

Student Handbook

2026-2027

3723 Central Avenue

Billings, MT 59102

406-281-5340



BILLINGS CAREER CENTER

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.

[Career Center Website](#)

Welcome to Billings Career Center

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**HOMECOMING DATES**

Senior	To Be Determined
West	To Be Determined
Skyview	To Be Determined

AUGUST 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	P	N	N	29
30	P					

SEPTEMBER 2026						
Su	M	T	W	Th	F	Sa
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6	*	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
Su	M	T	W	Th	F	Sa
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25	26	27	28	29	30	31

NOVEMBER 2026						
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15	16	17	18	19	PTC	21
22	PTC	*	*	*	*	28
29	30					

DECEMBER 2026						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	*	*	*	26
27	*	*	*	*		

JANUARY 2027						
Su	M	T	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

FEBRUARY 2027						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

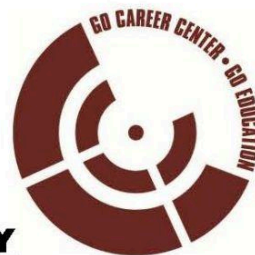
MARCH 2027						
Su	M	T	W	Th	F	Sa
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7	8	9	10	11	12	13
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21	*	*	*	*	*	27
28	29	30	31			

APRIL 2027						
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18	19	20	21	22	*	24
25	26	27	28	29	30	

MAY 2027						
Su	M	T	W	Th	F	Sa
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2	3	4	5	6	*	8
9	SD	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	*					

JUNE 2027						
Su	M	T	W	Th	F	Sa
		1	2	*	4	5
Graduation Date/Times Sunday May 30, 2027 West 10:00 am; Skyview 2:00 pm; Senior 6:00 pm						
TBD - No school for 9th graders; ACT/PreACT/Career Fair 10th-12th graders						

	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, June 3rd, is early release for elementary, middle school, and high schools. Last day of school for seniors is May 28th.
	Vacation or Holiday
	PIR/Trade Days (Trade Professional Development for Teachers) - No school.
	PIR Days (State Required Pupil-Instruction-Related Training for Teachers) - No School.
	NPR Days (Professional Development Non-Pupil-Related Training) - No School.
	Elementary Parent Teacher Conferences - Elementary Early Release. Note: Nov. 24 is Parent Teacher Conferences for Elem. and 6 week grading for MS & HS.
	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-
	Wednesday - PLC (Professional Learning Community) - Dismissal 1 hour early
	Middle School Early Release - October 22nd & 23rd
	High School Semester Testing - HS Early Release
	Elementary End of Trimester
	Six-Week Grading Period for MS & HS



2026-2027

BUS AND CLASS SCHEDULES

MONDAY, TUESDAY, THURSDAY, & FRIDAY

Period 1	7:50 - 8:45
Period 2	8:50 - 9:45
Period 3	9:50 - 10:45
Lunch	10:45 - 11:45
Period 4	11:50 - 12:45
Period 5	12:50 - 1:45
Period 6	1:50 - 2:45

Remediation 2:45 - 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 @ 10:55 - arrives @ 11:15

CC departs to West @ 10:55 - arrives @ 11:10

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

CC departs to WIC @ 11:00 – arrives @ 11:20

(Skyview bus students dismissed @ 10:40)

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

WIC departs @ 11:20 – arrives @ CC 11:40

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

(Skyview bus students dismissed at 2:40)



2026-2027
BUS AND CLASS SCHEDULES
WEDNESDAY

Period 1	7:50 - 8:40
Period 2	8:45 - 9:35
Period 3	9:40 - 10:30
Lunch	10:30 - 11:15
Period 4	11:20 - 12:10
Period 5	12:15 - 1:05
Period 6	1:10 - 2:00

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 @ 10:35 – arrives @ 10:50

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

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

CC departs to WIC @ 10:35 – arrives @ 10:55

(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

WIC departs @ 10:55 – arrives @ CC 11:15

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

(Skyview bus students dismissed at 1:40)

Welcome!

Did you know that while in high school you can build a house, repair automobiles, and teach pre-kindergarten children? You can! 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, engineering, technology, culinary skills and much more!

