

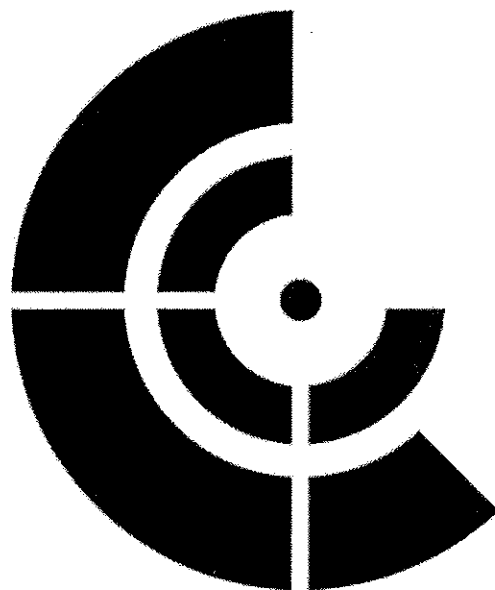
2018-2019

**3723 Central Ave
Billings, Mt.59102
281-5340**

The Career Center is dedicated to providing Billings's area students with an education that explores and enhances vocational, technical, and academic skills to promote critical thinking, self-discipline and responsible citizenship.

WE BELIEVE IN THE INTEGRATION OF ACADEMIC AND CAREER AREAS

STUDENT HANDBOOK



BILLINGS CAREER CENTER

Billings Public Schools
2018-2019-Approved 4-20-15 Updated 5-23-18

AUGUST 2018						
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	P	P	P	20	24	25
26	27	28	29	30	31	

7

SEPTEMBER 2018						
Su	M	T	W	Th	F	Sa
						1
2	*	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

19

OCTOBER 2018						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	P	P	20
21	22	23	24	25	26	27
28	29	30	31			

21

NOVEMBER 2018						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	PTC	PTC	PTC	10
11	12	13	14	15	16	17
18	*	*	*	*	*	24
25	26	27	28	29	30	

19

DECEMBER 2018						
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	*	*	*	*	*	29

15

JANUARY 2019						
Su	M	T	W	Th	F	Sa
		*	2	3	4	5
6	7	8	9	10	11	12
13	P	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8 13

1st Sem = 89 days

21

FEBRUARY 2019						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	*	9
10	*	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

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MARCH 2019						
Su	M	T	W	Th	F	Sa
					*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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APRIL 2019						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	P	9	10	11	*	13
14	15	16	17	SD	*	20
21	*	23	24	25	26	27
28	29	30			18	

18

Graduation Dates

Senior - 10:00 - May 26
 West - 2:00 - May 26
 Skyview - 6:00 - May 26

2nd Sem = 91 days

MAY 2019						
Su	M	T	W	Th	F	Sa
			1	2	*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	*	28	29	30	*	

21

Note: Wed. Nov. 7 is Parent Teacher Conferences for Elem. and PLC for MS & HS



ACT ACT & Pro-ACT - only sophomores and juniors attend for testing.

JUNE 2019						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

21

○	Middle School Parent Teacher Conferences	October 11 & 12
○	Wed. Professional Learning Community Meetings - School Dismissal - 1 hour earlier than normal time.	NOTE: Wednesday PLC's replace the former elementary and middle school 1/2 days
○	First and Last Day of School	Aug. 23 & May 31
Last Day of School - May 31st is early release for elementary, middle school and high school		
*	Elementary, End of Trimester	Nov. 19, Feb. 28, May 31
SD	Snow Day - This will be a vacation day unless we are required to make up a school day lost due to poor weather earlier in the year. If we are required to make up a day, this vacation day will become a required day of attendance.	
P	PFR Days	Aug. 20 - 22, Oct. 18-19, Jan. 14, Apr. 8
PTC	Elementary Parent Teacher Conferences	November 7, 8, and 9
*	Vacations or Holidays	Sept. 3, Nov. 21-23, Dec. 24-26, 31, Jan. 1, Feb. 8, 11, Apr. 18, 19, 22, May 3, May 27 (Total - 16 days)
*	Six-Week Grading Period HS & MS	Oct. 5, Nov. 20, Jan. 11, Mar. 1, Apr. 12, May 31
	High School Semester Testing - Early Release - 12:40pm	Jan. 10, 11, May 30, 31

Monday, Tuesday, Thursday and Friday

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BILLINGS CAREER CENTER BUS AND CLASS SCHEDULES - 2018-2019

Period 1 7:55 - 8:48

Period 2 8:53 - 9:47

Period 3 9:52 - 10:45

Lunch 10:45 - 11:45

Period 4 11:55 - 12:48

Period 5 12:53 - 1:47

Period 6 1:52 - 2:45

A.M. Bus Schedule - students traveling to the Career Center

Senior departs @ 7:30 - arrives @ CC 7:50

West departs @ 7:30 - arrives @ CC 7:40

Skyview departs @ 7:10 - arrives @ CC 7:45

Lunch Bus Schedule - students returning to their home school

Departs CC for Senior @ 10:50 - arrives @ 11:05

Departs CC for West @ 10:50 - arrives @ 11:00

Departs CC for Skyview @ 10:40 - arrives @ 11:10

**(Skyview bus students dismissed at 10:35)*

P.M. Bus Schedule - students traveling to the Career Center

Senior departs @ 11:35 - arrives @ CC 11:50

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

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

After School Bus Schedule - students returning to their home school

Senior departs @ 2:50 - arrives @ 3:05

West departs @ 2:50 - arrives @ 3:00

Skyview departs @ 2:35 - arrives @ 3:05

**(Skyview bus students dismissed at 2:30)*

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W e d n e s d a y E a r y O u t - P L C

BILLINGS CAREER CENTER BUS AND CLASS SCHEDULES - 2018-2019

Period 1 7:55 - 8:40

Period 2 8:45 - 9:30

Period 3 9:35 - 10:20

Lunch 10:20 - 11:26

Period 4 11:26 - 12:09

Period 5 12:14 - 12:57

Period 6 1:02 - 1:45

PLC 2:15 - 3:15

A.M. Bus Schedule - students traveling to the Career Center

Senior departs @ 7:30 - arrives @ CC 7:50

West departs @ 7:30 - arrives @ CC 7:40

Skyview departs @ 7:10 - arrives @ CC 7:45

Lunch Bus Schedule - students returning to their home school

Senior dismiss all students @ 10:15 - Bus departs CC @ 10:20 - arrives @ 10:35

West dismiss all students @ 10:20 - Bus departs CC @ 10:25 - arrives @ 10:35

Skyview dismiss bus students @ 10:10 - Bus departs CC @ 10:15 - arrives @ 10:45

Skyview dismiss drivers @ 10:15

P.M. Bus Schedule - students traveling to the Career Center

Senior departs @ 11:06 - arrives @ CC 11:21

West departs @ 11:06 - arrives @ CC 11:16

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

After School Bus Schedule - students returning to their home school

Senior departs @ 1:50 - arrives at 2:05

West departs @ 1:50 - arrives at 2:00

Skyview departs at 1:35 - arrives at 2:05

**(Skyview bus students dismissed at 1:30)*

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BILLINGS CAREER CENTER

VOCATIONAL-TECHNICAL EDUCATION OPPORTUNITIES

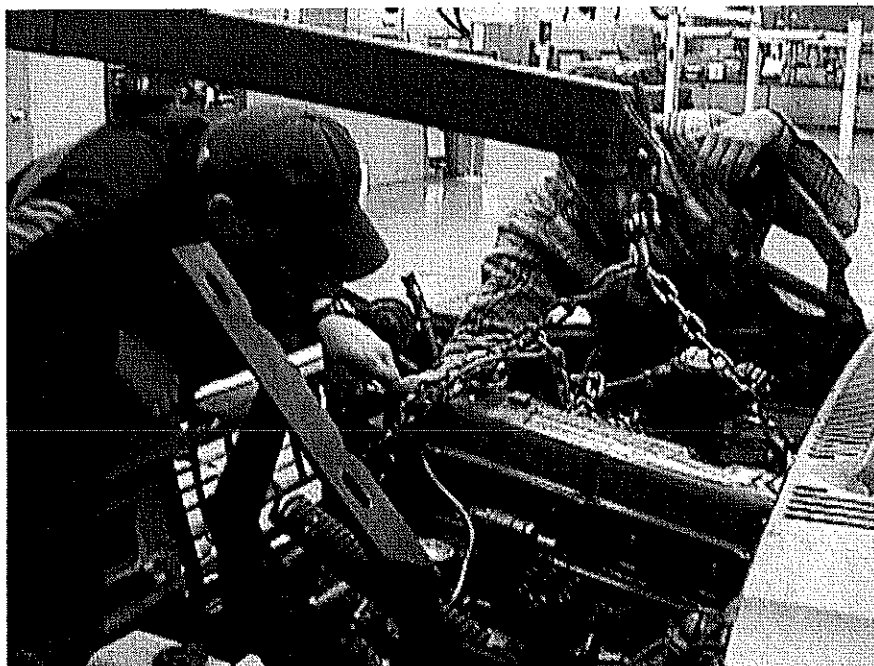
Did you know that while in high school you can build a house, repair automobiles, and teach pre-kindergarten children? You can, and you may also learn: digital photography, advertising skills, electrical/electronics, welding, machining, web page design and animation. In addition, you can study interior decorating, work in a greenhouse, develop culinary art skills, study the medical field, prepare to be an engineer, and lots more.

