

# **Washington Innovation Center**

**Student - Family Handbook  
2025 - 2026**



**1044 Cook Ave.  
Billings, MT 59102  
(406) 281-6221**

## **Welcome to the Washington Innovation Center**

*Home of the Billings Early College School, Billings Opportunity School, and Quest Program*

On behalf of the entire staff, we are pleased to welcome you and your student to the Washington Innovation Center. Education at Washington Innovation Center is designed to meet the needs of each individual student in order to experience success both now, and in the future. As part of Billings Public Schools, Washington Innovation Center holds high expectations for success, support, and achievement for all of our students.

### **Washington Innovation Center staff believe that:**

- All of our students are important and valued members of our school community
- All students can learn and experience success
- Positive collaboration between home and school increase student outcomes
- Success and positive motivation strategies maximize learning opportunities for students.
- The best education takes place in a safe, orderly, and caring environment.

Ultimately, each student will be successful according to the effort they apply. To increase the degree of educational success, it is important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students and how we can best work together to serve them.

This family handbook has been prepared in order to let you know about school policies, procedures, and schedules. All students and their parents/guardians are responsible for reviewing this valuable information. Please do not hesitate to contact the office if you have any questions or concerns regarding your child's educational experience at the Washington Innovation Center.

## **Washington Innovation Center Mission - Vision Statements**

### **Billings Early College School (BECS)**

The mission of BECS is to inspire, educate and empower students from diverse backgrounds through transformative educational opportunities to earn both a high school diploma and college credits toward an Associate Degree.

Our vision for BECS is that together we will cultivate a culture of excellence every day to prepare our students for success in our evolving global community.

The primary principles of BECS are centered on academic, social, and emotional support as well as assistance in planning for and enrolling in college courses that align with our students' intended career pathways.

### **Billings Opportunity School (BOS)**

Billings Opportunity School (BOS) will provide the community with students prepared to take the next steps after graduation. Whether they are continuing their education, joining the workforce or serving our country in one of the amazing branches of the military, graduates will be able to be successful because of their hard work, determination, and skills they learned while earning their high school diploma.

## **Washington Innovation Center Overview of Programs**

### **Billings Early College School (BECS)**

Detailed information can be found through the link below.

[Billings Early College School \(BECS\) Program Overview](#)

### **Billings Opportunity School (BOS)**

Detailed information can be found through the link below.

[Billings Opportunity School \(BOS\) Program Overview](#)

## **Contact Information**

### **Billings Public School Central Administration**

Dr. Erwin Garcia, Superintendent	406.281.5130
Mr. Gordon Klasna, Executive Director of Secondary Education	406.281.5120
Mr. Kevin Kirkman, Executive Director of Student Services	406.281.5027
Dr. Jeril Hehn, Director of Advanced Academics	406.281.5994

### **Washington Innovation Center Administration**

Mr. Josh Monson, Principal	406.281.6720
Mrs. Deni Oltrogge, Assistant Principal	406.281.5881

### **Main Office - Secretary/Registrar**

Mrs. Michele McAbee, Secretary/Registrar	406.281.6718
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### **Washington Innovation Center School Counselors**

Mr. Bryant Mawyer (Billings Opportunity School)	406.281.6721
Ms. Kristin Kochner (Billings Early College School)	406.281.6695

### **Billings Early College School Staff**

Mrs. Jill Bertagnolli (BECS Mathematics)	406.281.6696
Ms. Rewerts (BECS Business/Dual-Credit)	406.281.6707
Mrs. Nancy Robinson (BECS English)	406.281.6705

