

**2025-2026**

3723 Central Avenue

Billings, MT 59102

406-281-5340

The Career Center is dedicated to providing Billings' area students with an education that explores and enhances vocational, technical, and academic skills to promote critical thinking, self-discipline, and responsible citizenship  
WE BELIEVE IN THE INTEGRATION OF ACADEMIC AND CAREER AREAS.

# STUDENT HANDBOOK



**BILLINGS  
CAREER CENTER**

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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
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	N	N	P	P	P	30
31						

SEPTEMBER 2025						
Su	M	T	W	Th	F	Sa
	*	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 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	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	PTC	22
23	PTC	*	*	*	*	29
30						

DECEMBER 2025						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	*	*	*	27
28	*	*	*			

JANUARY 2026						
Su	M	T	W	Th	F	Sa
				*	*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	P	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	*	*	28

MARCH 2026						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	SD	*	*	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
Su	M	T	W	Th	F	Sa
			1	2	*	4
5	6	7	8	9	10	11
12	T	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
Su	M	T	W	Th	F	Sa
					*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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. <b>Note:</b> 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



**2025-2026**

**BUS AND CLASS SCHEDULES**

**MONDAY, TUESDAY, THURSDAY, & FRIDAY**



Period 1	7:45 - 8:45
Period 2	8:50 - 9:50
Period 3	9:55 - 11:00
Lunch	11:00 - 11:45
Period 4	11:50 - 12:50
Period 5	12:55 - 1:55
Period 6	2:00 - 3:00

**A.M. Bus Schedule – Students traveling to the Career Center**

Senior departs @ 7:21 - arrives @ CC 7:40

West departs @ 7:25 - arrives @ CC 7:35

Skyview departs @ 7:00 - arrives @ CC 7:35

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

CC departs to Senior @ 11:00 - arrives @ 11:15

CC departs to West @ 11:00 - arrives @ 11:10

CC departs to Skyview @ 10:45 - arrives @ 11:15

**(Skyview bus students dismissed @ 10:40)**

**(Senior & West bus students dismissed @ 10:55)**

**(Skyview dismiss drivers @ 10:55)**

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

Senior departs @ 11:30 - arrives @ CC 11:45

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

Skyview departs @ 11:17 - arrives @ CC 11:47

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

CC departs to Senior @ 3:00 - arrives @ 3:20

CC departs to West @ 3:00 - arrives @ 3:20

CC departs to Skyview @ 2:45 - arrives @ 3:15

**(Senior bus students dismissed at 2:55)**

**(West bus students dismissed at 2:55)**

**(Skyview bus students dismissed at 2:40)**



**2025-2026**  
**BUS AND CLASS SCHEDULES**  
**WEDNESDAY**



<b>Period 1</b>	<b>7:45 - 8:35</b>
<b>Period 2</b>	<b>8:40 - 9:30</b>
<b>Period 3</b>	<b>9:35 - 10:30</b>
<b>Lunch</b>	<b>10:30 - 11:15</b>
<b>Period 4</b>	<b>11:20 - 12:10</b>
<b>Period 5</b>	<b>12:15 - 1:05</b>
<b>Period 6</b>	<b>1:10 - 2:00</b>

**A.M. Bus Schedule – Students traveling to the Career Center**

Senior departs @ 7:21 - arrives @ CC 7:40

West departs @ 7:25 - arrives @ CC 7:35

Skyview departs @ 7:00 - arrives @ CC 7:35

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

CC departs to Senior @ 10:35 – arrives @ 10:50

CC departs to West @ 10:35 – arrives @ 10:45

CC departs to Skyview @ 10:20 – arrives @ 10:50

**(Skyview bus students dismissed @ 10:15)**

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

Senior departs @ 11:00 - arrives @ CC 11:15

West departs @ 11:05 - arrives @ CC 11:15

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

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

Senior departs @ 2:00 – arrives @ 2:20

West departs @ 2:00 – arrives @ 2:20

Skyview departs @ 1:45 – arrives @ 2:15

**(Senior & West bus students dismissed at 1:55)**

**(Skyview bus students dismissed at 1:40)**

## **BILLINGS CAREER CENTER**

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

Did you know that while in high school you can build a house, repair automobiles, and teach pre-kindergarten children? You can, and you may also learn digital photography, advertising skills, agriculture, veterinary science, electrical/electronics, welding, machining, computer aided design in manufacturing, web page design, computer science, cyber security, game design and development, and animation. In addition, you can study the skilled trades, interior design, work in a greenhouse, develop culinary art skills, study the medical field, prepare to be an engineer, learn drone piloting and practice business.

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

The Career Center has many partnerships with numerous colleges. City College – MSU-Billings, MSU-Billings, Gallatin College, Northwest College in Powell Wyoming and Sheridan Community College in Sheridan Wyoming are just some examples of these partnerships. The colleges allow students to receive college credit for Career and Technical Education courses successfully completed at the Career Center. The Career Center has Dual Credit (College Credit) courses in Metals Manufacturing, Early Childhood Education, Construction, Interior Design, Computer Science, Web Page Design, Medical Terminology, Biology, Basic Human Biology, Automotive, American History, American Government, Psychology, Public Speaking, Creative Writing, Math and English with our partner schools MSU Billings, City College - MSU Billings, and Gallatin College. AP English Language, AP PreCalculus and AP 2-D Art and Design are also offered at the Career Center. Please see our Career Center counselor for more information on these great opportunities.