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

The Career Center has many partnerships with numerous colleges. MSU Bozeman, City College – MSU-Billings, MSU-Billings, Gallatin College, Northwest College in Powell Wyoming and Sheridan Community College in Sheridan Wyoming are just some examples of these partnerships. The colleges allow Career Center 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, Interior Design, Web Page Design, EMT, College Medical Terminology, College Basic Human Biology, Automotive, Math and English with our partner schools MSU-Billings, City College – MSU-Billings and Gallatin College. AP Psychology is also offered at the Career Center. Please see our Career Center counselor for more information on these great opportunities.

You can also visit us on line at <http://www.billingscc.org/>

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



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

Administration

Scott Anderson, Director 281-5343
Darwin Schaaf, Assoc Director 281-5383
Dave Cobb, Exec Director 281-5120

Counselor

Steve Wilson 281-5386
Janet Tsiguloff 281-5773
Main Office 281-5340

Secretarial

Miss Ciana DeSousa 281-5344
Mrs. Annie Stinson 281-5385 = Attendance
Mrs. Leslie Converse 281-5342

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 students learning experience.

Dear Parents and Students:

The Billings Career Center proudly opens its doors for the 43rd year. The Billings Career Education 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 visitors pass)

Scott Anderson, Director of the Career Center
Darwin Schaaf, Associate Director of the Career Center

School District # 2 REQUIREMENTS FOR GRADUATION

English	4 Credits
Math	2 Credits
Science	2 Credits
Social Studies	3 Credits
Visual or Performing Arts	1 Credit
Practical Arts	1 Credit
Health Enhancement	1 Credit
Electives	7 Credits

Each student must have 14 credits of the above listed requirements, an additional 7 elective credits to equal the required 21 credits and also have eight (8) full semesters of attendance to be eligible for graduation from Billings School District #2

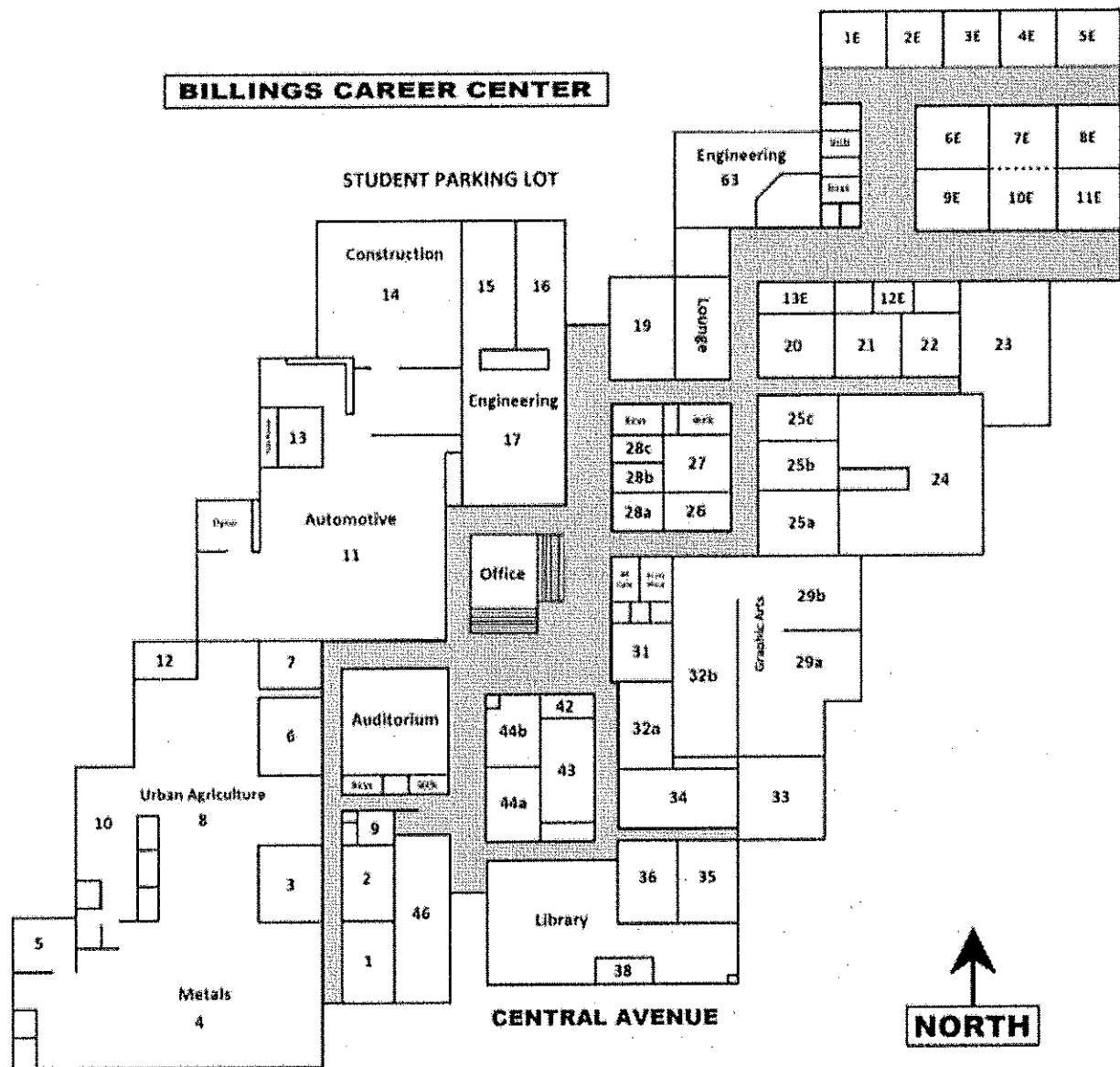
Check your Home School catalog for more details on graduation, weighted grading, GPA, and valedictorian criteria.

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

****Student Handbooks****

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

Teachers and Staff		Phone	Room
Main Number		281-5340	
Annie Stinson	Attendance	281-5385	28 C
Scott Anderson	Director of Career Center	281-5343	Office
Dar Schaaf	Associate Director of Career Center	281-5383	28 B
Thomas Abfalter	Head Custodian	281-5388	
Ken Adams	Automotive	281-5363	25C
Martin Alberson	Construction Tech	281-5354	14 & House
Eric Anderson	Engineering	281-5380	63
Kirby Anderson	Animation / Web Design / Exploring Visual Media	281-5367	29
Allan Audet	Metals / Machining	281-5349	3
Leslyn Ayers	Early Childhood Education	281-5357	21
Darby Bigelow	Math	281-5395	3 East
Marianne Bradley	English	281-5777	2 East
Kassy Breshears	Student Support Services	281-5192	12 East
Dan Charlton	English	281-5374	36
Lorrie Charlton	Academic Center / Special Education	281-5375	38
Rusty Clark	Botany / Urban Ag / Horticulture / Intro to Ag	281-5351	7
Leslie Converse	Secretary	281-5342	Main Office
Janna Curtiss	Special Education Construction	281-5354	14
Linda Dahnke	Study Hall	281-5155	Auditorium
Mary Deschmeemaker	World History / American History	281-5372	20
Ciana DeSousa	Secretary	281-5344	Office
Jeff Fronk	Parking Lot Attendant	281-5387	28 C
Josh George	Automotive	281-5382	25 B
Denise Grewell	Library	281-5345	53 Library
Lori Guenther	Instructional Aide	281-5375	38
Constance Haan	Medical Sciences	281-5350	10 East
Angela Hammang	Biomedical Sciences / Physics	281-5776	8 East
Scott Hanson	JMG / Online Learning	281-5359	6
Charles (Rich) Honea	Automotive	281-5376	25 A
Bill Jensen	Culinary	247-3036	A056 City College
Ernest (Kenny) Johnson	Options	281-5153	44 B
David Jones	American History / Government / Psychology	281-5377	4E
Gene Kehm	Instructional Aide	281-5354	14
Cindy Keller	Preschool Coordinator	281-5362	24
Frank Kemkes	AP Psychology/Psychology /Government /Am. History	281-5346	1
Deni Oltrogge	English	281-5378	34
Dwight Larson	Automotive	281-5366	27
Tamara Larson	Inter. Design	281-5371	33
Steve Lehman	Technical Geom / Math / Geom in Const	281-5352	12
Jennifer Lohof	Graphics / Print Photo	281-5368	29
David Maier	Math	281-5353	9 East
Christine Malchuski	Online Learning / Geometry	281-5398	46
Beau Malia	Instructional Aide	281-5375	38
Ronda McManus	Technology Specialist	281-5393	Library East
Katie Meier	Med Careers / EMT	281-5373	19
Greg Meisenheimer	Construction	794-6196	14 & House
Claire Mikeson	English	281-5396	43
Wanda Morales	English	281-5776	35
David Powell	Geometry in Construction Aide	281-5352	12
Jeff Richter	SRO	281-5154	Office
Sally Robinson	Biology / Honors Biology	281-5397	9 East
Chrissy Rossow	Math	281-5389	1 East
Sue Runkle	Homeless Liaison	281-5773 or 281-6719	42
Jerel Schaff	Computer Tech / AVA	281-5365	26
Christine Simonsen	Human Body Systems / Bio Med	281-5347	11 East
Annie Stinson	Attendance	281-5155	28C
Libby Tollefson	American History / Online Learning	281-5394	44 A
David Tolton	Electrical / Electronics / Engineering	281-5355	16
Melissa Tschetter	Online Learning	281-5359	46
Janet Tsiguloff	HiSet Options / Transitions Counselor	281-5773	42
Michael Wagner	Metals / CNC Machining	281-5381	2
Shirley Waldron	Spec Ed Pre-School	281-5361	23
Russell Walks	Design Adv / Design Layout	281-5369	29
Lori Wilson	Early Childhood Education	281-5358	22
Steve Wilson	Counselor	281-5386	28 A
Joshua Wise	Graphics/Print Photo & Animation/Exploring Digital Media	281-5370	32
Rimrock Counselor TBD	Student Support Service	281-5156	12 East