### **Billings Opportunity School Staff**

Mrs. April Buscher (BOS - Technology Education)	406.252.7026
Mrs. Quesenberry (BOS - ILC Teacher)	406.281.6713
Ms. Meuchel (BOS - English)	406.281.6694
Mr. Sean McAndrews (BOS - Science)	406.281.6697
Mrs. Kim Moody (BOS - English)	406.281.5159
Ms. Jamacena Morin (WIC - Career Coach)	406.281.6708
Mr. Tanner Newell (BOS - Social Studies)	406.281.6702
Ms. Cynthia Tripp (BOS - Mathematics)	406.281.6700
Mrs. Katherine Hogan (WIC - SpEd Teacher)	406.281.6706

### **Email Addresses**

**Staff:** Last name and initial of first name@billingschools.org (ex. [doej@billingschools.org](mailto:doej@billingschools.org))

### **Websites**

## 2025-2026 Billings Public Schools Calendar

JUNE 2025						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	T	T	T	19	20	21

4/19/25



AUGUST 2025						
Su	M	T	W	Th	F	Sa
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24	N	N	P	P	P	30
31						

SEPTEMBER 2025						
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28	29	30				

OCTOBER 2025						
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NOVEMBER 2025						
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16	17	18	19	20	PTC	22
23	PTC	*	*	*	*	29
30						

DECEMBER 2025						
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28	*	*	*			

JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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APRIL 2026						
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MAY 2026						
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24	*	26	27	28	*	30
31						

GRADUATION						
SUNDAY, MAY 24TH, 2026						
Skyview 10:00 am						
Senior 2:00 pm						
West 6:00 pm						

○	First and Last Day of School. September 2nd: K-6th, 9th & all new 7th, 8th, 10th, 11th, & 12th grade students. September 3rd: All K-12 students in session. The last day of school is May 29 for all grades. Last day of school for seniors is May 22nd.
*	Vacation or Holiday
T	PIR/Trade Days (Trade Professional Development for Teachers) - No school.
P	PIR Days (State Required Pupil-Instruction-Related Training for Teachers) - No School.
N	NPR Days (Professional Development Non-Pupil-Related Training) - No School.
PTC	Elementary Parent Teacher Conferences - Elementary Early Release. Note: Nov. 25 is Parent Teacher Conferences for Elem. and 6 week grading for MS & HS, and end of trimester for Elem.
SD	Snow Day - This will be a vacation day unless we are required to make-up a school day lost due to poor weather earlier in the year. If we are required to make-up a day, this vacation day will become a required day of attendance.
	Wednesday - PLC (Professional Learning Community) - Dismissal 1 hour early
	Middle School Early Release - October 23rd & 24th
	High School Semester Testing - HS Early Release
★	Elementary End of Trimester
✦	Six-Week Grading Period for MS & HS

## **Billings Public Schools Student Handbook**

Washington Innovation Center students and parents/guardians are expected to adhere to the guidelines, policies, and procedures within this school-specific handbook as well as the Billings Public Schools Student Handbook. The District Student Handbook can be found using the link below.

[Billings Public Schools Student Handbook](#)

## **Safety Measures and Security**

### **Parents and Visitors**

All visitors in the building must declare their purpose for being in the building, provide identification, check in at the Main Office, identify their destination, and the anticipated length of time the visit will take. All visitors must wear a valid visitor's pass displayed on them at all times that they are in the building. Following the visit, check out in the Main Office before departure. Failure to abide by these guidelines may be grounds for a trespass complaint. The Washington Innovation Center has an expectation that students may not bring guests/visitors to school unless the visit constitutes an educational purpose and has been approved beforehand by the Principal. We wish to preserve the instructional day for our students and teachers. Please limit your visits to designated prep times and to before and after school.

### **Emergency Drills**

Information regarding district safety and emergency drills can be found through the link below.

[District Safety](#)

### **Law Enforcement Agencies**

Information regarding law enforcement agencies can be found through the link below.

[Law Enforcement Agencies](#)

## **Special Programs**

### **Health Services**

The Nurse's Office is open periodically to assist students and staff with health assessment, first aid, and referral if necessary. The Nurse maintains all health records and is to be kept informed

of short or long term health conditions which may affect the student's attendance, ability to progress, or may interfere with his/her educational program. Appointments may be made in advance with the Main Office Secretary.