You can also visit us online at: [Billings Schools Career Center](#)

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



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

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**ADMINISTRATION**

**COUNSELOR**

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Matt Clouser, Director	281-5343	Amanda Peitz	281-5386
Darwin Schaaf, Assoc Director	281-5383	Janet Tsiguloff	281-5773
Deni Oltrogge, Assist Principal	281-5378	Main Office	281-5340
Gordon Klasna, Exec Director	281-5120		

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**SECRETARIES**

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Mrs. Ciana Kvilhaug	281-5342
Mrs. Lisa Baumberger	281-5393
Mrs. Rachelle Park	<b>281-5385 **ATTENDANCE**</b>

**Mission Statement**

**The Billings Career Center provides a foundation for professionalism with rigorous, innovative, and relevant educational opportunities that explore and enhance both academic and career technical knowledge and skills, while building relationships, lifelong learning, and future success.**

**Belief Statement**

WE BELIEVE ALL STUDENTS WILL LEARN.

We believe in an environment that fosters mutual respect and dignity.

We believe that students and faculty should maintain pride in their work to improve their performance.

We believe that academic skills lay the foundation for critical thinking, problem solving, mathematical and communication skills.

We believe in the integration of academic and career areas.

We believe in the importance of current technology and its impact on the future.

We believe that students who are encouraged to set goals will gain confidence in their potential and ability to contribute to society.

We believe mutual support between school and community is an integral part of a student's learning experience.

Dear Parents and Students:

The Billings Career Center proudly opens its doors for the 50th year. The Billings Career Center first opened its doors in August 1975. We are pleased that your son/daughter has chosen to make the Career Center part of his/her high school educational experience. Our professional, caring staff provides wonderful educational opportunities, especially appropriate for the student who prefers an "interactive" learning environment. The doors are always open to the parents / guardians of our students, and your visits are encouraged and welcomed. (Please check in at the main office upon arrival for a visitor pass)

Matt Clouser, Director of the Career Center  
Darwin Schaaf, Associate Director of the Career Center  
Deni Oltrogge, Assistant Principal of the Career Center

## **Scheduling**

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

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

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

# GRADUATION REQUIREMENTS

## Montana High School Association Eligibility

1. The rules of the Montana High School Association fully govern the eligibility of any and all students with regard to participation in all forms of extra-curricular activity.
2. MHSA requires that students must have passed 20 hours of instruction per week in credited classes the previous semester for eligibility. Students are allowed to take two (2) classes that are not conducted within the brick and mortar of the school.
3. Only the grades of A, B, C, D, and P are passing grades. "F" and "IN" grades are NOT passing grades.
4. Summer school classes do not count toward eligibility.

## Billings Public Schools Graduation Requirements

### 9<sup>th</sup> Grade Requirement

In order to ensure high school success, 9<sup>th</sup> grade students must be proficient in reading and math skills.

Required:

A 9<sup>th</sup> Grade student who scores below proficiency in reading upon exit from 8<sup>th</sup> grade will be required to take a reading class.

A 9<sup>th</sup> Grade student who scores below proficiency in math upon exit from 8<sup>th</sup> grade will be required to take Pre-Algebra.

**To graduate from Billings Public Schools, a student shall have earned a minimum of (21) credits in grades nine through twelve from an accredited high school.**

### High School Graduation Requirements

4 credits in English  
2 credits in Mathematics  
1 credit in World History  
1 credit in American History  
½ credit in American Government  
½ credit in a Social Studies elective  
1 credit in Biology  
1 credit in Earth Science or Physics or Chemistry  
1 credit in Health and Physical Education  
1 credit in the Visual or Performing Arts  
1 credit in Career Technical Education  
7 credits elective

### High School Graduation Requirements

Beginning with the graduating class of 2027 students will complete ½ credit of Financial Literacy or Economics within the current requirements of 21 credits. Courses that will apply are:

\*Personal Finance (½ credit CTE)

\*Economics (½ credit Social Studies)

\*Accounting (½ credit CTE)

#### Career Center

\*Jobs for Montana Graduates (½ credit CTE)

\*Business Algebra (½ credit CTE, ½ cr Math)

21 credits will be required for graduation

To be graduated from a Billings high school, a student shall have been in attendance in grades 9-12 in an accredited high school for no fewer than eight (8) full semesters, unless an exception is granted by the Superintendent or their designee.

A student complying with the above meets the graduation requirements of the Montana State Board of Education. For complete requirements see School District Policy 2410.