Attendance (Mrs. Stinson) 28 C
 Adams, Ken 25 C
 Anderson, Eric 63
 Anderson, Kirby 29 B
 Anderson, Scott Office
 Audet, Allan 3
 Auto Lab 13
 Ayers, Leslyn 21
 Bigelow, Darby 3 East
 Bradley, Marianne 2 East
 Breshears, Kassy 12 East
 Charlton, Daniel 36
 Charlton, Lorrie 38
 Clark, Russ 7
 Conference Room 13 East
 Curtiss, Janna 14
 Dahnke, Linda Auditorium
 Descheemaeker, Mary 20
 Fronk, Jeff 28C
 George, Josh 25B
 Grewell, Denise Lib/53

Haan, Constance 10 East
 Hammang, Angela 8 East
 Hanson, Scott 6
 Honea, Rich 25 A
 Jensen, Bill City College A056
 Johnson, Kenny (Ernest) 44 B
 Jones, David 4E
 Keller, Cindy 24
 Kemkes, Frank 1
 Larson, Dwight 27
 Larson, Tamara 33
 Lehman, Steve 12
 Lohof, Jennifer 32B
 Maier, David 5 East
 Malchuski, Christine 46
 McManus, Rhonda 53
 Meier, Katie 19
 Meisenheimer, Greg House/ 14
 Oltrogge, Deni 34
 Morales, Wanda 35
 Mikeson, Claire 43

Richter, Jeff Office
 Rimrock Counselor 12E
 Robinson, Sally 9E
 Rossow, Chrissy 1 East
 Runkle, Sue 42
 Schaaf, Dar 28 B
 Schaff, Jerel 26
 Simonsen, Christine 11 East
 Donna Christie Café
 Tollefson, Libby 44A
 Tolton, David 16
 Tschetter, Melissa 46
 Tsiguloff, Janet 44B Office
 Transitions Conference Room 7
 Wagner, Michael 2
 Waldron, Shirley 23
 Walks, Russell 29 A
 Wilson, Lori 22
 Wilson, Steve 28 A
 Wise, Joshua 32 A
 Workforce Room 12E

COURSE	COURSE OFFERINGS TIME	LENGTH
Animation Lab	1 hour block	2 semesters
Automotive (College Credit Opp)	1, 2 or 3 hour block	4 semesters
Biomedical Sciences	1 hour block	2 semesters
Botany/Urban Ag.	2 hour block	2 semesters
CNA Certified Nurse Assistant	1 hour block	1 semester
College Basic Human Biology (College Credit Opp)	1 hour block	2 semesters
College EMT (College Credit Opp)	1 hour block	2 semesters
College Medical Terminology (College Credit Opp)	1 hour block	1 semester
Construction Technology or Special Ed Const	3 hour block	4 semesters
Culinary Arts	2 hour block	2 semesters
Design- Advert./Layout	2 hour block	1 semester
Digital Photography	1 hour block	1 semester
Digital Illustration	1 hour block	1 semester
Early Childhood Ed (College Credit Opp)	2 or 3 hour block	2 semesters
Elementary Internship	3 hour block	1 semester
Electrical/Electronics	2 hour block	4 semesters
Engineering	1 hour block	10 semesters
Exploring Visual Media	1 hour block	1 semester
Geometry in Construction	1 hour block	2 semesters
Graphics/Print Photo	2 hour block	1 semester
HiSet/Options	3 hour block	1 and/or 2 semesters
Horticulture	1 hour block	2 semesters
House Construction	3 hour block	4 semesters
Home/Interior Design (College Credit Opp)	2 hour block	2 semesters
Human Body Systems	1 hour block	2 semesters
Introduction to Ag, Food & Natural Resources	1 hour block	2 semesters
Jobs For Montana's Graduates	1 hour block	2 semesters
Machinist Technology/CNC Machining	1 hour block	3 semesters
Manufacturing Tech/Welding (College Credit Opp)	2 hour block	4 semesters
Medical Careers	2 hour block	1 semester
Medical Interventions	1 hour block	2 semesters
Transportation and Logistics Internship	1, 2 or 3 hour block	2 semesters
Web Page Design (College Credit Opp)	1 hour block	1 and/or 2 semesters
ACADEMICS		
Algebra I	1 hour	2 semesters
Algebra II	1 hour	2 semesters
Biology I	1 hour	2 semesters
Honors Biology I	1 hour	2 semesters
College Algebra (College Credit Opp)	1 hour	1 semester
English I	1 hour	2 semesters
Honors English 1	1 hour	2 semesters
English 2	1 hour	2 semesters
Honors English 2	1 hour	2 semesters
English 3	1 hour	2 semesters
English 4	1 hour	2 semesters
English 4/Technical Writing (College Credit Opp)	1 hour	2 semesters
AP English Language	1 hour	2 semesters
College Writing / English 4 (College Credit Opp)	1 hour	2 semesters
Geometry	1 hour	2 semesters
Honors Geometry	1 hour	2 semesters
College Technical Math (College Credit Opp)	1 hour	1 semester
College Extended Technical Math (College Credit Opp)	1 hour	1 semester
College Math for Healthcare (College Credit Opp)	1 hour	1 semester
Physics I	1 hour	2 semesters
Precalculus	1 hour	2 semesters
Psychology (Senior Social Studies)	1 hour	1 semester
AP Psychology	1 hour	1 semester
Technical Geometry	1 hour	2 semesters
United States History	1 hour	2 semesters
United States Govt.	1 hour	1 semester
World History	1 hour	2 semesters

MEDICAL AUTHORIZATION CARDS

You will be asked to complete and return a medical authorization and permission for treatment form (See page 81)

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 / Technology Student Association (TSA) / Student Advisory Council. You are encouraged to join the organization(s) of your choice.

Billings Public Schools Grade Scale K-12

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

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

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

IN = Incomplete or No Grade = F

P = Minimum achievement with commended effort = D

Grade points per credit

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

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

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

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

REQUIRED COURSE READINGS:

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

STUDENT IDENTIFICATION CARDS:

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

HOW-TO-STUDY SUGGESTIONS

Knowing how to study will:

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

Use these rules as a guide:

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

Cheating / Plagiarizing Resources of Materials

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

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

GENERAL GUIDELINES

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

Administrative Discretion:

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

STUDENT SERVICES OFFICE

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

SPECIAL NEEDS REFERRAL

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

TITLE IX

HR Executive Director -- Katie Nordstrom: Title IX Sexual Harassment Coordinator School Dist #2 281-5039 415 N 30th St. Billings 59101

Career Center Title IX Sexual Harassment Coordinator -- Mrs. Jennifer Lohof 281-5368

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

SAFETY PRACTICES

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

SAFETY GLASSES / HEARING PROTECTION

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

FIRE DRILLS/EMERGENCY EVACUATION

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

ASSEMBLIES

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

BULLETIN BOARDS

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

PHONE CALLS

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

DRESS AND APPEARANCE

District 2 Policy 3203, Procedure 3203-P1

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

DRESS CODE

A good guideline is to dress in a manner that would be acceptable in the "professional" and "craft" job settings. Any other type of dress may be questioned and consequences assigned as necessary.

STUDENT CONDUCT

District 2 Policy 3200

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

STUDENT PHOTOGRAPHS/INFORMATION

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

STUDENT RIGHTS AND RESPONSIBILITIES

Dist # 2 Policy 3200

1. The Right To Learn

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

2. Responsibility for Academic Work

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

3. Responsible Student Conduct in School

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

Each student has the following responsibilities:

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

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

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

NON-DISCRIMINATION AND ANTI-HARRASSMENT

District #2 Policy 3230

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

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

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

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

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

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

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

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

Procedure for Reporting Harassment, Discrimination, or Retaliation:

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

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

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

Employee Responsibilities

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

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

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

Investigation Process

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

Consequences for Discrimination

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

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

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

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

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

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

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

Retaliation, Reprisal, and Fabrication

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

Notification and Training

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

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

Cross References:

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

Legal References:

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

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

Policy History

First Reading: November 18, 2013
 Second Reading: November 25, 2013
 Third Reading: December 16, 2013
 Adopted on: December 16, 2013
 Effective on: December 16, 2013
 Revised on:

HARRASSMENT, INTIMIDATION, AND BULLYING

District #2 Policy 3210

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

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

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

Definitions

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

- I. "Designated Investigator" is the principal of the school, a staff member or independent investigator appointed by the superintendent, principal, or person responsible for receiving and investigating reports of bullying, harassment, or intimidation.

Prohibitions

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

Consequences

- A. If a student or employee is found to have committed one of the above-prohibited behaviors, consequences shall follow, up to and including expulsion or termination from employment. Such action is meant not only to discipline the offending student or staff member, but also to protect the target from future aggression or retaliation. Consequences shall be implemented after reporting, investigation, and determination that a prohibited act has been committed.
- B. Depending on the age of the students involved and severity of the infraction, disciplinary and remedial actions taken by administration may include and is not limited to one or more of the following:
1. Parental notification
 2. Loss of privilege(s), including participating in school activities
 3. Parent conference
 4. Reassignment of seats
 5. Reassignment of classes
 6. Reassignment to another mode of transportation
 7. Escort of the perpetrator
 8. Completion of apology letter and acknowledgement of behavior
 9. Referral or appointments with school counselor or other professionals
 10. Payment for damaged property
 11. Detention
 12. Suspension (in-school or out-of-school)
 13. Referral to law enforcement
 14. Expulsion

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

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

1. Verbal warning
2. Written warning
3. Suspension with or without pay
4. Referral to law enforcement
5. Termination of employment

Intervention

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

Reporting

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

Investigatory Process

- A. All investigations should be initiated promptly, but no later than two school days after the Incident Report has been completed and filed with the school administration.
- B. The designated investigator will determine whether HIB has occurred by interviewing the aggressor(s), the target(s), the reporter, and known bystanders and other witnesses. Previous incident reports involving the same students should also be taken into consideration.
- C. Any interviewees should be informed that information given will be kept as confidential as possible in accordance with student due process rights, but that disclosure may be necessary.