## **Academic Information**

### **Graduation Requirements**

To graduate from Billings Public Schools, a student must have a total of 21 credits. These credits must include the following required classes:

- English – 4 credits
- Mathematics – 2 credits
- Science – 2 credits (1 credit Physical Science, 1 credit Biological Science)
- Social Studies - 3 credits
  - World History – 1 credit
  - U. S. History – 1 credit
  - U. S. Government – ½ credit
  - Senior Social Studies – ½ credit
- Visual or Performing Arts (VPA) – 1 credit
- Career & Technical Education (CTE) – 1 credit
- Physical Education/Health – 1 credit

### **Graduation Coursework**

The overall difficulty of students' coursework in high school is an indicator of their academic preparation for post-secondary education. It has been proven that the high school curriculum is the most influential determinant of a bachelor's degree (4 year degree). The minimum requirement for graduation from Billings Public Schools is 21 credits, 14 credits of required coursework and 7 credits of electives.

At Washington Innovation Center, we do not believe that a student is properly prepared for post-secondary training at the four-year college level, two-year college level, college of technology level or apprenticeship level if they choose to take the minimum requirements. Students should work regularly with their school counselor for the best course of study for their future aspirations.

### **Virtual Learning**

Billings Public Schools offers a Virtual Learning platform. Information on the platform can be found by clicking on the following link.

## [Billings Virtual Learning](#)

### **Grading Procedures**

A student's grade is to represent a full range of appropriate assessment measures that have been collected over the grading period and will not be the result of one or two assessments. Students and their parents/guardians will be kept informed of progress by grade reports sent home at the end of each semester. Also, all parents are encouraged to register for Parent Connect on PowerSchool so that they can keep up with their child's progress through the computer and internet connections. Students always have access to their progress in PowerSchool as well. Grades will be posted to the student's permanent file/transcript at the end of each semester. Remember that attendance and participation are important components of each student's learning. Regular attendance and consistent participation are required in order for students to achieve successful grades.

### **PowerSchool for Parents/Students**

You can access PowerSchool for Parents/Students in the link below:

<https://powerschool.billingsschools.org/public/>

### **Grade Scale and Course Symbols**

A – Excellent	S – Satisfactory
B – Above Average	U – Unsatisfactory
C – Average	IN – Incomplete
D – Below Average	N – No Credit
F – Failure	> - Accelerated/Enriched
P – Pass	< - Basic Course
	* - Non-GPA Course

\*Proficiency Based Grading Practices will be utilized for Billings Opportunity School students.

## [Billings Public Schools - Policy 1005](#)

### **State Mandated Testing**

All Sophomores will take the Pre-ACT test, and all Juniors will take the ACT test each Spring. Both are mandated forms of measurement required by the district. The ACT is also mandated by the state.



### **Required Reading Disclosure**

Required readings are a part of our district curriculum. Objections to assigned readings should be brought to the teacher's attention in writing, using the [District Form](#), as alternate assignments may be available. If an objection is submitted, the teacher will then select the alternate reading option from the appropriate course/grade level on the District-approved reading list so as to provide the student with an independent study opportunity. [This](#) reading list is available on the District webpage.

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum. Billings Public Schools continues to follow Senate Bill 99 as well as board policy 2310 Procedure 2 which states that when selecting materials, teachers, and administrators must review their content and consider the issues of violence, profanity, prurient subject matter, cultural concerns, and historical accuracy in the selection process. Objections to lessons and/or materials must be brought to the teacher's attention in writing, using the District Alternative Material Request Form. Alternatives may be available within district guidelines. If an objection is submitted, the teacher will then select an alternative option from the appropriate course/grade level guidelines to provide the students with an independent study opportunity as allowed by state law and local policy. The approved reading list, courses, and units of study are available on the District webpage under curriculum.