## STAFF DIRECTORY

STAFF DIRECTORY				
TEACHERS & STAFF		DEPARTMENT	PHONE	ROOM
Anderson	Eric	Engineering / Drone Learning Lab	281-5380	13
Anderson	Kirby	Animation / Graphic Design	281-5367	34
Arstein	Cassie	English	281-5352	24
Ayers	Leslyn	Early Childhood Education	281-5357	16
Baumberger	Lisa	Registrar and Computer Tech/Secretary	281-5393	Main Office
Behrends	Amanda	Counselor	281-5386	28
Bergthold	Wendi	English	281-5396	38
Bigelow	Darby	Math	281-5395	3
Bolt	Mark	House Construction	281-5354	House Site/65
Boschert	Deborah	Math / Geometry in Construction	281-5353	53
Cass	Jana	Study Hall	281-5155	Auditorium
Cavanaugh	Vicky	Career Coach	281-5156	11a
Clouser	Lawrence (Matt)	Director of Career Center	281-5343	Main Office
Clubfoote	Heather	Indian Ed. Coordinator	281-5156	12
Faw	Steve	Welding Technician	281-5349	58
Fronk	Jeff	Parking Lot Attendant	281-5387	11
George	Josh	Automotive	281-5382	66
Gilbertson	Jeremy	Head Custodian	281-5388	Custodial
Grewell	Denise	Librarian	281-5345	Library
Guthrie	Monica	Custodian	281-5388	Custodial
Hammang	Angela	Science / Med Science	281-5379	7
Hanson	Scott	JMG / Business Algebra	281-5364	22
Harper	Lindsey	Agriculture	281-5351	60
Holman	Donna	Custodian	281-5388	Custodial
Honea	Charles (Rich)	Automotive	281-5376	20
Jensen	Bill (William)	Culinary	281-5993	Lincoln Center
Jensen	Nels	Social Studies	281-5394	49
Joda	Helen	Early Childhood Education	281-5358	17
Johnson	Ernest (Kenny)	Options	281-5153	48
Jones	David	Social Studies	281-5377	4
Keller	Cindy	Preschool Coordinator	281-5362	19
Kemkes	Frank	Social Studies	281-5346	57
Kvilhaug	Ciana	Secretary	281-5342	Main Office
Larson	Dwight	Automotive	281-5366	64
Lohof	Jennifer	Graphic Design / Photography	281-5368	33
Lybeck	Logan	Geometry in Construction / Skilled Trades	209-2538	53
Malchuski	Christine	Transitions	281-5359	50
Malchuski	Joe	Metals Manufacturing / Machining	281-5349	55
Martinez	Kristy	CNA Instructor	281-5398	6
Meier	Katie	Medical Careers and College EMT	281-5373	25

Meyer	Erick	English	281-5374	37
Mowes	Darren	Custodial	281-5388	Custodial
Noel	Mary	Math	281-5776	15
O'Connor	Roberta	English	281-5355	21
Olszewski	Holly	English	281-5192	43
Oltrogge	Deni	Assistant Principal of Career Center	281-5378	26
Park	Rachelle	Attendance	281-5385	26
Paul	Robert	Social Studies / Student Council	281-5372	5
Petrosky	JoyLynn	Metals Manufacturing	381-5392	56
Qualls	Michael	Math	281-5777	2
Rhodes	Michelle	Custodian	281-5388	Custodial
Richter	Jeff	SRO	281-5154	46
Robinson	Sally	Science	281-5397	8
Roman	Kelly	Special Education	281-5375	45
Rossow	Chrissy	Math	281-5389	1
Schaaf	Dar	Associate Director of Career Center	281-5383	27
Schaff	Jerel	Computer Technician	281-5365	23
Scott	Clayton	Agriculture	281-5869	61
Simonsen	Christine	Human Body Systems and Medical Sciences	281-5347	9
Smith	Jared	English	281-5384	40
Snow-Puderbaugh	Heidi	Early Childhood IPP	281-5361	18
Terrasas	Abigail	Biomed	281-5363	10
Tubbs	Jennifer	English	281-5350	41
Tucker	Debbie	Instruction Aide	281-5375	45
Tsiguloff	Janet	HiSet Options / Transitions Counselor	281-5773	47
Wagner	Michael	Engineering / CNC / CAD	281-5381	67
Walks	Russell	Design Adv / Graphic Design	281-5369	35
Weber	Mike	CNA Instructor	281-5398	6
Wise	Joshua	Comp Science / Game Design & Dev / Photo / Web Design / Cyber Security	281-5370	44
Wollschlager	Luci	Home Design / Interior Design	281-5371	36

## COURSE OFFERINGS

### CAREER & TECHNOLOGY

	<b>TIME</b>	<b>LENGTH</b>
Animation Lab	1 hour block	2 semesters
AP 2-D Art & Design	2 hour block	1 semester
Automotive (College Credit Opp)	1, 2 or 3 hour block	6 semesters
Biomedical Sciences	1 hour block	2 semesters
Business Algebra (with Technical Business Algebra)	2 hour block	2 semesters
CNA Certified Nurse Assistant	1 hour block	1 semester
College Emergency Medical Technician	1 hour block	2 semesters
College Medical Terminology (College Credit Opp)	1 hour block	1 semester
Computer Aided Design in Manufacturing (CAD)	1 hour block	1 semester
Computer Science (College Credit Opp)	2 hour block	2 semesters
Culinary Arts	2 hour block	2 semesters
Cyber Security	2 hour block	1 semester
Design- Advert/Layout	2 hour block	1 semester
Digital Photography	1 hour block	1 semester
Digital Illustration	1 hour block	1 semester
Drone Learning Lab	1 hour block	1 semester
Early Childhood Ed (College Credit Opp)	2 or 3 hour block	2 semesters
Engineering	1 hour block	10 semesters
Exploring Visual Media	1 hour block	1 semester
Game Design and Development	1 hour block	1 semester
Geometry in Construction (with Technical Geometry)	1 hour block	2 semesters
Graphics/Print Photo	2 hour block	1 semester
HiSet/Options	3 hour block	1 and/or 2 semesters
House Construction (College Credit Opp)	3 hour block	4 semesters
Home/Interior Design (College Credit Opp)	2 hour block	2 semesters
Human Body Systems (College Credit Opp)	1 hour block	2 semesters
Introduction to Ag, Food & Natural Resources	1 hour block	2 semesters
Intro to the Operating Room	1 hour block	1 semester
Jobs for Montana's Graduates	1 hour block	2 semesters
Machinist Technology/CNC Machining	1 hour block	3 semesters
Manufacturing Tech/Welding (College Credit Opp)	2 hour block	4 semesters
Medical Careers	2 hour block	1 semester
Principles of Animal Science	1 hour block	2 semesters
Principles of Plant Science	1 hour block	2 semesters
Foundations in Skilled Trades	1 hour block	1 semester
Urban Agriculture	2 hour block	2 semesters
Veterinary Science	1 hour block	2 semesters
Web Page Design (College Credit Opp)	1 hour block	2 semesters
Workplace Experience	TBD	TBD

