy may also at the principal's discretion, result in additional disciplinary action.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

### **[Board Policy 3550](#)**

**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.

The Bozeman Middle Schools offers a range of school curricular and co-curricular clubs

### **ACTIVITIES**

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

- |                    |                   |                            |
|--------------------|-------------------|----------------------------|
| - Student Council  | - Art Club        | - Extracurricular Sports   |
| - Peer Mediation   | - Robotics Club   | - Student Advisory Council |
| - Yearbook         | - Speech & Debate | - Jazz Band                |
| - Archery Club     | - Outdoor Club    |                            |
| - Science Olympiad | - Knitting Club   |                            |

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

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

- 6th grade: Basketball, Track Volleyball, Tennis
- 7th and 8th: Volleyball, Football, Basketball, Wrestling, Track

To find out more about these activities, click on the activities link on the district website or call the Activities Office (522-6237) or SMS main office (522-6400). There is something for everyone. Specific information will be available from the sponsors or coaches. Become involved!

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.

## **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. Request for such a waiver may be made to the building principal.

The 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.

## **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 school administrator at least 14 days before the event. Except as approved by Central Office, fund-raising by non-school groups is not permitted on school property.

## **GRADING GUIDELINES**

At the end of each semester, students/parents may access the Report Card in PowerSchool (there will be a link to click - hard copies of the report card will be available by request only).

- Student scores may be accessed daily in your PowerSchool Parent Portal.
- Students are assessed and their scores reported in two categories: the Attributes of a Successful Learner - Organization, Perseverance, Engagement, and Universal Expectations and in each content area standard.
- [Middle School Hybrid grading and reporting](#)

## **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.

## **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. 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 or other lawful authorities wish to question or interview a student at school:

- 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 may notify parents unless the interviewer raises what the principal considers it to be a valid objection.
- The principal may 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.

## **MEDICATION 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 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 acknowledgement 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.
- 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 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. [See Protection of Student Rights Pg 24], and review district asbestos information, accessible in the Facilities Office.
- Become a school volunteer. For further information, contact the school office.
- 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.

- 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 each school's Parent Advisory Council.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the Superintendent's Office.

### **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.

### **PROMOTION AND RETENTION**

#### **Board Policy 2421**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance.

### **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 STUDENTS FROM SCHOOL**

### **[Board Policy 3441](#)**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from a parent that morning. A student who becomes ill during the school day should, with the teacher’s permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student’s parent/guardian.

## **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**

Written reports of absences and student grades or performance in each class or subject are issued to parents/guardians at least once every Semester.

Middle school achievement shall be reported to parents in PowerSchool, located in the Reports section. Parents/guardians will be expected to sign digitally to confirm receipt of student information.

In grades 6-8 achievement will be reported to parents as a letter grade for the subject area.

## **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. [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 the Bozeman School District **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**

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. [Policy 8301]

#### **Emergency School-Closing Information:**

In the event of an emergency school closure, parents/guardians will be contacted through School Messenger via text, email, and/or phone messaging. The district will also utilize local media outlets to communicate closure information.

## **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 driver. The driver 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 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;
- (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 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 District Coordinator 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 complainant, an appeal may be filed in accordance with Policy 3225P.

For more information about the District’s complaint procedure, see Policy 3225, 3225P, 3225F.

## **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.

## **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.

## **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. 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** **[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 the expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **STUDENT SCHEDULES**

Students will receive copies of their schedule at the beginning of each school year or when they enroll. Schedules are also available through student and parent PowerSchool accounts.

## **TEXTBOOKS**

### **[Board Policy 2311](#)**

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and 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.

## **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 person ally 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 living three or more miles from school. 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 contacting the BSD7 Transportation Coordinator at 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 the bus is moving.

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

#### **Transporting Students with District/Personal Vehicle**

District employees and volunteers are encouraged to use commercial transportation, rental cars and vans, and, as a last choice, drive personal vehicles. Any person transporting students in a personal vehicle must provide the District with proof of current car insurance. [Volunteer Vehicle Usage Form 2320F1](#) must be completed and approved prior to transportation.

## **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 principal’s 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.

\*\*\*\*\*

**Receipt of Handbook**

*“I have received a copy of the Bozeman School District Middle School Student Handbook for 2023-2024. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.”*

Print name of student: \_\_\_\_\_  
Signature of student: \_\_\_\_\_  
Signature of parent: \_\_\_\_\_  
Date: \_\_\_\_\_

## APPENDICES

*Parts of these appendices may be unique to the middle school your student attends.*

### APPENDIX A

#### ATTENDANCE EXPECTATIONS & PROCEDURES

**Absences:** Students are expected to attend all assigned classes each day. To reach the goal of maximum educational benefits for each student requires a regular continuity of instruction, classroom participation, learning experiences, and study.