- D. The investigation should be performed and concluded within five school days of receipt of a report. Upon conclusion, if it is found that HIB has occurred parents of the target(s) and the aggressor(s) shall be notified immediately by a school administrator.
- E. The school administration will determine whether another entity has jurisdiction over the incident. If instances of HIB rise to the level of a possible criminal offense, a school administrator shall immediately notify law enforcement.
- F. The school administrator shall determine and implement appropriate consequences, which may include discipline and/or remedial action for the aggressor and the target. The aggressor will be informed that retaliation is strictly prohibited and will be met with similar or additional consequences.
- G. The school administration shall take all necessary steps to protect the target from further HIB incidents. This can include but is not limited to changing the aggressor's seat, transportation route, or classes and identifying a staff member to act as a supervisor for the aggressor. If an escort is appropriate, the aggressor – not the target – should be escorted.
- H. A school administrator will follow up with the target of any HIB to ensure that the negative behavior has stopped and not repeated.
- I. A written record will be kept of each reported incident, including the written report, investigatory steps and information, conclusive findings, referral to other entities (e.g. law enforcement), and disciplinary and/or remedial action taken.

Notification and Training

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

Cross References:

Number	Title
3210-F1	Form: Harassment/Intimidation/Bullying Incident Reporting Form
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities
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3204-P1	Searches of Students and Their Property
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3240	Tobacco Free Schools
3250	Gun-Free Schools
3255	Bomb Threats and Threats of Hazardous Substances
6430	Development of Administrative Procedures
1700	Uniform Complaint Procedure

Legal References:

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

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

Policy History

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Third Reading: October 21, 2013

Adopted on: October 21, 2013

Effective on: October 21, 2013

Revised on:

BILLINGS PUBLIC SCHOOLS
Harassment/Intimidation/Bullying Incident Reporting Form



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

BILLINGS PUBLIC SCHOOLS

Harassment/Intimidation/Bullying Incident Reporting Form



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

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

Thank you for reporting!

_____ For Administrative Use _____

Date received: _____ Received by: _____

Incident assigned for investigation to: _____

Title: _____ Date: _____

Action Taken: ☐ Started Investigation
☐ Other: _____

SEARCHES OF STUDENTS AND THEIR PROPERTY

District #2 Procedure 3204-P1

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

Searches Upon Individualized Suspicion

- A. Searches of a student and/or the student's personal effects in the student's possession must be based on reasonable suspicion that the student(s) has violated school rules or the law.
- B. School officials responsible for conducting the search must be able to clearly articulate which school rule or law has allegedly been violated and establish that the search is reasonable in its inception.
- C. The information which forms the basis of the search and connects the student to the violation must be both recent and credible.
- D. Searches of a student and/or the student's personal effects in the student's possession must be conducted in a manner which is reasonably related to its objectives and reasonable in scope in light of the age and sex of the student along with the nature of the infraction. Highly intrusive searches require a high degree of individualized suspicion based upon specific and reliable evidence and should never be taken unless serious infractions, such as possession of drugs or weapons, are suspected. If a highly intrusive search is necessary, an attempt will be made to contact the responsible adult prior to the search. An intrusive search shall to be conducted in consultation with/by law enforcement and/or an Executive Director or the Superintendent.
- E. By parking in the school parking lots, the student consents to having the student's vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Searches of School Property

- A. School officials may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student(s), without notice or consent of the student(s). Procedure
- B. The principal may request the assistance of law enforcement officials in a search of school property or may conduct such searches through the use of specially trained dogs in accordance with procedures set forth below.

Administrative Searches

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

1. There is a recognized problem, such as drug use or possession of weapons in the school, and other methods of addressing the problem have not been effective.

2. The problem has been acknowledged and recognized by the building principal and the responsible adult of students attending there. The principal or other administrator may involve the responsible adult using whatever means of communication is customary in that school.
3. The responsible adult and students have been given written notice that administrative searches will take place, the reason for the searches, and the procedure to be followed.

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

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

Administrative Search Procedures

A. Clothing and Personal

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

B. Dog Searches

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

C. Alcohol Consumption Sensor

1. Procedure for Administering an Alcohol Consumption Test:
 - a. A student who is believed to be under the influence of alcohol while attending school or attending a school-sponsored event should be escorted by the appropriate school official to a secure location in the building.
 - b. The appropriate school official should confront the student about the suspected consumption and notify the student that the alcohol detection test will be administered.
 - c. The alcohol detection test should then be administered.
 - d. If the presence of alcohol is detected, the student's responsible adult should be notified to transport the student home.

- e. Disciplinary action should be taken in accordance with School District policy. Law enforcement may be notified.
- f. Refusal by the student to comply with the above procedures will be treated as defiance. The consequences for the defiance will be the same as being under the influence of alcohol/drugs.
- g. If the responsible adult disputes the results, the responsible adult can have a test done at the responsible adult's own expense by an outside agency within four hours, at an agreed upon site. The student will not be allowed to return to school until the test results are provided to the school.

Seizure of Property/Responsible Adult Notification

If a search produces evidence that the student has violated or is violating either the law or the District's policies, procedures, rules, and handbooks such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. Such evidence may be transferred to law enforcement authorities

The student(s) will be taken to a designated area, and the responsible adult of the student(s) will be contacted.

Cross References:

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

Legal References:

- § 20-5-101, MCA Admittance of child to school
- § 20-5-102, MCA Compulsory enrollment and excuses
- § 20-5-103, MCA Compulsory attendance and excuses

- § 20-5-201, MCA Duties and sanctions
§ 20-5-202, MCA Suspension and expulsion
§ 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment

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

Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on: December 16, 2013

TOBACCO PRODUCTS

District #2 Policy 3240

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

Montana Code Annotated:

45-5-637. Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age prohibited -- unlawful attempt to purchase -- penalties.

(1) A person under 18 years of age who knowingly possesses or consumes a tobacco product, alternative nicotine product, or vapor product, as defined in 16-11-302, commits the offense of possession or consumption of a tobacco product, alternative nicotine product, or vapor product.

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

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

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

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

(4) A person under 18 years of age commits the offense of attempt to purchase a tobacco product, alternative nicotine product, or vapor product if the person knowingly attempts to purchase a tobacco product, alternative nicotine product, or vapor product, as defined in 16-11-302. A person convicted of attempt to purchase a tobacco product, alternative nicotine product, or vapor product:

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

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

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

16-11-302. Definitions. For the purposes of 16-11-301 through 16-11-308, the following definitions apply:

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

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

(2) "Distribute" means:

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

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

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

(3) "Health warning" means a tobacco product label required by federal law and intended to alert users of

the product to the health risks associated with tobacco use. The term includes warning labels required under the Federal Cigarette Labeling and Advertising Act and the Comprehensive Smokeless Tobacco Health Education Act of 1986.

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

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

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

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

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

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

ALCOHOL AND DRUGS

District #2 Policy 3235

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

DRIVING REGULATIONS

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

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

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

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

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

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

INSURANCE (IMPORTANT)

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

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

LOCKERS

Lockers are available for a \$1.00 rental fee on a first come, first served basis. Please see Ms. Stinson, in the attendance office. Lockers are strongly encouraged to promote safety and reduce the number of backpacks in the classrooms. **Sharing lockers is prohibited.**

REMINDER OF SCHOOL DISTRICT #2 ATTENDANCE POLICIES

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

Policy 3120

Attendance Policy

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

Removal of Student During School Day

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

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

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

Policy History:

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

Attendance Policy and Removal of Student During School Day

Compulsory Attendance

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

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

Parents shall enroll the student unless the student is:

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

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

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

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

Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on:

Attendance Policy and Removal of Student During School Day

Student Attendance

Introduction

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

Rights

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

Responsibilities

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

Attendance Policy - K-8

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

Attendance Policy - Grades 9-12

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

Excused Absences

Excused absences are categorized as follows:

- illness
- medical appointments which cannot be scheduled outside the school day
- participation in school activities
- bereavement
- verifiable family emergencies
- necessary absences approved by the parent

Unexcused Absences/Truancies

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

leaving the building without checking out
excuses such as oversleeping, car trouble, missing the bus, and being late from lunch
disciplinary suspensions
incarcerations

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

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

Parent (or Guardian) Responsibilities

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

Checking Out of School

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

Suspensions

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

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

Limit on Total Absences

If the total number of absences from any high school class exceeds 10 per semester, the student may receive a P grade in each class for which he/she would have otherwise earned a passing grade.

Students may appeal the 10 absences per semester limit. A student who anticipates that an extended absence will exceed the 10 day limit may appeal in advance. Consequences for students identified as disabled will be determined by appropriate planning meetings.

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

Cross References: Policy 6430 Development of Administrative Procedures
 Procedure 3120-P1 Compulsory Attendance

Legal References: § 20-5-103(2), MCA Compulsory Attendance and Excuses
 § 20-5-106, MCA Truancy
 § 20-5-107, MCA Incapacitated and Indigent Child Attendance
 § 20-1-308, MCA Religious Instruction

Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on: October 21, 2013

P GRADE: PROCEDURE AND APPEAL PROCESS

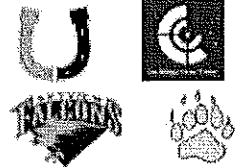
ATTENTION: All students who attend the Career Center.