If you like an action approach to learning, consider enrolling at the Billings Career 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 partnerships with numerous colleges. City College – MSU-Billings, MSU-Billings, Gallatin College, Northwest College, and Sheridan Community College 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, Medical Careers, Biology, Basic Human Biology, Automotive, American History, American Government, Psychology, Public Speaking, Math and English. 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. Let's get together—the Career Center has a place for you.

Dear Parents and Students

The Billings Career Center proudly opens its doors for the 51st 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).

Contact Information

Administration:

Mr. Fred Petak, Principal	281-5343
Mrs. Deni Oltrogge, Assist Principal	281-5383
Mrs. Melissa Soucy, Assist Principal	281-5378

Secretaries:

Mrs. Ciana Kvilhaug	281-5342
Mrs. Jamie Fessenden	281-5344
Mrs. Lisa Baumberger	281-5393 **Registrar**
Mrs. Rachelle Park	281-5385 **Attendance**

Counseling:

Mrs. Amanda Behrends (10th-12th)	281-5386
Mrs. Janet Tsiguloff (9th)	281-5773

School District 2 Contacts:

Dr. Erwin Garcia, Superintendent	281-5065
Mr. Gordon Klasna, Executive Director of Secondary Education	281-5120
Mr. Kevin Kirkman, Executive Director of Student Services	281-5027

Email Addresses:

Staff: Last name and initial of first name @billingsschools.org (ex. doej@billingsschools.org)

Students: First name.Last name @billingsstudents.org (ex. Jane.Doe@billingsstudents.org)

Websites:

Billings Public Schools: <https://www.billingsschools.org/>

Billings Career Center: <https://bcc.billingsschools.org/>

Access to Board Policies, Procedures, and Forms:

Billings Career Center abides by all the policies of Billings Public Schools. These policies can be found through the links below.

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

[District Handbook](#)

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.

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 one Career Technical Education (CTE) class per half day. Students in grades 10-12 can attend the Career Center full-time, combining their required academic coursework with hands-on CTE training. Students take core classes such as History, English, Math, Science, Government and Senior Social Studies, and complete the remainder of their day in career-focused CTE programs. 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

[District Handbook](#)

Each student has the opportunity to receive a "Home School" Student Handbook and the District's Student/Parent Handbook. All handbooks are available online.

Course Offerings

Career Technical Education

	TIME	LENGTH
Animation Lab	1 hour block	2 semesters
Agricultural Sciences	1 hour block	8 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 Basic Human Biology	1 hour block	2 semesters
College Emergency Medical Technician	1 hour block	2 semesters
College Medical Terminology	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
Cafe Protege (Culinary)	3 hour block	2 semesters
Design Advert / Layout	2 hour block	1 semester
Digital Electronics	1 hour block	2 semesters
Digital Photography	1 hour block	1 semester
Digital Illustration	1 hour block	1 semester
Drafting Careers Exploration	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
Foundations in Skilled Trades	1 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	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 / Welding (College Credit Opp)	2 hour block	4 semesters
Medical Careers (College Credit Opp)	2 hour block	1 semester
Urban Agriculture	2 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	1 hour	1 semester
College American History	1 hour	2 semesters
College American Government	1 hour	1 semester
College Intro to Psychology	1 hour	1 semester
College Intro to Public Speaking	1 hour	1 semester
College Intro to Statistics	1 hour	2 semesters
College Literature / English 3	1 hour	2 semesters
College Writing / English 4	1 hour	2 semesters
Honors English 1	1 hour	2 semesters
Honors English 2	1 hour	2 semesters
English 1	1 hour	2 semesters
English 2	1 hour	2 semesters
English 3	1 hour	2 semesters
English 4	1 hour	2 semesters
Earth Science	1 hour	2 semesters
Honors Earth Science	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
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