For students choosing to take college/dual credit classes, parents and students must understand that college professors teach under the concept of Academic Freedom regarding course curriculum and do not fall under the same parental notification requirements as public high schools. Students will not be able to opt out of college curriculum or assignments and are expected to adhere to the college syllabus and course policies.

[BPS High School SB99 Overview Page](#)

### **Withdrawal From a Class**

A student who drops a course after the seventh week of any semester will receive a failing grade in that course. Any student dropping a class will need to immediately turn in all books and have teachers sign off that all books have been returned; otherwise, the drop will not take effect and students will be assessed fines for missing items as appropriate.

## **Attendance Information**

### **Attendance Policy**

[\(Reference-Policy 3120\)](#)

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

Securing and completing makeup work is the student's responsibility. Participation in fraudulent attempts (fake note or call) in order to secure an excused or waived absence may result in one day of In-School Suspension or Out-of-School Suspension served at the Truancy Center.

Washington Innovation Center believes that any absence from the classroom diminishes learning. We therefore expect the following:

- Teachers, counselors and club sponsors should generally refrain from removing a student from another staff member's class.
- Parents should only excuse their children from classes for family and medical emergencies.
- Students should regularly attend and actively participate in each day's schedule of classes.
- Regular attendance is basic to meeting the educational needs of students. Students are responsible for participating in the educational opportunities given them and are legally required to attend until they are 16 years old and have completed eighth grade. Parents are responsible for supporting policies and programs of the school district including attendance laws.

### **Attendance Procedures**

When a student is absent, the parent or legal guardian shall call the Washington Innovation Center Main Office before 9:00 AM. If no parent call is made and the school is unable to reach the parent by phone, the returning student must report to the Main Office. If the parent is contacted and excuses the student, the student will be given an excused admit to class. If the school is not notified within 48 hours of the last absent day, the excuse will not be accepted and the absence will be considered truancy.

Parents are urged to arrange doctor and dental appointments during non-instructional time or after school in order to minimize missed class time. When a student must leave the building during school hours, they must check out in the Main Office before leaving the building and

check back in upon returning to school in order to be excused. Students who do not check out with the Main Office could be assigned one detention even if the absence is excused. The parent will be called to verify the excuse. When returning from an excused absence, the student must check in with the Main Office before reporting to class.

When it is necessary for an absence to be excused in advance, as for trips or other special requests, a clearance slip (advanced make-up slip) is required to be taken to each teacher and returned to the principal or counselor. Make-up work is encouraged to be arranged ahead of time with teachers.

### **Limit on Total Absences (Ten Day Rule)**

When students accumulate 11 or more total absences (excused and/or unexcused) per class period during a semester, they are in violation of the absence limit. If the student is passing the class, they will receive credit; however, the letter grade will be reflected as a "P." Students who are failing will not receive credit. ([Reference-Policy 3120](#))

A student may petition to regain their previous letter grade for individual classes if they do not violate the attendance policy in any class during the subsequent semester. Appeal forms are located in the Main Office.

### **Definitions:**

Absences counted against the 10-day absence limit:

- Excused Absence (E): Absence that is pre-approved/cleared by a parent/guardian
- Unexcused Absence (A): An absence that has not been pre-approved or excused, within 48 hours 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)
- Suspension: (X) Out of School Suspension
- Illness: (I) Any absence from school without a note from a doctor

Absences not counted against the 10-day absence limit:

- Activity-Related Absences (O): When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the Main Office. Students are required to make up all work that is missed to gain the necessary skills taught in the course.
- Medical Absence: (M) An absence that is medically cleared through written documentation from a licensed physician.
- Bereavement (W): An absence due to a death in a student's immediate family.