### ACADEMICS

Algebra 1	1 hour	2 semesters
Algebra 2	1 hour	2 semesters
AP English Language	1 hour	2 semesters
AP PreCalculus	1 hour	2 semesters
Biology I	1 hour	2 semesters
Honors Biology I (College Credit Opp)	1 hour	2 semesters
College Algebra (College Credit Opp)	1 hour	1 semester
College American History (College Credit Opp)	1 hour	2 semesters
College American Govt (College Credit Opp)	1 hour	1 semester
College Creative Writing (College Credit Opp)	1 hour	1 semester
College Intro to Psychology (College Credit Opp)	1 hour	1 semester
College Intro to Public Speaking (College Credit Opp)	1 hour	1 semester
College Intro to Stats (College Credit Opp)	1 hour	1 semester
College Technical Math (College Credit Opp)	1 hour	1 semester
College Extended Technical Math (College Credit Opp)	1 hour	1 semester
College Writing / English 4 (College Credit Opp)	1 hour	2 semesters

**ACADEMICS** *Continued...*

Honors English 1	1 hour	2 semesters
Honors English 2	1 hour	2 semesters
English 3	1 hour	2 semesters
English 4	1 hour	2 semesters
Geometry	1 hour	2 semesters
Honors Geometry	1 hour	2 semesters
Montana History (Senior Social Studies)	1 hour	1 semester
Physics I	1 hour	2 semesters
Psychology (Senior Social Studies)	1 hour	1 semester
Student Council	1 hour	1 and/or 2 semesters
Technical Geometry	1 hour	2 semesters
United States History	1 hour	2 semesters
United States Government	1 hour	1 semester
World History	1 hour	2 semesters

## MEDICAL AUTHORIZATION CARDS

*You will be asked to complete and return a medical authorization and permission for treatment form (See page 66)*

## ORGANIZATIONS

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

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

A+ = 98-100      B+ = 88-89      C+ = 78-79      D+ = 68-69      F = 50-59

A = 93-97      B = 83-87      C = 73-77      D = 63-67

A- = 90-92      B- = 80-82      C- = 70-72      D- = 60-62

IN = Incomplete or No Grade = F

P = Minimum achievement with commended effort = D

### Grade points per credit

A = 4   B = 3   C = 2   D = 1   F = 0

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

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

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

### REQUIRED COURSE READINGS:

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

### STUDENT IDENTIFICATION CARDS:

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

### HEALTH & SAFETY:

The District and/or Career Center may have to implement health and safety procedures, rules, and/or standards to meet unforeseen health and safety issues that arise in the future. The District and/or Career Center administration has the right to implement and enforce approved procedures and rules for the overall safety and health of students. Violation of health and safety rules may be enforced with District approved school discipline/ consequences.

## **HOW-TO-STUDY SUGGESTIONS**

Knowing how to study will:

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

Use these rules as a guide:

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

## ***Cheating / Plagiarizing Resources of Materials***

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

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

**In addition, the use of “Artificial Intelligence” (AI) is also a form of cheating/plagiarism and will be handled in the same manner.**

### **GENERAL GUIDELINES**

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

#### **Administrative Discretion:**

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

### **STUDENT SERVICES OFFICE**

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

### **SPECIAL NEEDS REFERRAL**

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

### **TITLE IX**

**Director - Advanced Academics - Dr. Jeril Hehn: Title IX Sexual Harassment Coordinator School Dist #2 281-5994  
413 N 30th St. Billings MT 59101  
Career Center Title IX Sexual Harassment Coordinator – Mrs. Deni Oltrogge 281-5378**

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

## SAFETY PRACTICES

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

### SAFETY GLASSES / HEARING PROTECTION

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

### FIRE DRILLS/EMERGENCY EVACUATION

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

## ASSEMBLIES

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

## BULLETIN BOARDS

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

## PHONE CALLS

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

## 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.

### *Policy 8320*

No cell phones or other personal electronic devices use is allowed during class time, educational or otherwise. All cell phones should be put into the school provided phone storage spot 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.

## **DRESS AND APPEARANCE**

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

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

## **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, 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.

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

- Destroyed and distressed pants must not have holes in places that expose undergarments
- Pants must be secured at the waistline and may not hang down exposing undergarments.
- Footwear must have a sole that would be appropriate for walking outside in any weather condition in case of an unexpected evacuation of the building.

**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.

## **STUDENT CONDUCT**

### **District 2 Policy 3200**

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

### **CONSEQUENCES FOR MAJOR MISBEHAVIORS**

“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

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

### **STUDENT PHOTOGRAPHS/INFORMATION**

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **District # 2 Policy 3200**

#### 1. The Right To Learn

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

#### 2. Responsibility for Academic Work

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

#### 3. Responsible Student Conduct in School

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

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

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

- j. To observe, know, and adhere to the laws of the school, community, and state.
- k. To preserve school property, exercise care while using school facilities, and help maintain and improve the school environment consistent with laws governing such property.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Employee Responsibilities

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

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

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

## Investigation Process

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

## Consequences for Discrimination

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

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

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

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

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

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

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

### Retaliation, Reprisal, and Fabrication

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

### Notification and Training

- A. The District policy, procedures and rules will be included in student handbooks for all grade levels and prominently posted on the District's webpage.
- B. Reporting form(s) will be readily available to staff members, students, and the responsible adult, including on-line on the District's website.

