

2026-2027 Student and Parent Handbook

415 North 30TH ST.
Fourth Floor
Billings, MT 59101

We are RESPECTFUL. We are RESPONSIBLE. We are SAFE. We are KIND.

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Welcome to the 2025-2026 school year here at Billings Multilingual Academy. Please take a moment to review our student handbook as it contains important information that will help you be successful here. We look forward to instilling in our community at Billings Multilingual Academy school pride, commitment to academic excellence, ensuring a safe, inclusive environment, and respecting our students, staff, and building. **Please read and review the entire handbook.**

MISSION

The mission of the Billings Multilingual Academy (BMA) is to Inspire, Educate and Empower students and families of multicultural backgrounds to support a student's academic achievement and acculturation into the school communities to achieve their full potential.

PHILOSOPHY

The goal of the Billings Public Schools is to provide education for youngsters within an environment, which promotes the development of self-discipline and the responsible use of freedom. This goal is best realized when the professional staff of each school works to ensure the orderly conduct of the educational program in order to facilitate learning. It is the aim of the Billings Public Schools to strive for student behavior, which is within the guidelines of each school's established rules and regulations. These guidelines will operate within the broader school district policy provided by the Board of Trustees.

EXPECTATIONS

You are entering a school that is well known for academic achievement, good citizenship and positive behavior. We expect you to continue the Billings Multilingual Academy tradition. The staff is committed to helping you achieve excellence academically and socially. We expect you to make choices that support a warm, welcoming respectful environment so that you display pride in yourself and Billings Multilingual Academy. It is our goal that all students reach their full potential and make a positive contribution to our school and the Billings community. Create your own outstanding experience, leave a positive mark and let's have a great year together.

2026-27 BMA ACADEMIC GOALS

Students will demonstrate positive progress toward growing their academic English as measured by WIDA ACCESS overall composite scale score and through student work portfolio for ELA, social studies, and mathematics. Students will demonstrate growth towards their career interests and personal goals as measured by their BEABLE RIASEC-LEXILE progress.

CONTACT US

Coul Hill
Principal
HillCL@BillingsSchools.org
406-281-5062

Crystal Knutson
Counselor
KnutsonC@BillingsSchools.org
406-281-5107

Rayna Harmon
Secretary
HarmonR@BillingsSchools.org
406-281-5184

Mary Joy Gayola
Math Teacher
GayolaM@BillingsSchools.org

Eric Terrill
Social Studies Teacher
TerrillE@BillingsSchools.org

Velma Whitemanrunshim
Indigenous Education
WhitemanrunshimV@BillingsSchools.org

Holly Olszewski
English Teacher
OlszewskiH@BillingsSchools.org

Corri Smith
Indigenous Education
SmithCor@BillingsSchools.org

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REGULAR BELL SCHEDULE

BUS arrivals from neighborhood schools: *8:10 AM*	*BUS arrivals from neighborhood schools:* *11:45 AM*
AM BLOCK **1st Period**: 8:14 AM – 9:03 AM **2nd Period**: 9:05 AM – 9:54 AM **3rd Period**: 9:56 AM – 10:45 AM	**PM BLOCK** **4th Period**: 11:48 AM – 12:40 PM **5th Period**: 12:42 PM – 1:34 PM **6th Period**: 1:36 PM – 2:28 PM
BUS departures to neighborhood schools: *10:47 AM*	*BUS departures to neighborhood schools:* *2:30 PM*

WEDNESDAY BELL SCHEDULE

BUS arrivals from neighborhood schools: *8:10 AM*	*BUS arrivals from neighborhood schools:* *11:39 AM*
AM BLOCK **1st Period**: 8:14 AM – 9:00 AM **2nd Period**: 9:02 AM – 9:48 AM **3rd Period**: 9:50 AM – 10:36 AM	**PM BLOCK** **4th Period**: 11:42 AM – 12:16 PM **5th Period**: 12:18 PM – 12:52 PM **6th Period**: 12:54 PM – 1:28 PM
BUS departures to neighborhood schools: *10:39 AM*	*BUS departures to neighborhood schools:* *1:30 PM*

FREQUENTLY ASKED QUESTIONS

What should I do if…

- *I arrive early?*
  - *With a pass, a student may go to a teacher's room for extra help.*
- *I am late to school?*
  - Check in at (or call) the attendance office.
- *I must leave early?*
  - Bring a note from home and give it to the attendance office upon your arrival in the morning or parents may call or email the attendance office well in advance.
- *I have a personal problem?*
  - Talk with your teacher, see your guidance counselor, or come to the main office.
- *I have trouble in class?*
  - Talk with your teacher or your counselor.
- *My parents want a conference?*
  - Contact a specific teacher by email unless you want more than one teacher in the conference. Parents may call your counselor to set up a parent/teacher(s) conference or call the main office to set up a conference with administration.