Staff Directory

LAST NAME	FIRST NAME	WORK #		LAST NAME	FIRST NAME	WORK #
Anderson	Eric	281-5380		Hammang	Angela	281-5379
Anderson	Kirby	281-5367		Hanson	Scott	281-5364
Arstein	Cassie	281-5352		Harper	Lindsey	281-5351
Ayers	Leslyn	281-5357		Honea	Rich	281-5376
Baumberger	Lisa	281-5393		Jensen	Nels	281-5394
Behrends	Amanda	281-5386		Jensen	Bill (Chef)	281-5993
Bergthold	Wendi	281-5396		Joda	Helen	281-5358
Bigelow	Darby	281-5395		Johnson	DW	281-5192
Bolt	Mark	281-5340		Johnson	Kenny	281-5153
Bookheimer	Nicole	281-5350		Jones	Dave	281-5377
Boschert	Deb	281-5353		Keller	Cindy	281-5362
Burke	Katherine	281-5398		Kemkes	Frank	281-5346
Butler	Nikki	281-5776		Kvilhaug	Ciana	281-5342
Cass	Jana	281-5155		Larson	Dwight	281-5366
Cavanaugh	Vicky	281-5156		Lohof	Jennifer	281-5368
Fessenden	Jamie	281-5344		Lybeck	Logan	281-5353
Fronk	Jeff	281-5387		Malchuski	Joe	281-5349
George	Josh	281-5382		McCandless	Kelby	281-5347
Gilbertson	Jeremy	281-5388		Meier	Katie	281-5373
Glanville	Jennifer	281-5779		Meyer	Erick	281-5374
Grewell	Denise	281-5345		Noel	Mary	281-5359

LAST NAME	FIRST NAME	WORK #		LAST NAME	FIRST NAME	WORK #
O'Connor	Roberta	281-5355		Soucy	Melissa	281-5383
Oltrogge	Deni	281-5378		Terrasas	Abigail	281-5363
Park	Rachelle	281-5385		Tsiguloff	Janet	281-5773
Paul	Rob	281-5372		Tucker	Debbie	281-5375
Petak	Fred	281-5343		Wagner	Mike	281-5381
Petrosky	Joylynn	281-5392		Walks	Russ	281-5369
Qualls	Mike	281-5777		Weber	Mike	281-5398
Richter	Jeff	281-5154		Wiebe	Allysa	281-5340
Robinson	Sally	281-5397		Wise	Josh	281-5370
Roman	Kelly	281-5375		Wollschlager	Luci	281-5371
Rossow	Chrissy	281-5389		YBGR/Indian Ed		281-5390
Schaff	Jerel	281-5365				
Scott	Clayton	281-5869				
Smith	Jared	281-5384				
Snow-Pudrbaugh	Heidi	281-5361				

School 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.

Grading/School Records/Graduation

Grading Symbols

P = Minimum achievement with commended effort = D

S – Satisfactory

A – Excellent

U – Unsatisfactory

B – Above Average

IN – Incomplete

C – Average

N – No Credit

D – Below Average

> - Accelerated/Enriched

F – Failure

< - Basic Course

P – Pass

* - Non-GPA Course

GPA: Grade points per credit

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

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. **Remember that attendance and participation are important components of a student's grade. Regular attendance and consistent participation are required in order for students to achieve successful grades.**

Student Records

Student grades are available through PowerSchool. If you do not have access to your student's grades, please contact your homeschool. Upon request from your homeschool, you can receive a hard copy of your student's six week grade reports.

Grade point average and credits earned are computed only at the end of each semester. An unofficial transcript can be obtained by the Career Center counselors or registrar. Official transcripts are prepared by the homeschool registrars.

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

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

Graduation Requirements

[School District Graduation Requirements](#)

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. In addition, students must complete .5 financial literacy credit within the 21 credit requirement.

4 credits in English

2 credits in Mathematics (Freshman 2026-2027 need 3 credits)

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

Open Disclosure

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.

Senate Bill 99

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

HB 471 (2025) Amendments to MCA § 20-7-120

This 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.

Withdrawal From a Class

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

Withdrawal From School

In order to withdraw from school, the following steps are necessary:

- Fill out the withdrawal form and have it signed by the student's parent(s), assistant principal and counselor of the main area high school.
- Arrange an exit interview with the main area high school counselor.
- Return books and other class materials to teachers or the assistant principal's office.
- Clear any fines associated with the student's account.

Registering for Classes

Each year, it is important for students to reflect on their academic accomplishments and plan for the upcoming year. If you need a schedule change after registration, please see your counselor a minimum of one week prior to the start of the semester. It is the general practice of Billings high schools to allow students who meet enrollment standards to enroll in the courses and programs of their choice.

Students will register for courses once a year. Each fall, you will be informed of the curriculum offerings for the coming semester. At this time, you will be carefully advised and assisted by your counselors and teachers in completing your course selections for the coming semester. It is from your course selections that the final determination for the number of sections per subject and district

requirements for the hiring of teachers is made.