- College Visit (W): An absence due to a college visit (up to five school days) and verified through written documentation from the visited institution. These will be approved by the Principal.
- Deans (D): An absence that does not fall into any other category, approved by an administrator due to extenuating circumstances.
- Counselor: (C): An absence due to being in the Counseling Center.
- Nurse (N): An absence that is in the Nurse's Office.
- Truancy Center (L): Suspension at the Truancy Center.
- In School Suspension (S): Suspension at Washington Innovation Center.

\*Securing and completing makeup work is the student's responsibility.

### **Tardy Policy**

Students arriving late to any class period, but within five minutes of the starting bell, will be marked tardy by the classroom teacher. Students reporting to class more than five minutes late are marked as having an absence.

Students arriving more than five minutes late to any class period without an admit must check-in with the Main Office upon arrival at school. They will then be sent to class after their absence is determined to be a tardy or an excused absence. Teachers will document via PowerSchool when students are tardy, however, it is the student's responsibility to know how many tardies they have in each class period.

### **Illness at School**

If you become ill at school, you must get permission from the teacher to report to the Main Office. There it will be determined whether you should be sent home or returned to class. We do not have a place to rest, and we do not have a full-time nurse. If this procedure is not followed and you have not properly checked out, you will be considered truant for all classes missed.

## **Student Code of Conduct**

The Washington Innovation Center staff believes that the conduct of the student should be based on several ideas:

- Teachers have the obligation and the right to teach.
- Students have the right and responsibility to learn in their classroom.
- Students do not have the right to disrupt the teaching and learning of others

Each student has the right to pursue an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to this environment by accepting their responsibilities in various areas of school citizenship and personal behavior. Various infractions to the rules of acceptable behavior and the associated consequences deemed appropriate for addressing each type of misconduct are listed here. School jurisdiction over such behaviors applies to all school settings, including classrooms, hallways, assemblies, and activities; furthermore, jurisdiction applies to off-campus student behavior during lunch or while students are transitioning to or from school.

Order and self-control are essential to meeting the educational needs of students. Behavior that inhibits the opportunity to learn is not acceptable. Any parent/guardian who has concerns about any disciplinary matter involving their student should initially speak to the staff member involved. If unable to come to a resolution with the staff member, the parent/guardian should contact the school principal. If necessary, a meeting will be held.

### **The Washington Way**

- Be Responsible
- Be Engaged
- Be a Graduate
- Be Future Ready

### **The Innovative Eight**

- Come prepared
- Actively participate
- Challenge the status quo through a growth mindset
- Develop tools, experience, and confidence for your future
- Interact respectfully
- Make improvements for the future
- Make safe choices
- Carry yourself with dignity

## Consequences for Major Behaviors

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

Depending on the severity of the offense, an administrator may impose any level of disciplinary action that is warranted to promote and ensure an orderly educational atmosphere in the school and eliminate health and safety risks. Consequences are cumulative during time in Billings Public Schools.