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- *I must leave the classroom?*
    - Ask your teacher for permission. Go only where permitted.
- *My telephone number has changed?*
    - Call the main office at 281-5184 to report any changes. You may also update your number in the PowerSchool Parent Portal.
- *I am moving or withdrawing?*
    - Parents should call the main office to update current records or arrange for proper check-out. Students who are transferring out of Billings Multilingual Academy will be required to meet with their parents and administration.
- *I need to use the telephone?*
    - If an emergency arises, you may ask the attendance office to use the student phone during passing time.

SCHOOL OPERATIONS

Visiting the School:
Parents and authorized adults are always welcome to visit the school. All visitors must check in at the main office prior to their visit. To avoid disruptions, we do not allow students to bring student visitors (friends) to school. Visitors should not go to classrooms without permission and presence of BMA administration.

Closed Campus:
The Billings Multilingual Academy has a closed campus. Students are not allowed to go to lunch with other students and/or their friend's parents. Once students arrive on campus, they are not allowed to leave for any reason unless with their class or their parent/guardian.

School Deliveries:
Ordering food for students or students ordering food through delivery services is not permissible, however, parents may bring in food for their student by dropping it off at the BMA main office. Any flowers or gifts delivered to the school must be paid for prior to delivery. Students may pick up these items from the office at the end of the school day.

Shuttle Bus:
A shuttle bus will pick up students from their neighborhood school and transport them to the Billings Multilingual Academy located at the Lincoln Center. Transportation is a privilege and should be treated as such. Students should board and exit the bus in a safe, respectful manner. While the bus is moving students should remain seated at all times following the instructions of the bus driver. Students not meeting the transportation safety protocols could lose their privilege of riding the shuttle bus.

As a reminder, please be aware of the following expectations when traveling on a school bus:

- **Be Respectful**- Appropriate language and inside voices while traveling
- **Be Responsible**- Wait your turn to enter and exit the bus. When in the bus, stay secured in your area on the bus
- **Be Safe**- Ensure your actions allow the bus driver to get you to your destination safely
- **Be Kind**- Be kind to yourself, others around you, and your space

Any inappropriate behavior reported to the school will result in consequences. Please do your part to allow all students to get to and from the BMA safely.

School Safety:
In the event of an emergency within our building, students will follow the direction of their teacher. If students are needing to exit the building because of an emergency during an unstructured time (before school, passing period), they will seek out their teachers on the sidewalk.

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If our campus needs to be evacuated for safety purposes, students will be evacuated to an alternate location. School staff will notify parents of this location once students are evacuated safely. Students and staff will remain at this alternate site until the Superintendent and safety officials have assessed the situation.

School Issued Materials:
The school furnishes individual school-issued materials. Students are responsible for those books and must pay for lost, damaged or stolen books. We will have a guideline for replacement and for assessing fines. Fines and/or fees will be entered into PowerSchool.

Students/parents are responsible for covering the cost of lost/stolen/damaged supplies checked out or loaned to students.

Checking Students Out:
If you wish to check your student out during the school day for any reason, you must come to the main office at the BMA and check your student out with the secretary.

Attendance Protocol:
At Billings Multilingual Academy, attending school regularly and being on time for classes is necessary for students to be successful in the classroom as well as developing good habits for future endeavors.

- **Parents will call or email the attendance office before 9:00 am if it is necessary for your student to miss class/school.**
    - The following are examples of <u>excused</u> absences:
        - Illness confirmed by a doctor, family emergencies, court appointments, school-sponsored events, or other absences approved by school administration.
- An unexcused absence will be issued to the student until a medical or other applicable note is provided. Administration has final discretion regarding whether a student's absence is considered excused or unexcused.
- Research shows that chronic absences, excused or unexcused, often have a negative impact on learning. **Ten absences in a school year are considered excessive and may result in attendance notification.**
- If you are tardy in the morning, report directly to the office. Chronic tardiness, excused or unexcused, will result in appropriate disciplinary action.