Students must take five (5) courses 'for credit' each semester. Some Career Center classes are scheduled as a three-hour block. These may be required (a class required for graduation) or elective (a class taken for credit but not required for graduation). Both required and elective courses affect students' grade point averages.

One half (0.5) credit is awarded for the successful completion of the work for any class meeting one full period per school day for an entire semester. A student may earn GPA credit only once for any course.

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.

Student Identification Cards

Students who 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.

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. **This includes wearing all safety equipment (glasses, hearing protection, close toed shoes) in all required classes.**

Fire Drills/Emergency Evacuations

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.

Smoke Free Facility

No smoking or vaping is allowed in any of the School District 2 buildings, grounds, or vehicles. Furthermore, smoking/vaping is not permitted at any school-sponsored activity.

Student Services

The Attendance Office is located on the North side of the building near the student parking. Please contact this office for all activities or concerns related to the following: Passes to class, parking and

lockers, 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 disabilities 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.

Homework Help

You have several options available if you would like to receive additional assistance with your schoolwork.

- Contact your teacher: Ask your teacher to schedule an appointment for extra help during a student hall or academic intervention time during lunch. Before/after school is also available for additional help from teachers.
- Check PowerSchool frequently!
- Ask your teacher or counselor about utilizing the academic center as a quiet space!

Lockers

Theft is not uncommon in any high school and catching thieves is very difficult even with cameras available. Valuables should not be brought to school or left in school lockers and lockers should always be locked. Fines may be levied for damage or vandalism to lockers. Lockers may be opened at any time for inspection by the school. For these reasons, sharing lockers is not permitted. Please see the Attendance Office to be issued a locker if you would like. They are not required at the Career Center.

Change of Address or Guardian Status

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

Equal Education Opportunity

(Reference - Policy 3220)

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

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

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

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

Early Out, Late In, Workplace Experience, Job Credit (12th grade students only)

Please see counselor Mrs. Behrends to fill out an online Google Form for all early out/late in options. Workplace Experience and Job Credit programs are administered by our Career Coach, Vicky Cavanaugh. Please reach out to Mrs. Cavanaugh to obtain program details.

Attendance

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.

Rights and Responsibilities

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 students, parents, and educators need clear understanding as to rights and responsibilities relating to attendance.

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.

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.

P Grades and the Ten Day Rule

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

If the total number of absences from any high school class exceeds 10 per semester, a student may receive a P grade. Absences from classes due to school-sponsored activities are not counted in the ten (10).

Students who earn a P in any class will have the opportunity to have the original letter grade returned to them at the end of the following semester by staying under the ten day absence limit. Seniors do not have this chance to earn the letter grade back for P grades they receive the spring semester of their senior year as they will no longer be attending the Career Center, so watching attendance this semester is very important! Consequences for students on a 504 or IEP will be determined by appropriate planning meetings.

Definitions of Absences

Absences counted against the 10-day absence limit:

- Excused Absence (E): Absence that is pre-approved/cleared, by a parent/guardian
- The 10-Day Limit: Any absences exceeding 10 days in a single semester will result in the consequences outlined in the district's official truancy policy.
- Verification Requirements: After a student reaches 10 absences in a semester, a parent call to excuse them will no longer be accepted without official documentation. Any further absences must be backed by medical waivers or extreme, verifiable reasons.
- School-Related Absences: Please note that any school-sanctioned events (such as field trips, sports, or school activities) will not count against his 10 days.
- Unexcused Absence (A): An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make up work missed during unexcused absences at teacher discretion. A student with excessive absences may be cited for truancy by police according to Montana State Law (M.C.A. 41-5-103)
- Suspension: (X) Out of School Suspension
- Illness: (I) Any absence from school without a note from a doctor

Absences not counted against the 10-day absence limit:

- Activity-Related Absences (O): When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office. Students are required to make up all work that is missed to gain the necessary skills taught in the course.
- Medical Absence (M): An absence that is medically cleared through written documentation from a licensed physician.
- Bereavement (W): An absence due to a death in a student's immediate family.
- College Visit (W): An absence due to a college visit (up to five school days) and verified through written documentation from the visited institution. These will be approved by the Assistant Principal.