Excused Absences: Absence that has either been pre-approved or cleared, within five days of the absence, by a parent or guardian.

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).

Chronic Absenteeism: Defined as missing 10 or more days (excused or unexcused) for the first 18 weeks and then 10% of days for the remainder of the school year.

#### **Types of Excused Absences:**

- **Single day absence (E):** If you are absent from school, your parent/guardian should call the attendance secretary between 7:30-9:00 a.m. on the day of the absence. If you are marked absent and your parent/guardian hasn't called, an automated phone call will be made to your home. Your unexcused absence must be cleared within **48 hours** by phone or note. School officials may periodically confirm telephoned excuses with parents.
- **Discretionary Absence (D):** If you plan to be absent from school for three days or more, your parent/guardian should call or send a note to the attendance secretary at least two days before you leave. You will need to go to the attendance office to pick up a prearranged absence form. Take this form to your teachers and return it to the attendance office when it is completed. The assistant principal or principal must also sign this form.
- **Medical/Dental Absence (M):** If you have a doctor, dentist, or other appointment, your parent/guardian should send a note, email or call the attendance secretary on the day of the appointment. A pass to leave the building will be prepared, and will be ready for you at the office. Show this to your classroom teacher when it is time for you to leave and **meet your parent at the office**. When you return from your appointment, provide a note from the care provider to the attendance office before going back to class.
- **Activity Absence (A):** If you are going to be absent from school because of a school-related activity, your coach or teacher in charge of the activity will inform the office of your absence. It is your responsibility to get assignments. \*If you belong to a team outside of school, please bring a note from your coach, on team/organization letterhead, with the dates/periods you will miss school to attend events.

**Tardies:** All late arrivals must enter through the office and request a pass to class. Late arrival after 8:30 will be counted as an absence.


- Make-up time for tardies will be assigned by teachers and chronic tardiness may result in disciplinary action.
- During the school day students are expected to be in their seat in the classroom by the beginning of each class period. This allows for less disruption in the educational process as well as student safety in the hallways.
- The bell schedule allows for a three-minute passing period between classes. Students can avoid tardies by organizing their materials in the way that best accommodates their class schedule and location of classes.
- Tardies are counted per class period; at the beginning of each trimester the tardy procedure will start over.

**Excused Tardy (X):** Late arrival within 10 minutes of the beginning of the school day or after the bell of any class that has either been pre-approved or cleared by a parent/guardian or staff member.

**Unexcused Tardy (T):** Late arrival to school or to a class that has not been pre-approved or excused by a parent/guardian or staff member. Arrival ten minutes or more minutes after the beginning of the school day is marked as an unexcused absence.

**Chronic Tardiness:** Defined as late to class 10% or more of the total days school has been in session. A student will be considered chronically tardy if they are late to a combination of class periods equal to or greater than 10%. Within a trimester, any student late to any combination of class periods six or more times will be considered chronically tardy.