Attendance Success Plan:
Regular attendance is one of the strongest predictors of student success. Students who attend school consistently are more likely to earn credits, stay on track for graduation, and successfully transition back to their neighborhood school.

When attendance concerns arise, Billings Multilingual Academy will work with students and families to identify barriers and develop solutions.

Attendance Intervention Process:
<u>3 Absences</u>

- Counselor check-in with student.
- Attendance concerns reviewed.
- Support strategies discussed.

<u>5 Absences</u>

- Parent/guardian contacted.
- Attendance conference may be scheduled.
- Student attendance goals established.

8 Absences
- Formal Attendance Improvement Plan developed.
- Student, family, and staff collaborate on attendance supports.
- Progress monitored regularly.

10 Absences
- Attendance reviewed in accordance with district policy.
- Program placement may be evaluated.
- Additional interventions or consequences may apply.

Students are encouraged to communicate with staff when challenges arise so support can be provided before attendance becomes a barrier to success.

Tardy Protocol:
Bell to bell instruction is our priority for students. It is important for students to arrive on time and be prepared for class. The BMA is extremely small which promotes students being on time to class. When a student receives his/her third tardy to a class, the following consequences will be initiated:
- **3rd Tardy**- Contact made with parent by teacher and detention arranged with teacher
- **4th Tardy**- Detention and parent phone call by student or administrator
- **5th Tardy**- Office Referral with assigned detention and parent meeting

Passing Time:
We ask students to take care of personal needs (bathroom, getting needed items, using the phone, etc.) during their passing time. Instructional time in class is very important, therefore students will request permission for emergency bathroom breaks.

*At every class change, students are given two minutes to pass.

Parent Teacher Conferences:
Billings Multilingual Academy will hold student-led parent-teacher conferences after the first six-week grading period. In addition, parents are encouraged to schedule and attend conferences any time throughout the school year should a need arise. Meetings can include a single teacher or the whole team. Please call administration or the school counselor to schedule a meeting.

Request to Problem Solve:
Sometimes, as a parent or legal guardian, you may feel like your student is struggling to achieve academically or behaviorally at school. **Your first step is to have your child work with the teacher to solve an issue they may have in that class (i.e.- missing assignment, missed test, etc). If unsuccessful, you may contact your student's teacher(s) to seek ways in which you may collaborate to help your student succeed.** If the academic or behavior need is more significant, students are identified by the staff at Billings Multilingual Academy and interventions are provided to support progress towards expected outcomes through a systematic approach. However, there are rare instances when you, as a concerned parent or legal guardian, need to partner with the administration team. If this is you, please continue reading to find out what you can do to request additional assistance for your student to achieve academic and/or behavioral success.
Report Cards:

Billings Multilingual Academy operates on a semester grading period. Every six weeks, as indicated on the school calendar, grades will be reflected in PowerSchool for parents to view. Formal report cards are issued twice a year for each semester, and are mailed to the current custodial address listed in PowerSchool.

Homework:
Teachers may assign homework and allow class time to work on assignments. Homework is usually the result of not finishing a class assignment in the allotted time during class. Teachers do not arrive until 7:30 so if you need assistance from a specific teacher you must have it pre-arranged. Please contact the teacher via email if you have questions regarding homework or assignments.

Our students are expected to complete all assignments so that they are ready for assessments of their knowledge. PowerSchool keeps track of assignments, current grades, and missing assignments. Please use the student and parent account to monitor progress in assignments and grades. Classwork can be viewed in Google Classroom, or Clever, which is accessed through your student's district-issued email account.

Cheating/Copying:
Students are expected to do their own work. Students who copy off of another student's paper, use resources but do not cite and credit the original author, re-use another student's paper or lend their paper to others will be disciplined for academic dishonesty. The use of Artificial Intelligence (AI) is also a form of cheating/plagiarism and will be handled in the same manner.