- Deans (D): An absence that does not fall into any other category, approved by an assistant principal or administrator due to extenuating circumstances.
- Counselor: (C): An absence, that is in the Counseling Center.
- Nurse (N): An absence, that is in the Nurse's Office.
- Journey Center (L): Suspension at the Journey Center.
- In School Suspension (S): Suspension at West High.

Securing and completing makeup work for ANY ABSENCE is the student's responsibility.

Unexcused Absences/Tuancies

Truancy is defined as an absence from school not verified as valid by the parent &/or building administrator. Absences that are unexcused or not cleared within 48 hours are also considered tuancies. Chronic truants under the age of 16 will be reported to legal authorities as prescribed by law.

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

- Leaving the building without checking out
- Excuses such as oversleeping, car trouble, missing the bus, and being late from lunch
- Disciplinary suspensions
- Incarceration

***Excessive Truancy (even excused absences with no medical note provided) can hold administrative interference and could result in disciplinary action such as Journey Center, in-school or out of school suspension.**

Procedures for Excusing Absences

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.

Tardies

****Any Tardy Past 5 Minutes is Considered an Absence**

1st Tardy: Teacher discretion

2nd Tardy: Teacher discretion

3rd Tardy: Disciplinary write-up and conversation with administration

4th Tardy: Disciplinary write-up and 30 minutes of detention

5th Tardy: Disciplinary write-up and 1 hour of detention

Excessive Tardiness: Disciplinary write-up, detention and/or suspension

Unexcused Absence Policy and Progressive Consequences

The 10-Day Threshold (Chronic Truancy Intervention)

Because a standard semester is roughly 90 days, 10 days missed equals more than 10% of the semester, officially crossing the threshold into Chronic Absenteeism. Accumulating ten (10) unexcused absences in a single semester represents a critical loss of instructional time.

For the purposes of this policy, the threshold is met when a student accumulates **10 unexcused absences in any single class period**. When a student reaches this threshold, the following actions will be administered:

- Official Parent/Guardian Notification: The Attendance Office will generate and send an official 10-Day Warning Letter to the parent/guardian via mail and email, detailing the dates of the unexcused absences and outlining state/district attendance laws.
- Mandatory Administrative Meeting: The student will be called to meet with their designated administrator immediately upon hitting the 10-day limit. The purpose of this meeting is to review the district's attendance policy, evaluate the student's academic standing, identify any barriers to school attendance, and initiate the intervention phase.

Progressive Attendance Consequences

The administration will apply a structured, progressive hierarchy of disciplinary consequences and interventions for students who accumulate unexcused class absences.

Tier 1: Individual Class Truancy (Period Cutting)

- Consequence: One (1) 1-hour administrative detention will be assigned for each individual unexcused class period.
- Communication: The school will issue an automated notification to the parent/guardian via the absence system automated call-out system to notify you that your child was out of class.

Tier 2: Full-Day Truancy (4+ Unexcused Classes in a Single Day)

- Consequence: A minimum of four (4) 1-hour detentions will be assigned.
- Administrative Discretion: Depending on the student's prior attendance history, administration reserves the right to elevate this consequence to In-School Suspension (ISS) or placement in the Journey Center intervention program.
- Communication: Direct contact (phone call or email) will be made by an administrator or attendance clerk to the parent/guardian within 24 hours if ISS or the Journey Center will be utilized.

The Attendance Intervention Contract Phase

When Triggered: A formal Attendance Contract is automatically mandated upon a student passing the 10-day unexcused absence threshold -11+ days in any class.

The Action: During the mandatory 11-day administrative meeting, the student and administrator will

draft and sign a formal Attendance Intervention Contract.

The Terms: This agreement outlines specific expectations for improvement and explicitly states that further unexcused absences will result in an immediate Tier 3 escalation.

Tier 3: Chronic Truancy (Excessive Cumulative Absences)

- Violation of the signed Attendance Contract or continued non-compliance with the attendance policy will result in immediate escalation beyond daily discipline to academic and enrollment restrictions such as:
- ISS or Journey Center for multiple days
- Suspension Hearing: Excessive, repeated unexcused absences will result in a mandatory disciplinary hearing to determine alternative placement, program changes, or out-of-school restrictions.
- Loss of Credit: Students who fail to maintain the required attendance threshold risk the automatic Loss of Course Credit (NC) for the semester, regardless of their current academic grade in the class.