**APPENDIX B**



**Bozeman Public Schools  
Calendar  
2024-2025**

<p><b>PIR Dates &amp; Conferences - No School</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0ff;">August 28-30</td><td style="background-color: #e0e0ff;">K-12 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">September 30</td><td style="background-color: #e0e0ff;">K-12 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">October 17-18</td><td style="background-color: #e0e0ff;">K-12 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">November 7-8</td><td style="background-color: #e0e0ff;">K-5 P/T Conferences</td></tr> <tr><td style="background-color: #e0e0ff;">November 15</td><td style="background-color: #e0e0ff;">9-12 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">January 20</td><td style="background-color: #e0e0ff;">K-12 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">January 27</td><td style="background-color: #e0e0ff;">9-12 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">April 10</td><td style="background-color: #e0e0ff;">6-8 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">April 11</td><td style="background-color: #e0e0ff;">6-12 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">May 23</td><td style="background-color: #e0e0ff;">K-12 PIR Day</td></tr> <tr><td style="background-color: #e0e0ff;">June 13</td><td style="background-color: #e0e0ff;">K-12 PIR Day</td></tr> </table> <p><b>Holidays &amp; School Closures- No School</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0ffe0;">September 2</td><td style="background-color: #e0ffe0;">Labor Day</td></tr> <tr><td style="background-color: #e0ffe0;">November 27-29</td><td style="background-color: #e0ffe0;">Thanksgiving</td></tr> <tr><td style="background-color: #e0ffe0;">December 23-January 3</td><td style="background-color: #e0ffe0;">Winter Break</td></tr> <tr><td style="background-color: #e0ffe0;">January 20</td><td style="background-color: #e0ffe0;">Martin Luther King Jr.</td></tr> <tr><td style="background-color: #e0ffe0;">February 17</td><td style="background-color: #e0ffe0;">President's Day</td></tr> <tr><td style="background-color: #e0ffe0;">March 17-21</td><td style="background-color: #e0ffe0;">Spring Break</td></tr> <tr><td style="background-color: #e0ffe0;">May 26</td><td style="background-color: #e0ffe0;">Memorial Day</td></tr> </table> <p><b>Important Dates</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0e0;">September 3</td><td style="background-color: #e0e0e0;">School Begins 1-12</td></tr> <tr><td style="background-color: #e0e0e0;">September 5</td><td style="background-color: #e0e0e0;">Kindergarten begins</td></tr> <tr><td style="background-color: #e0e0e0;">January 22-24</td><td style="background-color: #e0e0e0;">HS Final Exams</td></tr> <tr><td style="background-color: #e0e0e0;">June 7</td><td style="background-color: #e0e0e0;">HS Graduation!</td></tr> <tr><td style="background-color: #e0e0e0;">June 12</td><td style="background-color: #e0e0e0;">Last Day of School, students released at 12:45 p.m.</td></tr> </table> <p><b>Grading Periods</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0e0;">K-5:</td><td style="background-color: #e0e0e0;">January 24 June 12</td></tr> <tr><td style="background-color: #e0e0e0;">6-8:</td><td style="background-color: #e0e0e0;">Semester 1 - January 24 Quarter 1 - November 1 Quarter 2 - January 24 Quarter 3 - April 4 Semester 2 - June 12</td></tr> <tr><td style="background-color: #e0e0e0;">9-12:</td><td style="background-color: #e0e0e0;">Period 1 - October 11 Period 2 - November 22 1st Semester - January 24  Period 1 - March 7 Period 2 - April 25 2nd Semester - June 12 HS Credit Recovery - June 16-June 30</td></tr> </table>	August 28-30	K-12 PIR Day	September 30	K-12 PIR Day	October 17-18	K-12 PIR Day	November 7-8	K-5 P/T Conferences	November 15	9-12 PIR Day	January 20	K-12 PIR Day	January 27	9-12 PIR Day	April 10	6-8 PIR Day	April 11	6-12 PIR Day	May 23	K-12 PIR Day	June 13	K-12 PIR Day	September 2	Labor Day	November 27-29	Thanksgiving	December 23-January 3	Winter Break	January 20	Martin Luther King Jr.	February 17	President's Day	March 17-21	Spring Break	May 26	Memorial Day	September 3	School Begins 1-12	September 5	Kindergarten begins	January 22-24	HS Final Exams	June 7	HS Graduation!	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## APPENDIX C

**ELECTRONIC DEVICES:** Personal electronic devices must be turned off and in the student’s locker during the school day.

## APPENDIX D

### GROUNDS FOR SUSPENSION AND EXPULSION

Montana Education Code 20-4-402 and Bozeman Board Policy 6110 allows the superintendent and/or principal of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from, a school sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by 6-8 schools. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 10 days or a recommendation for expulsion/placement in the Alternative to Expulsion program for the first or second offense. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. 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 &/or actions encourage disruption, fights, or physical injury are 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) Committing acts that may endanger other students, including throwing snowballs, potentially dangerous objects, rubber bands, running in crowded areas, or pushing and shoving.	Zero period -3 day suspension and parent notification. Additional interventions as assigned.	1-3 day suspension and parent notification. Additional interventions as assigned.	3-5 day suspension and parent conference. Additional interventions as assigned.
1.2 Abusive, threatening, willfully defiant, gang-related behavior or verbal/physical altercation. (MCA 45-8-101). Typically this is a mutually joined altercation or conflict between students.	Zero period -3 day suspension and parent notification. Possible mediation and additional interventions as assigned. ^	3-5 day suspension and parent notification and additional interventions as assigned. ^	5 day suspension and/or placement into the Alternative to Expulsion program. Parent conference. Referral to law enforcement. Additional interventions as assigned. ^
1.3 Fighting and/or inciting a fight. (MCA 45-8-101) Typically this is a mutually joined altercation between students.	3-5 day suspension and parent notification. Possible mediation and referral to law enforcement. Additional interventions as assigned. ^	5-10 day suspension and parent conference. Possible mediation and referral to law enforcement. Possible recommendation for expulsion up to 45 days/placement in the	5-10 day suspension and parent conference. Referral to law enforcement and possible mediation. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion