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

Cross References:

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

Legal References:

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

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

Policy History

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 2013 Revised on:

## **HARASSMENT, INTIMIDATION, AND BULLYING**

### **District #2 Policy 3210**

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

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

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

### **Definitions**

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

- G. "Sexting" means sending sexually explicit messages or photographs by way of electronic communication, such as sending a text message with a sexual image.
- H. "Staff Member" includes but is not limited to teachers, specialists, coaches, administrators, board members, volunteers, custodians, and any others employed or authorized by the superintendent, school board, or district.
- I. "Designated Investigator" is the principal of the school, a staff member or independent investigator appointed by the superintendent, principal, or person responsible for receiving and investigating reports of bullying, harassment, or intimidation.

### **Prohibitions**

- A. No student or staff member may engage in any of the following:
  - 1. Bullying, intimidation, harassment, or hazing of a student;
  - 2. Retaliation against a student or staff member for reporting an incident of harassment, bullying, intimidation or hazing, or for participating as a witness in the investigation of such an incident;  
or
  - 3. Coercion of another person to commit bullying, harassment, intimidation, hazing or retaliation.
- B. Harassment, bullying, intimidation, hazing and/or retaliation is strictly prohibited:
  - 1. in a classroom or any other location on school premises, including without limitation property used by the school for school purposes but not owned by the school (e.g., a parking lot);
  - 2. during any school related program, activity, or function where the school is responsible for the student, including on a school bus or other school-related vehicle; or
  - 3. through the use of electronic communication as defined in 45-8-213, regardless of when or where it occurs, that disrupts the orderly operation of the school or any school-related program, activity, or function where the school is responsible for the student.

### **Consequences**

- A. If a student or employee is found to have committed one of the above-prohibited behaviors, consequences shall follow, up to and including expulsion or termination from employment. Such action is meant not only to discipline the offending student or staff member, but also to protect the target from future aggression or retaliation. Consequences shall be implemented after reporting, investigation, and determination that a prohibited act has been committed.
- B. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions taken by administration may include and is not limited to one or more of the following:
  - 1. Parental notification
  - 2. Loss of privilege(s), including participating in school activities
  - 3. Parent conference
  - 4. Reassignment of seats
  - 5. Reassignment of classes
  - 6. Reassignment to another mode of transportation
  - 7. Escort of the perpetrator

8. Completion of apology letter and acknowledgement of behavior
9. Referral or appointments with school counselor or other professionals
10. Payment for damaged property
11. Detention
12. Suspension (in-school or out-of-school)
13. Referral to law enforcement
14. Expulsion

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

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

### **Intervention**

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

### **Reporting**

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

## **Investigatory Process**

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

## **Notification and Training**

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

Cross References:

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

**Legal References:**

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

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

**Policy History**

- First Reading: September 16, 2013
- Second Reading: October 9, 2013
- Third Reading: October 21, 2013
- Adopted on: October 21, 2013
- Effective on: October 21, 2013
- Revised on:

# BILLINGS PUBLIC SCHOOLS

## Harassment/Intimidation/Bullying Incident Reporting Form



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

# BILLINGS PUBLIC SCHOOLS

## Harassment/Intimidation/Bullying Incident Reporting Form



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

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

Thank you for reporting!

**For Administrative Use**

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

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

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

Action Taken:     Started Investigation  
 Other:

## SEARCHES

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 of 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.

## POLICY 3204 SEARCHES AND SEIZURE

### Searches and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

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

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

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

### Students

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

### Seizure of Property

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

### Law Enforcement Agencies

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

## **PROCEDURE 3204-P1 SEARCHES AND SEIZURES**

### Searches of Students and Their Property

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

### Searches upon individualized suspicion

Searches of a student and/or the student's personal effects in the student's possession must be based on reasonable suspicion that the student(s) has violated school rules or the law.

School officials responsible for conducting the search must be able to clearly articulate which school rule or law has allegedly been violated and establish that the search is reasonable in its inception.

The information which forms the basis of the search and connects the student to the violation must be both recent and credible.

Searches of a student and/or the student's personal effects in the student's possession must be conducted in a manner which is reasonably related to its objectives and reasonable in scope in light of the age and sex of the student along with the nature of the infraction. Highly intrusive searches require a high degree of individualized suspicion based upon specific and reliable evidence and should never be taken unless serious infractions, such as possession of drugs or weapons, are suspected. If a highly intrusive search is necessary, an attempt will be made to contact the parent or legal guardian prior to the search. An intrusive search shall be conducted in consultation with/by law enforcement and/or an Executive Director or the Superintendent.

#### Searches of school property

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

The principal may request the assistance of law enforcement officials in a search of school property or may conduct such searches through the use of specially trained dogs in accordance with procedures set forth below.

### **ADMINISTRATIVE SEARCHES**

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

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

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

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

### **ADMINISTRATIVE SEARCH PROCEDURES**

#### Clothing and Personal

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

### Dog Searches

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

### Alcohol Consumption Sensor

#### Procedure for Administering an Alcohol Consumption Test:

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

### Seizure of Property/Responsible Adult Notification

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

## TOBACCO PRODUCTS

### District #2 Policy 3240

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

#### Montana Code Annotated:

45-5-637. Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 21 years of age prohibited -- unlawful attempt to purchase -- penalties.