Suspensions

Suspended students may not participate in extracurricular activities while on suspension. One day of 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 work missed.

Cell Phone Policy and Consequences

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 are 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.

Cell Phone Flowchart

1st Offense: Warning, confiscation, return at the end of the class period. (Teacher managed)
2nd Offense: Confiscation, disciplinary write-up/detention, return at the end of the day.
3rd Offense: Confiscation, disciplinary write-up/multiple detentions; a parent must pick up.
4th Offense: NO cell phone privileges in the building

Student Dress

We believe that students and parents can freely choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness. With this in mind, students must dress in a manner that supports a safe and appropriate environment for learning. Dress that is disruptive or contrary to school rules is not permitted. Therefore, the following rules shall be followed in reference to students' dress:

- Shorts and skirts need to be fingertip length or longer.
- Shorts and skirts that show the torso, stomach, or midriff are not allowed. (Shorts and skirts must meet the top of the waistband so that when walking the midriff is not showing.)
- Undergarments (briefs, shorts, bra, etc.) must not be visible.
- See-through and fishnet fabrics are not permitted.
- Off-the-shoulder, halter-tops, muscle shirts, tube tops, low-cut tops, short tops, or spaghetti-strapped shirts are not allowed unless there is a shirt/top underneath or over top.
- Proper shoes must be worn and other CTE specific dress for safety must be worn - specific classes

Note: 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. The teacher and/or principal reserve the right to consider a student's attire inappropriate or distracting. Students who violate the dress code will be asked to change their clothes or will need to change. Persistent dress code violations will result in disciplinary actions.

General Guidelines/Administrative Discretion

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.

- **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.**

Discipline Matrix

Any other school discipline/consequences not outlined in this handbook will be handled using the following Billings School District guidelines/procedures:

[Behavior Matrix](#)

Please refer to the [Billings School District Handbook](#) and Behavior Matrix for policy and consequences concerning: drug, tobacco, and alcohol possession and use, weapons, and other behaviors not mentioned in this handbook.

Student Conduct and Behavior Expectations

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

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

Delegation of Authority and Questioning a Student

(Reference-Policy 3300)

Building administrators may impose any disciplinary measure upon students under their charge, with the exception of expulsion, or corporal punishment. Such disciplinary action includes circumstances not outlined in this handbook. The School Board authorizes teachers/adult supervisors of students to implement classroom disciplinary interventions for the removal of students from classrooms when accompanied by a referral to building administrators citing the student's disruptive behavior. Administration has the right and authority to talk to and question students regarding school-related issues without contacting a guardian or having guardians present. Refusal of a student to cooperate with such questioning may result in consequences, including suspension.

Loud, Obscene, or Abusive Language

Inappropriate language or gestures used in school and/or anytime under school jurisdiction can range from a warning, detention, suspension or being sent to the Journey Center. In such situations, parents will be contacted.

Hall Conduct

- No running or horseplay in the halls or on campus.
- Respect the rights of teachers and students in classes.
- Pick up all trash in your area before you leave your area.
- Use appropriate language.

Classroom Expectations

Teachers may establish rules of behavior for their classrooms. Violation of such rules may result in consequences determined by the teacher. This may or may not include referral to the Assistant Principals' Office for further action. Students referred to the Assistant Principals' Offices must report there immediately. Failure to immediately report may result in further consequences, including suspension at the Journey Center.

Cheating/Plagiarism

(Reference-Policy 3305)

Cheating/Plagiarism in any form will not be tolerated. The teacher will notify parents. It is up to the discretion of the teacher whether or not the student will be permitted to redo an assignment for partial or full credit. Repeated offenses will be referred to the Assistant Principals' Office. In addition, the use of "Artificial Intelligence" (AI) is also a form of cheating/plagiarism and will be handled in the same manner. Continued cheating could result in loss of class credit.

Parent Responsibility

Parents have a duty to assist school officials in enforcing standards of student conduct and attendance. The principal may request the student's parent to meet with the principal to review the school board's standards of student conduct and the parent's responsibility to participate in disciplining the student and maintaining order, and to discuss improvement in the child's behavior.

Any school official has the right and the responsibility to speak to any child at any time without parental permission.