If you are over the 10 allowed absences in a semester, you **must see** the Career Center's Associate Director for the P Grade Appeal Process, before the semester (which you are over the 10 days) has ended. **Seniors in their final semester before graduation this is critically important.**



BILLINGS PUBLIC SCHOOLS

P GRADE APPEAL PROCESS



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

Student: _____ Grade Level: _____

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

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

Counselor: _____ Administrator: _____

Student Signature and Date

Parent Signature and Date

Parent Contact: Date: _____ Time: _____ by: ___ Letter ___ Email ___ Phone

This appeal is ☐ approved ☐ denied by: _____

School Administrator Signature and Date

Definition of Types of Absences

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

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

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

PROCEDURE FOR EXCUSING AN ABSENCE

District #2 Procedure 3120-P1 & 3120-P2

There are several procedures that will allow the students to be excused. Contact the attendance office at **281-5385 (Ms. Deb Turk)**

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

DETENTION

District #2 Procedure 3350 – P1

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

FAILURE TO ATTEND ASSIGNED DETENTION MAY BE CONSIDERED TRUANCY.

TARDY POLICY

TARDY # 1	Teacher Discretion
TARDY #2	Teacher Discretion
TARDY #3	Sent to the Office = 35 Minutes - Detention
TARDY #4	Sent to the Office = 35 Minutes - Detention
TARDY #5	Sent to the Office = 35 Minutes - Detention
TARDY #6	See Excessive tardies (In school suspension or Truancy Center is a very strong possibility and probable consequence for 6 or more tardies)

Tardy Policy

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

EXCESSIVE TARDIES

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

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

DETENTION POLICY

1. Detention hours - 2:55 p.m. to 3:30 p.m. Monday thru Thursday
2. A missed detention results in two make-up detentions. Failure to attend = truancy
3. **Missing make up detentions will result in more detentions or suspension.**
4. All students must be in the detention room by 2:55p.m. If the student is late, they are not admitted and will be required to make up the detention plus 1 additional detention
5. No visiting with other students during detention hours
6. No food, beverages, or headphones permitted in detention room
7. All students must bring something meaningful to detention ie: homework, book, novel etc.
8. **Only two rescheduled detentions are permitted with legitimate reasons per semester.**
9. If you acquire six detentions or more you will serve that amount of time at the Truancy Center

IN-SCHOOL SUSPENSION

District #2 Policy 3350 P2, Procedure 3120 P2

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

OUT-OF-SCHOOL SUSPENSION (TRUANCY CENTER)

District #2 Policy 3350 P2, Procedure 3120 P2

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

INFRACTIONS - CONSEQUENCES

District #2 Policy 3300

The following list is a set of **GUIDELINES: 1 or ALL Consequences could apply.**

1. Fighting/Assault or provoking violence by gestures or words including ethnic/gender related slurs and objectionable, offensive descriptions or language.
 - a. Emergency suspension
 - b. Citation from SRO
 - c. 3-5 day OSS (out-of-school suspension) at **Truancy Center**
 - d. Due Process Admin Hearing with the District's Hearing Officer
2. Drug/Alcohol use, possession, under the influence, distribution or paraphernalia (See additional Chemical Use Policy). **Students involved in school sponsored clubs must sign Chemical Use Policy and Athletics/Activities Code of Conduct.**
 - a. 3-5 day OSS (out-of-school-suspension) at **Truancy Center**
 - b. Citation from SRO
 - c. Due Process Admin. hearing with District's Hearing Officer
 - d. These consequences are handled as guidelines, the Administrator may use discretion.
3. Sexual Harassment
 - a. Warning /counseling session
 - b. 3 days OSS at **Truancy Center**, report to the school's Title IX officer.
 - c. Due Process Admin hearing with the District's Hearing Officer
4. Intimidation, Extortion, Harassment or Threats
 - a. Warning/counseling session
 - b. 1-3 days OSS at truancy center
 - c. Due Process Admin hearing with District's Hearing Officer
5. Violation of Dress Code
 - a. **Required to change clothing** with absence recorded for class time missed and applied to 10 day rule
 - b. Detention
 - c. ISS (In-School-Suspension)
6. Failure to attend assigned detention
 - a. See Detention Policy
7. Leaving School without permission and proper check out
 - a. See Attendance Policy
8. Use of paging device or cell phone, or other electric devices
 - a. Must have **teacher permission** to use in the classroom and/or during class time.
 - b. Warning, confiscation, return at the end of the day.
 - c. Confiscation, detention, and return at the end of the day
 - d. Confiscation /parent picks up device and or multiple detentions or truancy center
9. Vandalism
 - a. Notify law enforcement & restitution
 - b. OSS at Truancy Center up to three days Example = graffiti
 - c. Replacement/Repair/Payment
 - d. Detention/ISS
 - e. Combinations of the above, and/or removal from the course with F or alternate placement
10. Theft

- a. Notify law enforcement
 - b. OSS at Truancy Center (1 to 5 days)
 - c. Replacement/Payment
 - d. Detention/ISS
 - e. Combinations of the above
11. Profanity and/or abuse directed toward a school employee
 - a. 3 days OSS at Truancy Center
 - b. Notify law enforcement (Leg Ref: Section 24-4-303, School Law of Montana, Montana Codes Annotated)
 12. Possession or use of explosive devices
 - a. Emergency suspension
 - b. Due Process Admin hearing with District's Hearing Officer
 - c. Citation SRO
 13. Insubordination to school personnel (lying, fake notes, defiance, etc.)
 - a. Warning/counseling session
 - b. Detention
 - c. Reprimand with behavior adjustment plan
 - d. ISS
 - e. OSS at Truancy Center
 14. Classroom misbehavior referred to the office
 - a. Visit with Associate Director / detention
 - b. ISS
 - c. OSS at Truancy Center
 15. Use of Tobacco and Electronic Cigarettes/Vaporizers, etc. = No tobacco or electronic cigarettes/vaporizers, etc. use will be allowed on school property or in school buildings.
 - a. Detention or ISS
 - b. OSS at the Truancy Center
 - c. Referral to law enforcement
 16. False Fire Alarm
 - a. OSS at the Truancy Center + referral to law enforcement
 17. Littering
 - a. Clean the area
 - b. Detention
 - c. ISS/possible fine / OSS at the Truancy Center
 18. **False Identification / FAKE PHONE CALLS / Walking Away** (giving false name or not giving name)
 - a. OSS at the Truancy Center
 19. Not allowed to go to car/parking lot without a pass.
 - a. Visit with Associate Director/Detention
 - b. ISS
 - c. OSS at Truancy Center
 20. Unexcused Absence and/or Truant.
 - a. One detention per class period missed
 - b. OSS at Truancy Center
 - c. ISS

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

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

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

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

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

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

Procedure

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

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

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

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

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

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

Please keep this form for future reference.

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

General

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

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

Curriculum

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

Acceptable Uses

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

Warranties/Indemnification

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

Violations

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

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

Policy History:

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

Procedure 3205-P1

Students Rights, Responsibilities, and Code of Conduct

District-Provided Access to Electronic Information, Services and Networks for Students

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

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

1. Engaging in illegal activities;
2. Sending or displaying pornography, offensive messages, offensive language or other offensive media;

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

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

Cross References:

Number	Title
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities

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

Legal References:

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

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

Procedure History:

Issued by Superintendent on: August 16, 2005

Presented to Board on: September 12, 2005

Revised on: August 7, 2008

ABUSE OF COMPUTER PRIVILEGES

Administration has discretion in consequences based on severity of abuse.

Examples of Consequences:

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

PUBLICATIONS AND PHOTOGRAPHS

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

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

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

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

Student Directory Information

student's name
grade level
period of attendance in school
address
phone number
gender
height and weight
birth date and place
photograph or video
interview by media personnel
major field of study
date of graduation
academic awards, degrees, and honors scholarships
honor rolls
attendance
membership in athletic or activities teams
information in relation to school-sponsored activities, organizations, and athletics
parents'/guardians' names and addresses

Directory Opt Out of Participation

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

Voter Registration

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

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

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

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

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

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

"Chemical Use" is defined as using, being under the influence, having in the student's possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Distribution includes an attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student's own use by the student's doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

Student Activities: Expectations to Refrain from Chemical Use

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

1. Emphasize concern for the health, safety, and well-being of students who are participating in activities;

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

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

Cross References:

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

Legal References:

§ 20-5-101, MCA Admittance of child to school
 § 20-5-102, MCA Compulsory enrollment and excuses
 § 20-5-103, MCA Compulsory attendance and excuses
 § 20-5-201, MCA Duties and sanctions
 § 20-5-202, MCA Suspension and expulsion
 § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment
 §§ 49-3-101, et. seq., MCA Montana Human Rights Act
 Title IX of the Educational Amendments, 20 U.S.C. §1681, et seq. 34 CFR Part 106
 Art. X, Sec. 1, Montana Constitution
 Office for Civil Rights, U.S. Department of Education
 Montana Human Rights Bureau
Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)
 Policy History
 First Reading: November 18, 2013
 Second Reading: November 25, 2013
 Third Reading: December 16, 2013
 Adopted on: December 16, 2013 Effective on: December 16, 2013
 Revised on:

Table of Contents
BILLINGS PUBLIC SCHOOLS
ACTIVITIES PARTICIPATION AGREEMENT

TODAY'S DATE _____

A. STUDENT INFORMATION (please print)

Name _____
Last First MI
SEX: M F (circle one) Birthdate _____ Student ID# _____ Year in school _____
Parent/Guardian Name _____ Home Phone _____
Address _____ Work Phone _____
City _____ Emergency contact _____
State/Zip _____ Emergency contact phone _____