(1) A person under 21 years of age who knowingly possesses or consumes a tobacco product, alternative nicotine product, or vapor product, as defined in [16-11-302](#), commits the offense of possession or consumption of a tobacco product, alternative nicotine product, or vapor product.

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

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

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

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

(4) A person under 21 years of age commits the offense of attempt to purchase a tobacco product, alternative nicotine product, or vapor product if the person knowingly attempts to purchase a tobacco product, alternative nicotine product, or vapor product, as defined in [16-11-302](#). A person convicted of attempt to purchase a tobacco product, alternative nicotine product, or vapor product:

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

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

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

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

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

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

(2) "Distribute" means:

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

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

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

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

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

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

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

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

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

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

## **ALCOHOL AND DRUGS**

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

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

## **DRIVING REGULATIONS**

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

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

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

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

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

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

## INSURANCE (IMPORTANT)

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

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

## LOCKERS

Lockers are available on a first come, first served basis. Please see Mrs. Park, Mrs. Kvilhaug. Lockers are strongly encouraged to promote safety and reduce the number of backpacks in the classrooms. **Sharing lockers is prohibited.**

# REMINDER OF SCHOOL DISTRICT #2 ATTENDANCE POLICIES

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

Policy 3120

## Attendance Policy

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

## Removal of Student During School Day

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

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

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

## Policy History:

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

Attendance Policy and Removal of Student During School Day

Compulsory Attendance

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

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

Parents shall enroll the student unless the student is:

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

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

<u>Cross References:</u>	Policy 6430	Development of Administrative Procedures
	Procedure 3120-P2	Student Attendance

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

Procedure History:

Issued by Superintendent on: February 28,  
 2005 Presented to Board on: March 21, 2005  
 Revised on:

## Attendance Policy and Removal of Student During School Day

### Student Attendance

#### Introduction

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

#### Rights

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

#### Responsibilities

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

#### Attendance Policy - K-8

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

#### Attendance Policy - Grades 9-12

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

#### Excused Absences

Excused absences are categorized as follows:

- Illness
- Medical appointments which cannot be scheduled outside the school day
- Participation in school activities
- Bereavement
- Verifiable family emergencies