	Warning	Detention(s)	Detention 1-2 hrs. / Possible Meeting With Parents	Full Day ISS / Possible Meeting With Parents	TC/OSS 1-3 days / Possible Meeting With Parents	TC/OSS 3-5 days / Meeting With Parents	TC/OSS 5-10 days / Meeting With Parents	OSS	Manifestation and/or Administrative Hearing
*Alcohol/Marijuana - Possession*					1st: 3 days	2nd: 5 days			3rd
*Assault*						1st: 5+ days			2nd
*Altercation - Mutual*					1st: 3 - days	2nd 5 days			3rd
*Arson/Bomb Threat/Threat to School*									1st Threat Assessment
Bullying/Harrasment/Threat Towards Student		1st		2nd CIA contract	3rd - HIB	3rd - HIB			3rd/4th
*Distribution of Marijuana/Alcohol/Tobacco (3+ vapes)*									1st
Dress Code	1st	2nd or 3rd	4th	5th					
*Drug Dealing/Selling/Distribution - Excluding Alcohol,Marijuana,Tobacco*									1st
Failure to Serve Detention		1st Double		2nd - 1 day ISS	3rd - 1-2 days ISS	4th - 1-3 days TC	Parent Meeting		
*False Fire Alarm*								1st Threat Assessment	
Fake Call For Self or Another Student					1st TC	2nd TC			
Forgery/Impersonation/Lying				1st 1 - 2 days		2nd 3-5 days			3rd
Inappropriate Use of Technology		1st loss of privilege	2nd	3rd	4th				
Insighting/Filming a Fight or Altercation					1st- 1-3 days	2nd 3-5 days	3rd 5-10 days		4th
Littering		1st Lunch Clean	2nd - 1 week LC						
Major Class Disruption/Non-Compliance/Insubordination			1st	2nd	3rd	4th			
PDA	1st	2nd - 2+		3rd - ISS					
Profanity/ Threat Towards Staff						1st			2nd
Refusal to be searched									1st
*Sexual Harassment*					1st HIB Contract	2nd			3rd
Skip Detention	1st - Warning		2nd - Double	3rd - ISS	4th- TC				
*Theft*					1st 1-3 days OSS/ISS	2nd 3-5 days OSS			3rd
*Tobacco - Possession (1 or 2 vapes)*					1st 1day TC 1 day Vape Class	2nd- 3 days	3rd- 5+		4th
*Under The Influence - Any Substance*							1st: 5 days		2nd
Unexcused Absence/Tuancy	Student will serve time in detention or truancy center and possibly placed on attendance contract								
*Vandalism/Theft/Destruction of Property*					1st		2nd		3rd
*Weapon Possession/Use*									1st Threat Assessment Possible Hearing
Assistant Principals have the discretion to reduce or increase any consequences as they sees fit to correct the behavior - 2 major incidents may result in a Due Process Hearing.									
* is for possible SRO referral									

## Delegation of Authority - Questioning a Student

[\(Reference-Policy 3300\)](#)

Building administrators may impose any disciplinary measure upon students under their charge, with the exception of expulsion or corporal punishment. Such disciplinary action includes circumstances not outlined in this handbook. The School Board authorizes teachers/adult supervisors of students to implement classroom disciplinary interventions for the removal of students from classrooms when accompanied by a referral to building administrators citing the student’s disruptive behavior. Administration has the right and authority to talk to and question

students regarding school-related issues without contacting a guardian or having guardians present. Refusal of a student to cooperate with such questioning may result in consequences, including suspension.

### **Cheating - Plagiarism**

Cheating/Plagiarism in any form will not be tolerated as it undermines the educational integrity of learning. The teacher will notify parents. It is up to the discretion of the teacher whether or not the student will be permitted to redo an assignment for partial or full credit. Repeated offenses will be referred to the Principal's Office. In addition, the use of "Artificial Intelligence" (AI) is also a form of cheating/plagiarism and will be handled in the same manner.

### **Student Dress Policy**

Billings Public Schools respects students' rights to express themselves in the way they dress. All students who attend BPS are also expected to respect the school community by dressing in a professional manner appropriate for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Students are expected to come to school and all activities clean, well groomed, and wearing clothes that appropriately cover the body and do not cause distractions to the learning of others or create a health or safety issue. This basic dress code encourages students to "dress for success" and to come to school properly prepared to participate in the educational process. Students are expected to manage their personal appearance in a manner that does not disrupt teaching and learning, promote vulgarity or obscenity, advertise illegal substances, drugs, drug brands, tobacco, alcohol, advertise weapons or violence, or express double meanings that are inappropriate or promote gang activity as determined by Policy 3203. All students are expected to wear comfortable, safe, and appropriate clothing in P.E. class (sweats, shorts, athletic shoes, tee shirts). Specific courses or events may require specialized attire, such as sports uniforms or safety gear that may differ from the dress code.

Students that are attending class or working in other school buildings in the district must abide by that building's dress code. The administration at each school reserves the right to determine what constitutes appropriate dress.