Detention

Detention is a disciplinary consequence meant for students to reflect upon changing the behavior that resulted in the detention. Students are expected to show up to detention on time and must have appropriate school work or a book to read. It is the responsibility of the student to note the date and time of his or her assigned detention as missing a detention for any reason will result in further consequences. Detention may also be assigned at the Student's Area Highschool for Career Center infractions if need be.

Detention Procedures

- 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)
- A missed detention results in two make-up detentions. Failure to attend = truancy
- Missing make up detentions will result in more detentions or suspension.
- 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
- No visiting with other students during detention hours
- No food, beverages, or cellphones/personal electronics permitted in detention room
- All students must bring something meaningful to detention ie: homework, book, etc.
- Only two rescheduled detentions are permitted with legitimate reasons per semester.
- If you acquire six detentions or more you will serve that amount of time at the Journey Center

In-School Suspension

In-school suspension is a supervised temporary assignment during the regular school day. The rules of conduct for in-school suspension are the same as for detention. It is the responsibility of the student to acquire and complete all class assignments missed.

Out of School Suspension

Out-of-school suspension is a temporary suspension from school attendance to be spent at the Journey Center or at home (as directed by the school's administration). Students are not allowed on campus or at school events while suspended. This includes any weekend days covered by the assigned suspension. It is the responsibility of the students to acquire and complete all class assignments missed during suspension.

Journey Center

The Journey Center (406-281-5047) is located at 415 North 30th Street in the Lincoln Center. It is supervised by two district employees and a Sheriff's Deputy. The Journey Center is the location at which students assigned to Suspension serve their suspension time. Transportation to and from the Journey Center is the responsibility of the student or his/her parent or guardian for the day(s) of the assigned suspension.

Harassment, Intimidation and Bullying

[District Policy](#)

[Reporting Form](#)

[Stand with Us Against Bullying](#)

[Title IX Policy](#)

[Title IX Complaint Form](#)

Your Rights Under Title IX: Equal Opportunity & Non-Discrimination

At the Career Center, we want you to feel safe, respected, and supported. In compliance with Title IX of the Education Amendments Act and the Montana Office of Public Instruction (OPI), our school does not allow discrimination or harassment based on sex, gender, gender identity, or sexual orientation in any of our classes, programs, activities, or sports.

What is covered by Title IX?

Title IX protects you from unfair treatment or harm at school, including:

- Sex-based discrimination: Being excluded from a class, trade program, or activity based on your gender.
- Sexual harassment: Unwanted sexual advances, inappropriate comments, or behavior that makes your learning environment feel hostile or unsafe.
- Gender equity: Ensuring all students have equal access to the tools, training, and opportunities our career programs offer.

What should you do if you experience or witness harassment?

If you feel you have been treated unfairly, harassed, or bullied based on your sex or gender, you have the right to speak up, and the school must protect you from any retaliation.

Tell a trusted adult: You can report the behavior to any teacher, counselor, or administrator. Every school employee is required to help you get your report to the right place.

Speak directly with the Title IX Coordinator: Our school has a designated person whose job is to investigate these issues and make sure you are safe.

Confidential Support & Safety Measures

When you report an issue, the school will keep your information as private as possible, sharing it only with the people necessary to solve the problem. If you need immediate changes to feel safe—such as changing a class schedule, adjusting transportation back to your home school, or academic support—the school can provide these temporary safety measures while an investigation takes place.

School Title IX Coordinator Contact Info:

If you have questions, need to file a report, or want to understand your rights better, contact our coordinator: Fred Petak.

Title IX District Coordinators: Jen Sodden and O' Sean Moran

Child Abuse and Neglect

Montana laws pertaining to reporting and investigating child abuse and neglect are found in Title 41, Chapter 3, Part 2, and Montana Code Annotated 41-3-101, -102, and -201 through -207.

Acceptable Use Policy for Computer Networks/Technology (Reference-Policy 3205)

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

Abuse of Computer Privileges

- Administration has discretion in consequences based on severity of abuse. Examples of Consequences:
- Warning
- Meet with parents/ ISS and or possible detention / Journey Center / privileges lost for a time determined by administration and/or suspension from school.
- Loss of computer privileges for the entire year.



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)



Home School Here
SR SK WE CC

Career Center Information Sheet 2026 - 2027

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