- B. PARTICIPATION WARNING:** I/We give our permission for _____ to participate in organized interscholastic athletics, realizing that such activity involves the potential for injury which is inherent in all sports. I/We acknowledge that even with competent coaching, the use of appropriate protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death. Because of the dangers of participating in the above sport, I/We recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, etc. and I/We agree to obey such instructions. I also understand that it may be necessary for students to provide their own transportation to some competition events and/or practices. In these situations, the parent and the student are responsible for safe travel.
- C. PARENT/GUARDIANSHIP STATEMENT:** I/We hereby certify and affirm that I/we are the parent(s)/legal guardian(s) of _____ (student). I/We have read this warning and understand its terms. I/We understand that all sports can involve many risks of injury including, but not limited to, those risks outlined. I/We assume all risks of playing or practicing to play/participate for the above named student.
- D. WAIVER OF LIABILITY:** I/We further release and waive, and agree to indemnify, hold harmless or reimburse the school district, and the individual members, agents, employees and representatives thereof, as well as sport supervisors and coaches, from and against any claim which the above named student, I/We, and other parent or guardian, and sibling, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or injuries arising out of, during or in connection with the participation by the above named student. I/We understand by signing this warning agreement to obey instructions, and assumption of risk, I/We am waiving all rights that the above named student, I/We or any other person may have to any compensation for any physical injury that may result from participation by the above named student. The above waivers are extended to the fullest limits permitted by law.
- E. EQUIPMENT RESPONSIBILITY:** I/We agree to be responsible for the safe return or replacement of all athletic and/or activity equipment issued by the school to the above named student.
- F. CODE OF CONDUCT:** I/We understand that the Billings Public Schools has a Code of Conduct for activities which includes a chemical use policy. This code of conduct is in effect from the date of first signing, year around, until graduation. I have read the Code of Conduct, understand its expectations and have signed the Code of Conduct Acknowledgement form.
- G. EMERGENCY MEDICAL SERVICE:** If emergency service involving medical action or treatment is required and the parent(s) or guardian(s) cannot be contacted, I hereby consent for the student named above to be given medical care by the doctor or hospital selected by the school. Name of Family Physician _____
Phone Number _____ Hospital Preference _____
- H. INSURANCE:** I understand that the Billings Public Schools carries a student accident insurance policy which covers participants. I also understand that it is limited in coverage and is most effective as a secondary coverage policy. My son/daughter is also covered by our family medical policy with the company listed below (mark NA if not applicable). COMPANY NAME _____
- I. MHSA PHYSICAL EXAMINATION CARD:** Montana High School Association policy and the Billings Public Schools require a current physical examination card signed by the student, parent(s)/guardian(s) and the participating doctor.
- J. CONCUSSION PROTOCOL:** Montana State law, the Montana High School Association and the Billings Public Schools require reading and understanding concussion protocol, participation in IMPACT pre-testing, and the signing of the Concussion Information form.
- K. MEDIA RELEASE FORM:** Participation may result in media coverage which may include pictures or images of the above named student. The media release form grants permission or does not grant permission for pictures and/or images to be used by the Billings Public Schools and/or media.
- L. PAYMENT OF FEES:** I/We acknowledge that the Billings Public Schools Activities Program requires activity, participation and program fees and agree to pay these fees as a condition of participation.

I/WE HAVE READ, UNDERSTAND AND AGREE TO THE INFORMATION IN ITEMS A THROUGH L.

SIGN (X) _____

DATE _____

SIGN (X) _____

Parent/Guardian Signature

DATE _____

Please read, sign, and return this form to your school activity office before participation. Retain yellow copy for your record.

Billings Public Schools
Student Participant in Activities
Emergency Medical Card and Authorization for Medical Treatment

1. Participant's Name _____

2. Person and phone number to contact in case of emergency:

Name _____ Phone #: _____

3. Family physician and phone number:

Name _____ Phone #: _____

4. Medical Information: Allergies, Diabetic, etc. :

5. Insurance Company: _____ Policy #: _____

6. I/We, parent(s)/guardian(s) of the above named participant, authorize medical treatment to be given to the above named student.

Parent or Guardian Signature

Date

STUDENT ACCIDENT INSURANCE

Billings Public Schools has purchased a student accident insurance policy from Bollinger Specialty Group for the 2018/19 school year. Coverage includes all Billings Public Schools students involved in school sponsored and supervised activities. That would include things like recess, injuries occurring in the class room, hallway, gym, etc, as well as the athletics. It would also include after school events as long as they are school sponsored and supervised. Maximum coverage is \$25,000.

To see coverage go to [billingsschools.org](https://www.billingsschools.org/departments/activities) on the activity tab –
<https://www.billingsschools.org/departments/activities>

BILLINGS PUBLIC SCHOOLS
STUDENT/PARENT/PRINCIPAL AGREEMENT 2018-2019
FOR ELIMINATING GUNS AND OTHER WEAPONS FROM SCHOOLS

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

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING COMMITMENTS:

STUDENT

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

Student Name (Please Print) The student must sign the Information sheet on page 81

Student Signature: The student must sign the Information sheet on page 81

PARENT/GUARDIAN

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

Parent Signature: The parent or guardian must sign and date the information sheet on page 81

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

Director Signature C. Scott Anderson

Date August 23, 2018

CAREER CENTER
SCHOOL TO CAREER (WORK)

The School to Career (work) option is an important component option available to our students. School to Career provides students with an opportunity to receive school credit while participation in a work setting related to a curricular area that the students is enrolled in at the time of school to career request.

- *School credit is earned** Students who are chosen to participate in the School to Career Program must complete the appropriate form:
- *Students who drop the program after the seven-week period will receive an F and be placed in a study hall; students will not be permitted to be released from school.*

SCHOOL TO CAREER

Student request for School to Work credit for _____ Semester, 20____.

Date _____ Semester _____ 20_____

Student Name _____

Home School _____ Student ID# _____

Counselor _____

Workplace _____

Worksite Coordinator _____

Program area _____

High School Program Teacher _____

Number of credits to be earned _____

Time of day to be spent on site _____

Please give a brief overview of the plan for worksite credit:

I give permission for _____ to earn credit at a work site. I understand that most of this experience will take place outside of the school, and this may require additional accountability for transportation and other related responsibilities. School Dist #2 attendance requirements will be adhered to.

Signatures:

Student _____

Parent _____ Phone # _____ Date _____

Worksite Coordinator _____ Phone # _____ Date _____

Program Teacher _____

Counselor _____

Administrator _____

Co-op/School to Work Coordinator _____

*****ATTACH YOUR PLAN OF STUDY DOCUMENTATION*****

This request and the plan of study must be turned into the Career Center Counselor before the end of the semester prior to the semester the school to work credit experience will begin.

*If the job site experience is terminated, the student must return to school for the allotted time!

ELECTRONIC DEVICES

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

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

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

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

STATEMENT OF CAMERAS

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

CAREER CENTER SCHOOL RELATED ACTIVITY DISMISSAL PROCEDURE

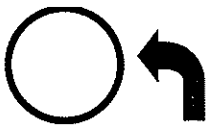
Any student who will be missing Career Center classes for a SCHOOL RELATED Activity will need to follow the procedure outlined below:

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

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

Be Sure to Sign the Career Center Information Sheet/Medical Release Form on page 81. The Information Sheet must be signed and returned to the Career Center by the parent/guardian of every student. Students are not allowed to participate in shop activities or field trips until the Medical Release form is returned.

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

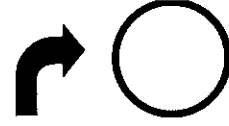


Home School Here
SR SK WE CC

Career Center Information Sheet

2018 - 2019

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



Place the first letter
of your last name

Medical Release

Name _____
Last First Middle

Grade _____
Full time _____ AM only _____ PM

only _____
Address _____

Phone _____

Parent/Guardian _____

Phone _____

Mother's Employment _____

Phone _____

Father's Employment _____

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.billingscc.org/>. You may obtain a printed handbook at the main office.

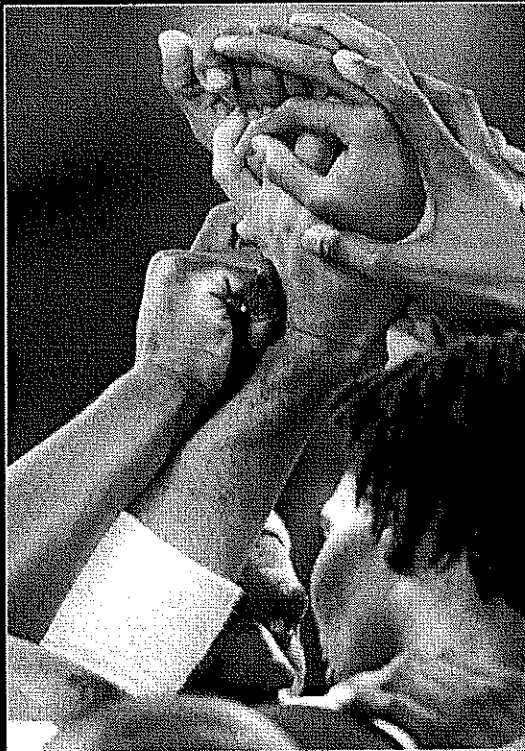
I have read the Career Center Student Handbook and I am aware of the contents.

_____ Parent/Guardian Signature: _____ Date: _____

_____ Student Signature: _____ Date: _____

Parent / guardian signatures needed

BILLINGS PUBLIC SCHOOLS ATHLETICS AND ACTIVITIES



TEAM

The price of greatness
is responsibility...