Necessary absences approved by the parent

### Unexcused Absences/Tuancies

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

Leaving the building without checking out

Excuses such as oversleeping, car trouble, missing the bus, and being late from

Lunch disciplinary suspensions

Incarcerations

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

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

### Parent (or Guardian) Responsibilities

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

### Checking Out of School

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

### Suspensions

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

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





# Billings Public Schools

## P Grade Appeal Process



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

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

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

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

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

Student Signature and Date

Parent Signature and Date

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

~~~~~  
 This appeal is  **approved**  **denied** by: \_\_\_\_\_

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

## Definition of Types of Absences

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

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

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

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

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

There are several procedures that will allow the students to be excused.

Contact the attendance office at **281-5385 (Mrs. Park)**

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

## TARDY POLICY

|           |                                                                                                                                            |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------|
| TARDY # 1 | Teacher Discretion                                                                                                                         |
| TARDY #2  | Teacher Discretion                                                                                                                         |
| TARDY #3  | Sent to the Office = 30 Minutes - Detention                                                                                                |
| TARDY #4  | Sent to the Office = 30 Minutes - Detention                                                                                                |
| TARDY #5  | Sent to the Office = 30 Minutes - Detention                                                                                                |
| TARDY #6  | See Excessive tardies (In school suspension or Journey Center is a very strong possibility and probable consequence for 6 or more tardies) |

\*\*Tardies are accounted per class and per semester

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

## EXCESSIVE TARDIES

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

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

## DETENTION POLICY

1. Detention hours - 3:05 p.m. to 3:35 p.m. on Mondays, Tuesdays, Thursdays and Fridays, OR Wednesdays 2:05 p.m. to 2:35 p.m. (Alternative detention day & times may be assigned or arranged)
2. A missed detention results in two make-up detentions. Failure to attend = truancy
3. **Missing make up detentions will result in more detentions or suspension.**
4. All students must be in the detention room by 3:05 pm (Mon, Tues, Thurs, Fri) or 2:05 pm (Wed). If the student is late, they are not admitted and will be required to make up the detention plus 1 additional detention
5. No visiting with other students during detention hours
6. No food, beverages, or cellphones/personal electronics permitted in detention room
7. All students must bring something meaningful to detention ie: homework, book, etc.
8. **Only two rescheduled detentions are permitted with legitimate reasons per semester.**
9. If you acquire six detentions or more you will serve that amount of time at the Journey Center

## DETENTION

### **District #2 Procedure 3350 – P1**

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

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

**IN-SCHOOL SUSPENSION**  
**District #2 Policy 3350 P2, Procedure 3120 P2**

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

**OUT-OF-SCHOOL SUSPENSION (Journey CENTER)**  
**District #2 Policy 3350 P2, Procedure 3120 P2**

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

## INFRACCTIONS - CONSEQUENCES

### District #2 Policy 3300

|                                                                                                                                                                                   | 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 1 day TC 1 day Vape Class                   | 2nd- 3 days                            | 3rd- 5+                                 |                       | 4th                                         |
| *Under The Influence - Any Substance*                                                                                                                                             |                                                                                                   |                       |                                                    |                                              |                                                 |                                        | 1st: 5 days                             |                       | 2nd                                         |
| Unexcused Absence/Truancy                                                                                                                                                         | 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                                                                                                                                                    |                                                                                                   |                       |                                                    |                                              |                                                 |                                        |                                         |                       |                                             |

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

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

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

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

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

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

**Procedure**

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

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

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

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

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

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

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

**ACCEPTABLE USE POLICY FOR COMPUTER NETWORKS**  
**DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS**  
**Billings Public Schools:**  
**District #2 Policy 3205 / Procedure 3205-P1**

**General**

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

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

**Curriculum**

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

**Acceptable Uses**

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

## **Warranties/Indemnification**

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

## **Violations**

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

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

## **Policy History:**

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

Students Rights, Responsibilities, and Code of ConductDistrict-Provided Access to Electronic Information, Services and Networks for Students

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

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

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

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

Cross References:

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

**Legal References:**

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

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

**Procedure History:**

Issued by Superintendent on: August 16, 2005  
 Presented to Board on: September 12, 2005  
 Revised on: August 7, 2008

## **ABUSE OF COMPUTER PRIVILEGES**

**Administration has discretion in consequences based on severity of abuse.**

**Examples of Consequences:**

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

## PUBLICATIONS AND PHOTOGRAPHS

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

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

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

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

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

#### Student Directory

Information student's name

grade level

period of attendance in

school address

phone number

gender

height and weight

birth date and place

photograph or

video

interview by media personnel

major field of study

date of graduation

academic awards, degrees, and honors scholarships

honor rolls

attendance

membership in athletic or activities teams

information in relation to school-sponsored activities, organizations, and athletics

parents'/guardians' names and addresses

#### Directory Opt Out of Participation

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

## **Voter Registration**

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

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

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

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

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

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

“Chemical Use” is defined as using, being under the influence, having in the student’s possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Tobacco includes any extract of tobacco, nicotine, alternative nicotine, vapor products such as e-cigarettes as defined in Mont.Code.Ann.Section.16-11-302. Distribution includes an attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student’s own use by the student’s doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

Student Activities: Expectations to Refrain from Chemical Use

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

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

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

Cross References:

| Number  | Title                                                          |
|---------|----------------------------------------------------------------|
| 1700    | Uniform Complaint Procedure                                    |
| 3210-F1 | Form: Harassment/Intimidation/Bullying Incident Reporting Form |
| 3200    | Student Rights, Responsibilities, and Code of Conduct          |
| 3201    | Student Freedom of Expression                                  |

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

Legal References:

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

§ 20-5-102, MCA Compulsory enrollment and excuses