- **1st Offense –** The grade will be recorded as a zero, but the student will have the opportunity to redo the assignment. It is up to the discretion of the teacher to adjust the grade accordingly.
- **Further Offenses –** Zero on assignment, receive after school detention.

School Counseling Services:
The school counselor is a part-time guidance specialist who provides counseling and informational services. The counselor will make every effort to stay connected. If a student wishes to speak to the counselor they can request a meeting by email. Parents, too, may contact the counselor for an appointment or set up a time to meet with their student's team of teachers. The counselor is very sensitive to the personal needs of students and families.

BMA Library:
Students may access library resources at their neighborhood school.

BULLYING

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

Bullying as defined by the Anti-Bullying Alliance is:

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

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

Students who violate this policy will face disciplinary action. Depending upon the severity of the offense,

consequences will range from detention, to in-school suspension, out of school suspension or expulsion. *(See Policy 3210 and the Harassment/Intimidation/Bullying* Incident *Reporting Form)*

SEARCHES

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

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, parking lots), as well as personal effects 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 on school property and in school buses to ensure the health, welfare, and safety of all staff, students, and visitors.

The school district also utilizes vape detectors to detect the usage of vaping devices on school grounds.

School authorities may search a student or a student's personal effects in a student's possession when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules.

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

A student on school property or at a school sanctioned event does not have the right of refusal to be searched. *(See Policy 3204 and 3204 P-1 through P-3)*

STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT

All students in the District are guaranteed rights under federal and state law appropriate to their age and maturity. However, with these rights come responsibilities. Students are expected to exercise their rights in a way that respects the rights of others and does not disrupt the school environment. The District may discipline students who violate others' rights, school policies, or rules either on school property or at any school-related event.

Students are responsible for contributing to a safe, respectful, and orderly learning environment. This includes attending school regularly, responding to staff directions, cooperating with others, and refraining from disruptive, violent, or abusive behavior. Actions such as bullying, harassment, fighting, profanity, vandalism, theft, cheating, or possession of dangerous items, drugs, alcohol, or tobacco are strictly prohibited. Students must also avoid threats, including bomb or hazardous substance hoaxes, and respect school property.
All students must follow the District's policies and directions from staff and administrators. Failure to meet these responsibilities will result in disciplinary action. Each student plays a role in maintaining a safe, respectful, and effective educational setting.

BEHAVIORAL EXPECTATIONS

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	Be Respectful	Be Responsible	Be Safe	Be Kind
Classroom	Follow Expectations	Be on time Bring appropriate materials	Handle materials with care Listen to adult directions	Cooperate with others Respect others' differences
Hallways	Use inside voices Use appropriate language	Go directly to your destination Keep halls clean	Walking feet Keep hands and feet to self	Help others in need Use your manners
Bathrooms	Go, Flush, Wash, Leave Use bathroom supplies appropriately	Report vandalism	Wash hands with soap and water Be mindful of others privacy	Keep facility clean Throw trash in garbage
Common Areas (Gym, Office, Entrances)	Appropriate language	Clean up after yourself	Keep hands and feet to self	Use your manners
School Bus	Small group voice level	Clean up your space	Stay in your seat	Have appropriate conversations

Middle and high school students are in the process of learning appropriate behaviors that ensure the safety of learning for all. Depending on the severity of the offense, an administrator may impose any level of disciplinary action that is warranted to ensure an orderly educational atmosphere and eliminate health and safety risks. Below, you will find examples of behaviors that are addressed by our school staff, and may result in consequences:

Minor Behaviors:	**Major Behaviors:**
● Disrespect: Rude or dismissive language or actions ● Physical Contact or aggression: inappropriate but not serious (tripping, horseplay, etc.) ● Defiance ● Cell phones including airpods ● Teasing, name calling, or deliberately annoying peers ● Dress code	● Destruction of Property ● Disorderly Conduct ● Insubordination ● Attendance/Truancy ● Profane language, gestures, or written messages ● Public display of affection ● Possession, use or distribution of drugs or alcohol, including nicotine ● Assault ● Fighting

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● Disrupting class: Low intensity, brief ● Sleeping ● Property Misuse: Low intensity ● Unprepared for class ● Off-task: hallway, bathroom, or classroom ● Inappropriate technology use: Low intensity	● Harassment, intimidation, bullying, threat, sexual contact ● Racial, sexual, or derogatory slurs ● Property offenses ● School threat ● Weapons ● Inappropriate technology use: High intensity

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Administrative procedure is to investigate all reports of inappropriate behavior (including HIB) and take appropriate action based on confirmable evidence.