Live the Life of an ATHLETE

2018 – 2019

CODE OF CONDUCT

UPDATED 6-5-2018

Purpose

The Billings Public Schools believes that participation in extra-curricular and co-curricular activities in a safe learning environment contributes to the all-around development of young men and women and helps prepare them for life beyond high school. The Billings Public Schools activity programs are dedicated to providing programs of excellence which include competitive and enjoyable experiences for the students, student-participants, coaches, advisors, faculty, parents, fans, and community. In doing so, we hold high expectations for all in the areas of Character, Citizenship, Scholarship, and Leadership as we strive to be competitive, develop skills, make healthy decisions, and act as ambassadors of the Billings schools and the Billings community. By committing to a team or activity, students choose to conduct themselves as models of good and moral behavior. The following are prohibited: the use, misuse, possession, sale and distribution of drugs, alcohol, tobacco (including e-cigarettes), and/or other controlled substances. In addition, discrimination and unsportsmanlike conduct are prohibited, as defined below, as well as other conduct prohibited by school policies.

It is our goal in the Billings Public Schools to develop and maintain a culture in which our students consistently make appropriate lifestyle choices in regards to their own health and well-being. As a district, we are committed to providing our students with the most updated information on sleep, nutrition, training and conditioning, recovery, and avoiding chemical use. We call this the "Pure Performance Initiative".

It is the mission of the Billings Public Schools Activities program to RAISE THE BAR.....

Of the behavior expectations we have for ourselves as students involved in activities;
Of our commitment we make to ourselves, our teammates, our school, and our family;
Of our health, training, and practice preparation;
Of our dedication to academic preparation; and
Of our lifestyle choices on our journey to excellence.

Components of Programs of Excellence

- Highly successful individuals, school clubs, ensembles and teams achieve success through hard work and great character.
- The student-participant understands that his or her participation is a privilege that must be earned.
- The student-participant understands that he or she is held to a higher standard with the school and the community.
- Each student-participant maintains a high degree of mental and physical fitness and alertness to perform to optimal capacity in the activity.
- Clear and consistent boundaries and expectations of behavior are established to assist student-participants in maintaining self-discipline.
- The Code of Conduct communicates those boundaries and expectations and the student-participants agree to comply with it.

- The Code of Conduct deters student-participants' involvement in the risky and dangerous behaviors associated with the use, abuse, and misuse of drugs, alcohol, and tobacco.
- The desire to win comes with the understanding that to do so, to reach individual and team success, student-participants must work toward and make decisions that help them reach their full potential.
- Student-participants strive to be chemical free, dedicate themselves to their academic work, and accept the responsibilities that go along with traditions of excellence.

Expectations and Responsibilities of Student-Participants

Responsibility to Self - Develop strength of character through participation in school activities and healthy life-style choices.

Responsibility to Academic Studies – Engaging and participating in academic studies prepares student-participants for life as an adult. Student-participants are students first. Students will strive to meet all academic standards as established in this code and by their teachers.

Responsibility to School - Student-participants participate, to the best of their abilities in every practice, competition, and other activities in which they are engaged. Student-participants follow all District, school and classroom policies as written in handbooks and classroom syllabi. Student-participants will attend the pre-season and/or annual mandatory meeting. Student-participants will be sincere and honest when asked to participate in any investigation arising under the Code of Conduct.

Responsibility to Family – Student-participants who know in their heart that they have lived up to all the training rules, have practiced every day to the best of their ability, have played the game all out and have displayed good sportsmanship, foster self-respect and the pride of their families, win or lose.

Responsibility to Community - Student-participants demonstrate class and sportsmanship, not for the fact that they win, but rather that they are known as participants who show character and excellence. Student-participants meet all MHSA rules and regulations regarding participation in High School Activities.

Responsibility to Younger Athletes - Student-participants are role models for all youth throughout the community.

Responsibility to Teammates – Student-participants realize that their choices have an impact on those around them. Student-participants will follow all of their coaches' and sponsors' rules for the sport or activity.

Expectations of Coaches and Sponsors

Coaches and sponsors are educators and therefore are to be dedicated to more than the X's and O's of competition. For example, as less than 2% of high school athletes go on to play sports at the college level, coaches must understand that high school athletics provide student-participants a unique opportunity for the development of not only the skills required for that

sport, but also character traits essential for success in life. Recognizing his or her role as an educator, coaches and sponsors are expected to:

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each participant.
- Establish a realistic team goal or vision for each season and communicate that to the participants and parents.
- Encourage and assist team members in setting personal goals to achieve their highest academic potential.
- Strive to develop the qualities of competence, character, civility, and citizenship in each team participant.
- Provide a safe, challenging, and encouraging environment.
- Gain an awareness of the importance of prevention, care, and treatment of athletic or activity-related injuries.
- Respect the integrity and judgment of officials and adjudicators.
- Teach and abide by the rules of the competition in letter and spirit.
- Build and maintain ethical relationships with other coaches, sponsors and administrators.
- Strive for excellence in coaching and mentoring skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Support, comply with, enforce and reinforce the expectations set out in the Code of Conduct.

Expectations of Parents and Guardians

Parents play a vital role in the development of their child's character and decision-making skills as well as the development of his or her skills and abilities in the sport or activity. A student-participant's success, his or her team's success, and ultimately the program's success, is a partnership between the student-participant, his or her parent(s), the coach or sponsor, and the administration. Recognizing parents' important role in the success of their student-participant(s), it is expected parents will:

- Be a positive role model so that, through their actions, they can help make sure their student-participant(s) has the best possible experience in the activity.
- Be a "team" fan, not a "my kid" fan.
- Weigh what their student-participant(s) says in any controversy, rather than rushing to judgment.
- Show respect for the opposing players, participants from other schools, coaches, sponsors and fans.
- Be respectful of all officials' and adjudicators' decisions.
- Not instruct their student-participant(s) before or after a game or activity, because it may conflict with the sponsor or coach's plans and strategies.
- Praise their student-participant(s) in his or her attempts to improve as a student, as a participant in the activity, and as a person.
- Gain an understanding and appreciation for the rules of the activity in which their student-participant(s) competes.

- Recognize and show appreciation for an outstanding performance by other school's participants.
- Help their student-participant(s) learn that success is experienced in the development of skills and that an individual can feel positive about his or her skill development during the activity regardless of the wins, losses, scores, or other metrics.
- Take the time to talk with coaches and sponsors in an appropriate manner, including proper time and place, if they have a concern. This includes showing respect for the coach or sponsor and following the proper process of communication as written in the coach or sponsor's handbook. This includes allowing the coach or sponsor to address any issues before the parent contacts the principal or activity director.
- Support the tobacco, e-cigarette, alcohol, and other drug-free expectations of the school district by refraining from the use of any such substances before and during athletic contests, activities and performances.
- Support and follow all MHSA rules and regulations.
- Support and reinforce the expectations set out in this Code of Conduct.

Code of Conduct Expectations

Duration of Code

Student-participants are subject to the Code from the date of first signing until graduation. The Billings Public Schools Code of Conduct is in effect full time (day and night) both on an off school district property, year round. Violations that occur outside of the school year will be applied during participation.

Responsibilities and Requirements

Activities Participation Agreement

Prior to the start of the particular activities season, activity students must complete, sign and turn in the Activities Participation Agreement. The following items must be completed:

- Student Information – all personal and contact information must be included
- Participation Warning – statement of inherent risks of participation
- Parent/Guardianship Statement – statement that parents have read and understand inherent risks; contract information
- Waiver of Liability
- Equipment Responsibility – statement for the safe return or replacement of equipment
- Emergency Medical Service – consent for the student to be given medical care
- Insurance – statement of student accident insurance coverage and additional secondary coverage
- Medical Treatment Consent Card – consent of medical care card – travels with the coach
- Current MHSA Physical Examination Card signed by the student, parent(s)/guardian(s), and the participating doctor (Athletes Only)

- Concussion Protocol – IMPACT pre-testing and signing of Concussion Information Form as required by state law and the MHSA
- Weather alerts including lightning protocol
- Heat related illnesses
- Athletic Trainers coverage and expectations of student-participants
- Media Release form
- Payment of Participation Fees
- Payment of Activity Fees
- Payment of Program Fees, if any
- Code of Conduct Acknowledgement Form

Mandatory Meetings

- Prior to the start of each activity season, each program will schedule a meeting in which all student-participants, their parents, coaches, and sponsors will be required to attend in order to participate in activities and/or athletics that school year.
- “Make-up” meetings will be held periodically, early in the season in order for student-participants and their parents who did not attend the original meeting.
- A student-participant who does not attend the mandatory season meeting – or one whose parent(s) does not attend the mandatory season meeting – may practice but not compete until both the student and his or her parent(s) attend either a “make-up” meeting or a meeting with the activities coordinator.
- The school activities coordinator or the district activities director may hold additional meetings at his or her discretion to accommodate schedules of students and parents.

Games/Practice Expectations

Attendance for games and practices is required. Each individual head coach will establish a team policy that outlines the consequences for missed practices or games. Continued absenteeism will result in dismissal from the team. Attendance requirements and consequences for music, drama, forensics, and other non-athletic activities will be established by the coach or sponsor for that activity.

Multi-Activity Participation

The Billings Public Schools, along with the MHSA, support the concept of multi-activity participation. The expectation is that all coaches and sponsors will encourage their students to participate in other school-related activities. Coaches and sponsors will support each other in their quest to build their individual programs. During the off-season, the expectation is that coaches will “share” their athletes and encourage the division of time toward the development of skills in each of the activities chosen. While coaches will not encourage kids to be exclusive to their sport, they will support the decisions made by the student-participant and parents.