§ 20-5-103, MCA Compulsory attendance and excuses

§ 20-5-201, MCA Duties and sanctions

§ 20-5-202, MCA Suspension and expulsion

§ 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment

§§ 49-3-101, et. seq., MCA Montana Human Rights Act

Title IX of the Educational Amendments, 20 U.S.C. §1681, et seq. 34 CFR Part 106

Art. X, Sec. 1, Montana Constitution

[Office for Civil Rights, U.S. Department of](#)

[Education Montana Human Rights Bureau](#)

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

Policy History

First Reading: November 18, 2013

Second Reading: November 25, 2013

Third Reading: December 16, 2013

Adopted on: December 16, 2013 Effective on: December 16, 2013

Revised on: August 19, 2015



**MEDIA RELEASE**

**School: PLEASE SELECT ONE**

There are times throughout the **Please Select One** school year that your child may be photographed, such as:

- ✓ **Media** – Television stations and newspapers like to stop by and photograph students on the playground, in the classroom, during other various school activities, for their “file footage” (no close-ups are taken at this time), or to interview the students regarding various things going on in the high schools and middle schools (close-ups could be taken at this time).
- ✓ **PTA and Teachers** – PTA and Teachers like to take random photos of students to use in the yearbook and in classrooms.
- ✓ **Parents** – There are parents that like to take pictures of their child’s class, which may include a picture of your child.

Some of the pictures or videos taken may be used in the school, on the district website, in printed materials the district distributes, in local newspapers, or during local television broadcasts.

We want to protect your family’s rights (privacy and safety). Before publishing any pictures or video, we are asking for your permission to do so. Please indicate your preference regarding this issue by checking one of the boxes below. For your child’s protection, if you do not give permission, we will have an area designated for them to sit whenever the media is present.

**PLEASE CHECK ONE:**

**I DO** give my permission and release to permit my child to appear in any and all media (video, website, print, audio, etc.) during school activities.

**I DO NOT** give my permission and release to permit my child to appear in any and all media (video, website, print, audio, etc.) during school activities.

**Please fill out and sign this form and return to the school, either by returning to the front office or giving to your child’s teacher. Thank you!**

**Student’s Name:** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_  
(Homeroom Teacher for Middle School and High School)

**Parent/Guardian Signature:** \_\_\_\_\_ / \_\_\_\_\_  
**(DATE)**

# STUDENT ACCIDENT INSURANCE

Billings Public Schools has purchased a student accident insurance policy from Hartford Insurance for the 2025/2026 school year. Coverage includes all Billings Public Schools students involved in school sponsored and supervised activities. That would include things like recess, injuries occurring in the classroom, hallway, gym, etc, as well as the athletics. It would also include after school events as long as they are school sponsored and supervised. Maximum coverage is \$25,000. If you have any questions regarding the district's insurance coverage or claims, please contact Brenda Cross at 281-5032.

To see coverage, go to [billingsschools.org-Parents](https://www.billingsschools.org-Parents)  
<https://www.billingsschools.org/parents>

**BILLINGS PUBLIC SCHOOLS  
STUDENT/PARENT/PRINCIPAL AGREEMENT  
2025-2026**

**FOR ELIMINATING GUNS AND OTHER WEAPONS FROM SCHOOLS**

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

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

**STUDENT**

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

**Student Name (Please Print)**

**Student Signature: The student must sign the Information sheet on page 66**

**PARENT/GUARDIAN**

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

**Parent Signature: The parent or guardian must sign and date the information sheet on page 66**

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

**Director Signature** Matt Clouser

**Date** August 1, 2025

## ELECTRONIC DEVICES

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

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

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

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

## STATEMENT OF CAMERAS

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

## CAREER CENTER SCHOOL RELATED ACTIVITY DISMISSAL PROCEDURE

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

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

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

# **Be Sure to Sign the Career Center Information Sheet/Medical Release Form on page 66.**

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

**Mr. M. Clouser /Director of Billings Career Center**

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

**Mrs. D. Oltrogge / Assistant Principal of Billings Career Center**

**Be Sure to see the Billings Schools Activities Handbook if participating in clubs/athletics!**

**[Linked here!](#)**

**Also, check out the District Parent/Students Handbook for more policy information.**

**[Linked here!](#)**



Home School Here  
SR SK WE CC

Career Center Information Sheet  
2025 - 2026

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



Place the first letter of  
your last name here.

**Medical Release**

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

Address: \_\_\_\_\_ Student Phone: \_\_\_\_\_

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

Parent/Guardian Email: \_\_\_\_\_

Mother's Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Father's Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

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

**Emergency Medical Authorization:**

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

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

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

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

⇒ Parent/Guardian: Signature: \_\_\_\_\_

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

\_\_\_\_\_

**Career Center Handbook Signoff**

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

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

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

⇒ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Parent / guardian signatures needed***

## Human Sexuality and Identity Instruction

Dear Parents/Guardians,

This letter is an annual notification required by state law. The 2025 Montana Legislature has revised state law (MCA 20-7-120) concerning instruction in human sexuality and identity topics. These changes went into effect on July 1, 2025.

### What This Means for You:

Parents/guardians will receive advance notice (no fewer than 5 school days and no more than 14 school days) before instruction begins for Human Sexuality and Identity Topics. Parents have a right to request inspection of the lesson plans and materials ahead of the intended dates of instruction.

**Human Sexuality Instruction:** Parents may withdraw their child (opt-out) by submitting the District Alternative Material Request Form. Alternative assignments may be available within district guidelines. Topics included are: intimate relationships, sexual anatomy, sexual reproduction, STIs, sexual acts, abstinence, contraception, reproductive rights & responsibilities.

**Identity Instruction (New as of 2025):** Parents/guardians must provide written permission (opt-in) before a student may participate in identity instruction, which includes content on gender identity, gender expression, or sexual orientation. Parents may grant permission at the beginning of the year or semester and may revoke permission at any time in writing to the district superintendent.

Students' grades/scores will not be impacted by any opt-out decisions.

Please contact us for more information and to gain access to the forms.

For a list of courses and approved literature taught at each level, you can contact your student's teacher at any time. For more general information, please visit the Billings Public Schools Curriculum webpage. Curriculum materials and annual summaries of our curricular programs are also available for review upon request.

Sincerely,

Darwin Schaaf

## Disclosure Statement – Billings Public Schools

Required instruction (including but not limited to lessons, readings, texts/materials, discussions, etc.) is part of our district curriculum. Billings Public Schools continues to follow state law, as well as Board Policy 2310 Procedure 2 - When selecting instructional materials, teachers and administrators must review their content and consider issues of violence, profanity, prurient subject matter, cultural concerns, and historical accuracy.

Before Human Sexuality or Identity instruction begins, parents will be notified 5–14 days in advance and may look over the lessons and materials. Parents can choose to opt their child out of Human Sexuality lessons, and written permission is required for Identity Instruction (gender identity, gender expression, or sexual orientation). Permission may be given or withdrawn at any time. Choosing to opt out will not affect a student's grades.

The general district-level approved reading lists, courses, and units of study are available on the District website under Curriculum. All curriculum materials used in human sexuality or identity instruction are available for public inspection, and annual summaries of our curriculum are posted online. Any supplemental materials that are provided to the student directly through the classroom teacher is the responsibility of that instructor. Please reach out to your student's teacher for any questions or concerns.

## Billings Public Schools

### Parent/Guardian Consent Form

### Identity Instruction Opt-In

In accordance with Montana Code Annotated § 20-7-120, as amended by HB 471 (2025), Billings Public Schools requires parents/guardians written permission before a student may participate in Identity Instruction (opt-in).

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

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Contact Information: \_\_\_\_\_

#### Definitions (HB 471, 2025)

- Identity Instruction: Instruction with the goal or purpose of studying, exploring, or informing students about gender identity, gender expression, or sexual orientation.
- Instruction: Organized learning activities, including the provision of materials, for students in a public school, conducted by staff or invited guests, regardless of method or duration. This does not include a teacher's brief response to an unexpected student-initiated inquiry in the classroom.

#### IDENTITY INSTRUCTION (Opt-In Required)

I GIVE permission for my student to participate in Identity Instruction (including topics of gender identity, gender expression, or sexual orientation).

Please note that if you do not wish to have your child participate in Identity Instruction, there is no need to return this document. Students may not participate unless a signed form is returned.

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

Please return this completed form to your building principal. Parents/guardians may revoke permission for Identity Instruction at any time by submitting written notification to the district superintendent.