"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." MCA 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.

Detention/Suspension:
Depending on the severity of the offense, an administrator may advance to any level of disciplinary action that is warranted to promote and ensure an orderly and safe educational atmosphere in the school.

After-School Detention:
Parents and students will be given 24 hours advance notice of the detention; however, it may be served on the same day with parental consent. Further consequences may be assigned if the student fails to attend or comply with ASD expectations.

In-School Suspension:
Students may receive In-School Suspension (ISS) for any amount of time allotted during the regular school day due to inappropriate behaviors.

A student who is serving ISS is responsible to remain on task and complete assigned work.

Out-of-School Suspension:
All Out-of-School Suspensions (OSS) will be assigned to the Journey Center unless otherwise noted by the school administrator**. Parents are responsible for transporting their students to and from the Journey Center (Lincoln Center) on the days assigned.** Students who are serving an OSS are not allowed on any Billings Public School property (except the Journey Center) or any activity from the time of his/her suspension until he/she is allowed to return to school.

Prohibited items may result in confiscation and possible discipline

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Student cell phones, iPods, or other electronics with Internet access are to be stored in the teacher designated area during class. If students have their phones out during the school day, they will be asked by any adult in the building to turn over their phone to that adult. The adult takes the phone to the office, where the student picks it up at the end of the school day.

Any time a device is confiscated by a staff member, it will be sent to the office with the student's name where the phone will be stored. Consequences will occur with repeated offenses as follows:

- 1st offense: Pick up phone at the end of the day
- 2nd offense: Phone will be picked up at the end of the day along with a lunch detention.
- 3rd offense: Phone will be picked up at the end of the day by parent or guardian along with after school detention.
- 4th offense: Phone will be picked up at the end of the day by parent or guardian along with after school detention. A conference will take place with the family and administration to establish a plan.
- Further Offenses: Subject to administrator discretion as per the Billings Public Schools District Acceptable Use Policy.

Current research shows that students of this age struggle with self-control to avoid looking at and responding to the phone at every ding and chirp throughout the day. The distraction to learning and social development is impeded on when devices are readily available. If you would like to research this topic more, please view https://www.awayfortheday.org/ for more information.

VANDALISM

Billings Multilingual Academy prohibits writing/graffiti on and damage/destruction of any items that do not solely belong to the student. Any personal writing or artwork is subject to school rules and standards of good taste/appropriateness. Vandalism is a punishable offense. **This includes desks, chairs, and/other other areas.**

DRESS CODE

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

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of disruption. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. (Policy 3203)

Universal Dress Code Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear must have a sole that would be appropriate for inclement weather in case of an emergency.

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

- Intentionally show chest, stomach, and/or private parts. Clothing must cover private parts, chest, and stomach (no see-through material).
- Contain pornographic images, threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or promote gang activity.
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Cover the student's face to the extent that the student is not identifiable including sunglasses, hats, and hoodies.

Enforcement:

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

CLUBS AND ACTIVITIES

Students may participate in clubs, activities, and sports at their neighborhood school. For more information please visit with the BMA principal or the neighborhood school main office staff.

Sportsmanship:
We encourage all students to support your schoolmates in academic and athletic endeavors by attending scheduled events at our school and neighboring schools. **You are expected to display good sportsmanship and show your support by cheering positively for our participants, NOT against other teams/participants.** If you choose to display unsportsmanlike behavior, you may be asked to leave the gym/school, will not receive a refund and may have further disciplinary action.

POLICY 3210 HARASSMENT, INTIMIDATION, AND BULLYING

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:
Harassment, intimidation and bullying are defined by 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:

- 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;
- 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
- Substantially disrupts the orderly operation of the school.

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.

Retaliation is defined as an act or communication that is intended:

- As retribution against a person who has reported an incidence of bullying, harassment, intimidation, hazing or other prohibited discrimination; or
- 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 con- tact 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.

"Persistent" may consist of repeated acts against a single student or isolated acts directed against a student or a number of different students.