		Alternative to Expulsion program. Additional interventions as assigned. ^	program. Additional interventions as assigned. ^
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, and referral to law enforcement. Recommendation for expulsion up to 45 days/placement in the Alternative to Expulsion program. ^	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. ^	5-10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^
1.5 Inflict, threaten to inflict, or attempt to inflict violence or physical harm 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. These weapons include, but are not limited to pistols, revolvers, rifles and shotguns. (BP# 3311; MCA 45-5-623; 45-8-316, 328, 334, 335)

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

(3) Possessed, sold, threatened the use of, or otherwise furnished any **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
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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#2334, 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 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 and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^
4.3 To distribute, receive, or engage in any transaction involving the exchange of drugs or alcohol; or 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 and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

(5) 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	2 <sup>ND</sup> OFFENSE/ADDITIONAL OFFENSES
Confiscation of device(s). 5-10 day suspension. Parent conference and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	Confiscation. 5-10 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. ^

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

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

(8) Caused or attempted to cause **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY** [crime against property including, but not limited to, arson and vandalism] (BP# 3260, 9321, 8124; MCA 45-6-101, 102, 103)  
 Due to the breadth of infractions in this category, site administration may use alternative discipline programs to intervene. Recommended referral to law enforcement and/or fire marshal. Due to the potential seriousness of these offenses, infractions of this rule may result in suspension, recommendation for expulsion/placement in the Alternative to Expulsion program.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
8.1 Arson-Lighting a fire on school property.	1-10 day suspension and parent conference. Referral to law enforcement, restitution, possible recommendation for expulsion for up to 45 days/placement in the Alternative to Expulsion program. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 90 days/placement in the Alternative to Expulsion program. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^
8.2 Vandalism-Willful damage to, or destruction or defacement of, school property or	Zero period-3 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 45 days/placement in the	3-5 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion for up to 90 days/	5-10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^

personal property of other students or adults.	Alternative to Expulsion program. ^	placement in the Alternative to Expulsion program. ^	
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(9) Stole or attempted to **STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY (BP#3240, 8421; MCA 45-6-301, 302)** Due to the potential seriousness of this offense, infractions may result in 10 day suspension, recommendation for expulsion/placement in the Alternative to Expulsion program, and referral to law enforcement.

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

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

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

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

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

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

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
12.1 False fire/emergency alarm.	1-3 day suspension, restitution, and parent conference. Referral to law enforcement. ^	3-5 day suspension, restitution, and parent conference. Referral to law enforcement. ^	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. ^

12.2 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)	Zero period-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, and parent must pick up the device from administrator.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.	1-3 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.
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)	Zero period-1 day suspension and parent notification.	1-3 days suspension and parent notification.	3-5 days suspension and parent conference.
13.2 Profanity, obscene acts or gestures toward STAFF, habitual profanity. (MCA 45-8-101)	1-3 day suspension and parent notification. Possible referral to law enforcement.	4 day suspension and required parent conference. Possible referral to law enforcement.	5 day suspension and parent conference. Referral to law enforcement.
13.3 Obscene gestures or unsanitary acts. (MCA 45-8-101, 45-5-504)	1-3 day suspension and parent notification or conference.	3-5 day suspension and parent conference.	5-10 day suspension and parent conference. Possible referral to law enforcement.

13.4 Lewd Acts (MCA 45-8-201)	1-3 day suspension and parent notification or conference; possible referral to law enforcement and DPHHS	3-5 day suspension and parent conference; possible referral to law enforcement and DPHHS	5-10 day suspension and parent conference; referral to law enforcement and possible citation by law enforcement; possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program
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**(14) ATTENDANCE RELATED offenses. (BP# 3122, 3123, 3200)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**(22) BULLYING, HARASSMENT, INTIMIDATION, HAZING, AND SEXUAL HARASSMENT. (BP#3226, 5012; MCA 45-5-203, 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.

Due to the potential seriousness of these offenses and the requirements of the sexual harassment section of the Montana Education Code, any infraction of this rule may result in suspension and/or recommendation for expulsion/placement in the Alternative to Expulsion program. 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 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.	Zero period-1 day suspension and parent contact. Possible additional interventions as assigned.	1-2 days suspension and parent conference. Additional interventions as assigned.	3-10 days suspension and parent conference. Possible recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program. Additional interventions as assigned.
22.2 Inappropriate display of affection.	Possible zero period and call to parents.	Zero period -1 day suspension and parent conference.	1-3 days suspension and parent conference.