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

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

(See Policy 3203 and 3203 P-1)

### **Bullying**

Billings Public Schools has "Zero" tolerance for bullying, harassment and intimidation on school property, to or from school, on a school bus or other school vehicle, at school- related functions or activities, or by electronic communications.

Bullying as defined by the Anti-Bullying Alliance is:

"The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online."

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

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

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

### **Searches**

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. Reasonable searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly and safe educational environment.

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

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



The School District also utilizes video surveillance to ensure the health, welfare, and safety of all staff, students, and visitors. School authorities may search a student or a student's personal effects in a student's possession when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules.

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

A student on school property or at a school sanctioned event does not have the right of refusal to be searched.

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

### **Cell Phones**

Billings Public Schools recommends students not bring cell phones or electronic devices to school and takes no responsibility for devices that are lost or stolen, even when those devices are placed in a classroom caddy or other storage system during the class period. Also, be aware that the school can revoke any student's cell phone privileges and require the phone to be turned in upon arrival and not returned until dismissal as a result of a student's failure to use the phone appropriately while on campus.

(See Policy 8320)

### **9th - 12 Cell Phone Policy**

No cell phones or other personal electronic device use is allowed during class time, educational or otherwise. All cell phones should be put into the school provided phone storage location during class time. Devices can only be used before and after school, during passing time or at lunch. Parents can call the office and messages will be relayed to students.

*\*The administration reserves the right to move to any level of consequence or assign a combination of consequences based on the severity of the offense.\**

Voice or video recording outside of approved educational use is prohibited; students are not allowed to take pictures, videos, or voice recordings of other students or staff without consent of all those being recorded. In the State of Montana, it is illegal to audio or video record someone without their consent.

(Reference MCA 45-8-213)

## General Information

### Parent Responsibility

- Parents/Guardians have a duty to assist school officials in enforcing standards of student conduct and attendance.
- The principal may request the student's parents/guardians to meet with the principal to review the school board's standards of student conduct and the parent's/guardian's responsibility to participate in disciplining the student and maintaining order, and to discuss improvement in the student's behavior.
- Any school official has the right and the responsibility to speak to any child at any time without parental permission.

### Change of Address/Status

Please notify the Registrar's Office (**406-281-6221**) promptly of any address or phone number changes. ***This is critically important should we need to contact parents in the event of an emergency.*** Whenever possible, we would like to have e-mail addresses of parents.

### Administering Medicine to Students

For information on Board Policy 3216, click on the link below.

[Administering Medicines to Students](#)

### Equal Education Opportunity

[\(Reference - Policy 3220\)](#)

The District recognizes and celebrates Montana's Constitutional guarantee of equal educational opportunity to each person in this state. To that end, the District will make equal educational opportunities available for all students of the District without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

In addition, the District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers, in general, and of those with disabilities, in particular. The District will consider such behavior against those with disabilities as constituting discrimination on the basis of disability, in violation of state and federal law.

Any student, parent or guardian with questions about this policy is encouraged to address the question first to the student's building administrator. The student, parent, or guardian may also address questions concerning this policy to the Superintendent or to the District's nondiscrimination coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

Pursuant to federal law, the District will notify annually all students, parents, staff, and community members of this policy and the designated District coordinator to receive inquiries. This annual notification will include the name and location of the District coordinator and will be included in all handbooks.

### **Access to Board Policies, Procedures, and Forms**

Washington Innovation Center abides by all the policies of Billings Public Schools. These policies can be found through the link below.

[Billings Public Schools Policies, Procedures, and Forms](#)

### **Title IX**

Title IX Coordinator

Dr. Jeril Hehn

Executive Director of Advanced Academics

406-281-5039

[TitleIX@billingschools.org](mailto:TitleIX@billingschools.org)

[Safer Montana - Anonymous Tip Line](#)