"HIB" means harassing, intimidating, bullying, hazing and/or retaliatory conduct that is prohibited by this District policy.

"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.

"Sexting" means sending sexually explicit messages or photographs by way of electronic communication, such as sending a text message with a sexual image.

"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.

"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.

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:

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

Title IX Compliance:

BMA Compliance Liaison: Crystal Knutson, Guidance Counselor, 406-281-5107

Billings Public Schools affirms that all students, staff, parents, legal guardians, volunteers, visitors, and members of the public shall have an equal opportunity to participate in, and accrue the benefits of all educational programs or activities provided by the district. The District has appointed a coordinator to assist any employee, student, parent, or legal guardian with a Title VII/Title IX/Section 504/Title II ADA concern. Inquiries about these concerns may be referred to Dr. Jeril Hehn, Billings Public Schools, 415 North 30th Street, Billings, Montana, 59101, or call (406) 281-5994.

POLICY 3240 TOBACCO FREE SCHOOLS

As it is a medical fact that the use of tobacco and related substances is a major health hazard, the Board of Trustees of School District No. 2 hereby institutes a "tobacco free" policy in all schools, school functions, and school activities. Use of tobacco by minors is also against the law. It is the belief of the Board that staff modeling is critical to the educational process and that this policy supports our instructional expectations and curriculum. Since it is also a medical fact that passive smoke consumption can be as life threatening as

active smoke consumption, the Board of Trustees hereby directs that all buildings utilized by School District No. 2 shall be "tobacco free," in order to ensure that all students, staff, and public alike within school buildings shall be free and protected from passive smoke exposure. Students who use tobacco on school premises, at school functions, or during school activities are subject to discipline.

POLICY 3250 GUN FREE SCHOOLS

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school premises or at a school-related function or activity, except as provided below, shall be suspended or expelled for a period of not less than one calendar year unless modified by the Superintendent on the basis of facts determined through the hearing process, as set forth in the District discipline policies below. In accordance with the provisions of the Gun Free School Zones Act, 18 USC 922(q), students and other authorized persons may bring unloaded firearms onto school property for use in instructional activities that have prior written permission of the District Superintendent. At the conclusion of the activity, the firearms must be immediately removed from school property. No student shall possess any firearm, without authorization, on school premises, on the way to and from school or school activities, or during intermission or recess, or any school function or activity. Violation of this provision shall result in discipline up to and including expulsion. All students charged with violation of this procedure shall have the right to a hearing. The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or which can reasonably be considered, or looks like, a firearm. The Superintendent shall develop a process to notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building or on school premises. In addition, the District will refer for possible prosecution a responsible adult of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school. The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law. This policy in no instance applies to law enforcement officers and other officials provided for in law. The Superintendent may grant persons and entities advance permission to possess, carry, or store a weapon in a school building.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

Notification to Parents and Students of Rights Concerning a Student's School Records

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record shall include: the name and address of the student; the name and address of the student's parent or guardian; the student's birth date; the student's academic work completed; the student's level of achievement (grades, standardized achievement tests); the student's immunization records as per 20-5-506, MCA; the student's attendance data; and a record of any long-term suspension or expulsion. The cumulative record may include: intelligence and aptitude scores; psychological reports; achievement test results; participation in extracurricular activities; honors and awards; teacher anecdotal records; verified reports or information from non-educational persons; verified information of clear relevance to the student's education; information pertaining to release of this record; and disciplinary information.

The Family Educational Rights and Privacy Act (FERPA) grants parents or guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records, within a reasonable time from the day the

District receives a request for access.

2. The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

6. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

MCA 20-7-120

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum, Billings Public Schools continues to follow MCA 20-7-120 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. Montana law also deems some content to be opt-in only, in which case appropriate notice will be sent home. 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 the curriculum.

MCKINNEY VENTO ACT

School staff are key team members in helping students dealing with unstable housing or homelessness in getting the tools and support they need to succeed in school. Housing instability and homelessness can cause many struggles for children and teens, especially in school. Because students and families may not want to share information about such difficult situations, school staff members can play an important role in helping to identify and support students who may be experiencing homelessness. Additional information may be found in board policy 3125.

ALL DISTRICT HANDBOOK NOTICE

For more information on the Billings Public District Student Handbook and Policy, please click here to access on the SD2 website.