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

BP# = Bozeman Policy Number

MCA = Montana Code Annotated

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

## APPENDIX E

### One-to-One Chromebook User Agreement

*Every parent expected to complete on PowerSchool.*

Students will be assigned a Bozeman School District Chromebook for use as the District uses a 1:1 Chromebook model for grades 3-12, and does not operate with a bring your own device model. This use agreement will end on the earliest of:

- Graduation
- Unenrollment from the Bozeman School District
- The students' promotion to 8th grade

Chromebooks are for use within class (if applicable), as well as outside of school hours. We urge students and parents to discuss the equipment and responsibilities of use.

The rules and policies, as outlined in the student handbook, specifically the Responsible Use Agreement Policy 3612F2, will be enforced. This policy is attached, please read through it with your parent/guardian.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right. Use of any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, and/or legal action.

All district computers are filtered and may be monitored. Files created using the Chromebook, or stored on school servers, are not private. Bozeman Public Schools reserves the right to search District assigned Internet services accounts, such as District assigned student email accounts which are accessed with school equipment. Improper use of Bozeman Public Schools technology devices will result in loss of network/Internet privileges, disciplinary consequences, and/or legal action per the Parent/Student Handbook Student Discipline Code, Bozeman Public Schools Bullying Policy ([3226](#)), **Bozeman Public Schools Sexual Harassment Policy ([3225](#))** and the **“Bozeman Public Schools Network / Internet Acceptable Use” Policy**.

If the Chromebook is stolen, the student/parent/guardian is responsible for filing a police report immediately with the School Resource Officer (SRO). A copy of the police report should be provided to the school principal. If a Chromebook has been damaged, or lost (without a Police Report), then the student/parent/guardian will be responsible for any incurred costs for repairs or a replacement (up to \$300). If damage to the Chromebook is intentional, willful or purposeful, as determined by Bozeman Public Schools, the parents or guardians will pay the full replacement cost of the Chromebook and/or AC power adapter. Replacement cost for a Chromebook for the current school year is up to \$300. Parent/guardian will assume responsibility to pay for any damage, repair and or replacement for any damage done to district software which results from child's use of the device.

Student/parents/guardians may also purchase insurance, as defined below, in lieu of replacing or repairing devices issued to a student. The terms of the insurance are as follows:

- Cost per student per school year: \$35 (not proratable)
- Deductible: \$0
- School year maximum coverage, per student: \$300. Costs in excess of this limit are the responsibility of the students, parent(s), or guardian(s).

If selected, insurance must be purchased annually within 30 days of the attendance in the current school year. Coverage expires at 12:01am on the first day of the ensuing school year. If you choose not to purchase the insurance option the fines listed below will be the responsibility of the student/parent/guardian if there is damage to the device.

### **Student Expectations**

I will:

- Never leave my Chromebook unattended or unsecured.
- Make sure the Chromebook is not subject to careless or intentional damage (e.g., as a result of horseplay)
- Ensure that, when the laptop is being transported or stored, it is as secure as possible.
- Ensure that my Chromebook is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
- Store my Chromebook in a safe place when not in use (e.g., lunch, PE, etc.). No items will be stacked on top of the laptop.
- Use my device for the task assigned by my teacher at all times. Devices will ONLY be used for educational purposes.
- Not decorate the device in any way, including the use of stickers or decals, and not allow it to be subject to graffiti/defacing.
- Not install or download software that is not approved by administration or teachers. Student may not remove district installed software (“Apps”) from the device or may not install software (“Apps”) that are not approved by administration or teachers. Bozeman Public Schools reserves the right to remove software (“Apps”) from, or add software (“Apps”) to the device at any time.
- Submit my device to school authorities upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure devices do not contain any unapproved software or files.
- Not change my username and password provided by the District without permission from the Technology Department. It is a violation of the “Bozeman Public Schools Network / Internet Acceptable Use” Policy to share your password with anyone else, or to access any account belonging to other students, faculty, or staff.

### **Parent & Legal Guardian Agreement**

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I have read, reviewed, and I understand the “Bozeman Public Schools Network / Internet Acceptable Use” Policy and the “One-to-One Chromebook User Agreement,” and I have discussed both fully with my child. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use by setting and conveying the school’s standards, procedures and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the Bozeman Public Schools “One-to-One Chromebook User Agreement” and with the “Bozeman Public

Schools Network/Internet Acceptable Use” Policy contained in the Bozeman Public Schools Parent/Student Handbooks.