Club and Outside Sports Participation – Billings Youth Orchestra – Other Out-of-District Activities

Students who participate in a Billings Public Schools activity are expected to commit to that activity full-time. While we strive to know our students, their talents and their ambitions, it is important that outside participation does not interfere with the goals and objectives of the school district team and/or activity in which they are participating. The following rules will apply to all outside activity participation, college recruiting and visitations, and participation in other out-of-season, school district activities.

- In-season practices take precedent. We encourage proper rest and attention to homework. Therefore, we do not encourage our student-athletes to attend the practices of club sports following the completion of an in-season practice.
- In-season student-athletes can attend the open gym of another district sport as long as the head coaches are in agreement on the times and activities that will take place, as long as the student-athlete is in good standing academically, and as long as the student-athlete only works on skills and does not participate in competitions.
- In-season student-athletes should not participate in weekend competitions when they have time off from their in-season activity. Again, we encourage proper rest and time away from competitions.
- In-season student-athletes may apply to their coach and building activity coordinator to attend no more than one outside activity that falls in the category of a recruiting trip, invitational tournament, or all-star event. That event cannot span more than two missed games and must be known and communicated to the head coach at least two-weeks in advance of the time that will be missed. The school principal, school activities coordinator, district athletic director and head coach will review the application. The determination of whether or not the student-athlete will be allowed to attend the event, without consequence, will be based on the following criteria:

Potential Impact on the team

Is the event an activity of demonstrated interest?

Is the event the result of achieved recognition?

Can the event result in potential rewards beyond high school, i.e. scholarship?

- Any student-athlete who chooses to miss practices or games due to an outside activity without going through the application process and/or without gaining the appropriate permissions, will be subject to a game suspension equal to the number of games or practices missed while attending the outside event.

Travel Rules and Alternate Travel Permission Form

All members of the team are expected to travel on School District provided transportation to the event unless there is an extenuating circumstance. In case of an extenuating circumstance, permission must be granted by a school administrator. An Alternate Travel Permission Form must be signed by the participant, parent/guardian, coach/sponsor and the school administrator prior to leaving on the trip. Coming home from the event, students participating

may choose to ride home with their parents. We encourage the signing of an Alternate Travel Permission form but the coach or sponsor may release the student in a face to face meeting with the student's parent/guardian prior to leaving to return home from the event. At no time will a student travel home from an event with anyone other than his or her parent/guardian or the school provided transportation.

Expectations of Students on Overnight Trips

All students representing School District #2 are required to adhere to the following when student trips require overnight lodging:

1. Students will be given a curfew to be in assigned rooms by the coach/sponsor. Failure to be present in your room at that time will result in an immediate suspension from the activity for the remainder of the trip or competition.
2. Any student who leaves an assigned room after curfew will be suspended from the activity for the remainder of the trip and will remain suspended indefinitely until a review by the appropriate administrator(s).
3. Any student who enters a room in which the opposite gender is staying, after curfew will be suspended for the remainder of the activity or event and will be permanently suspended from the club/activity for the remainder of the year. Participants shall not enter the room of students of the opposite gender at any time while representing School District #2 unless the coach/sponsor is present in the room.
4. At no time will students representing a School District #2 activity have other people who are not directly involved in that activity in their room without consent from the coach or sponsor. Students who allow others to enter their rooms without permission from the coach/sponsor, will be suspended from that activity for the remainder of the trip.
5. When travel requires that students of both genders ride in the same bus, measures must be taken to split the genders between the front and back portions of the bus.
6. Any violation of School District #2 policy or state or federal laws will result in the immediate suspension from the activity and will be reviewed by School District #2 administration for possible dismissal. Please note that students who violate the code of conduct will not participate in that weekend's events and may be sent home with their parents, depending on the individual situation.
7. Bullying and harassment incidents such as making freshmen carry older kids bags, making younger kids sleep on the floor, etc. will not be tolerated. Any accusations of bullying and harassment must be reported as soon as possible and will be dealt with in full accordance with the School District #2 Hazing and Bullying policy.
8. Students will abide by all travel and overnight rules as set forth by their coaches/sponsors. Any violation of these team rules will result in consequences as set forth by the head coach and as written in the team policy handbook.

Quitting a Sport

Any student-participant who quits any sport or activity may not immediately participate in another sport or activity until the two head coaches or sponsors and the activity coordinator meet and grant permission.

In-District Transfer Policy

In order to participate in an MHSA activity at any of our high schools, at any level, and in order to participate in Cheer or Dance, the student must be enrolled at that school on the date of the first scheduled practice and must go through all tryouts and workouts as required by the coach at that school.

In the case such as cheerleading tryouts in which the actual tryouts may take place at different schools at different times, a student may not try out, unsuccessfully, at one school and then transfer to another school to tryout.

The student must be eligible under all MHSA Transfer rules.

Code of Conduct and Consequences for Its Violation

Definitions

Activities: All school-sponsored sports, clubs, and other co-curricular and extra-curricular activities and organizations, including travel to and from activities and including related activities taking place during summer vacation.

Participant: A student who belongs to, holds membership in, or is enrolled in an activity.

Parent: A parent, legal guardian, caretaker relative, or other person with legal authority to make educational decisions for a participant.

Chemical Use: Using, being under the influence, having in his/her possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, e-cigarettes, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Distribution includes any attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any substance associated with vaping, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student's own use by his/her doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

Vaping: is the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device.

Associated Misconduct: No participant shall be present at any time in a setting where any other person is engaged in chemical use as defined above. It is not misconduct to be in the presence of a person of legal age using tobacco. It is not misconduct to be in the presence of adults who are lawfully using alcohol at a family or social event that is unrelated to school or any school activity, such as weddings, holidays, and the like.

Vandalism: The act of willfully defacing or destroying the property, equipment, building, or facility of another person or entity.

Title IX Violation or Other Discrimination: Discrimination on the basis of protected-class status, gender discrimination, sexual harassment (unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature or based on gender or other protected class), sexual intimidation (unreasonable behavior – verbal or non-verbal – which has the effect of subjecting someone to humiliation, embarrassment, or discomfort because of his or her protected class status), public display of affection (any physical contact between two or more individuals of a sexual nature taking place in public in front of others) on school property, at school events, or during any school activity.

Disruptive, Destructive, or Disrespectful Conduct: Any conduct that violates other school rules or policies, including but not limited to fighting, hazing, bullying, harassment, intimidation, discrimination, stealing, destruction of property, violation of gun-free schools policy, and gang activity.

Unsportsmanlike Conduct: Questioning officials' calls;; making inappropriate gestures; using derogatory, demeaning, or other inappropriate language; swearing; using disrespectful sign or cheers; heckling referees, players, coaches, half-time performers, or opposing fans; any other conduct that violates the sportsmanship rules and practices developed by the Board, administration, or Montana High School Association.

Calendar Days and School Days: Calendar days are all consecutive days between the first and last day of the scheduled school year., beginning on the first day that activities begin in August until the last day of the academic year or last day of an activity (whichever is later). Calendar days do not include summer vacation; therefore, discipline may extend from one school year into the next school year. School days are instructional days and any portion of an instructional day. Thus, for example, if students are released at noon on a particular day, that portion of the day is considered one school day for purposes of calculating days of suspension.

Academic Standards for Participation in High School Sports and Forensics

- Student-participants must be passing all of their classes (60% or better) in order to compete.
- Eligibility grade checks will take place at the end of each six-week grading period. The exact date of that six-week grade check will be determined based on the school year calendar and in agreement between all BPS high school activity coordinators.
- Grade checks will always take place and be in effect beginning on the first Wednesday following the end of the six-week grading period. Suspension time will be from that first Wednesday to the next Wednesday.

- If a student-participant does not have a passing grade in each class, the student will be suspended for one week of competition and until the student is passing all classes. The student will be required to attend all practice sessions during the suspension.
- An ineligible student will receive daily grade checks until he or she is passing all classes. Once the student is passing all classes and following the one-week suspension from competition, he or she will be reinstated. No further grade checks will occur until the next six-week grading period.
- It is the responsibility of the student to make sure all required assignments are turned in prior to the six-week grade check.
- It is the responsibility of the ineligible student to pursue the necessary steps with his or her teacher(s) in order to improve his or her grades.
- Students who fail one or more classes after the first semester must serve their one-week suspension during the next ensuing competitive week of competition during the second semester. Because semester grades are permanent, the student will receive full reinstatement following that one week of suspension.
- If a week suspension includes an abnormally high number of games and the student works diligently to improve his or her grade(s), the activity coordinator has the right to limit the number of games missed based on the average number of games other students have missed during a one week academic suspension that school year. For example, softball might have a five or six game week. If the student works hard early in the week, missing 2 or 3 games and most students have missed two games in a week, the activities coordinator can end the suspension.
- For the purpose of BPS academic requirements, second semester failures will not be carried over to the first semester of the next school year. However, for the purposes of MHSA eligibility, all second semester failures carry over to the next school year.
- Student-participants are required to meet all MHSA standards of academic eligibility.
- Dropping a class: At times, a student might be failing a class in which he or she should not be enrolled. If, in agreement with the student's counselor, the student decides to drop the class within the given drop period allowed and with the understanding that the a drop does not jeopardize graduation requirements, the student will be allowed to drop the class without being subject to a week suspension. The drop should be a sincere attempt to improve the daily class load of the student and not an attempt to circumvent the academic eligibility rules.

Academic Standards for Participation in Middle School Activities

- Academics are emphasized in the middle school program. It is essential that middle school students understand that activities participation is a privilege rather than a right. Eligibility standards must be maintained if a student wishes to exercise the privilege of participation.
- These guidelines apply to all interscholastic and instructional athletic teams, musical productions, clubs and student council.
- **THE STUDENT MUST MAINTAIN PASSING GRADES IN ALL SUBJECTS.** Once a student has received a deficiency, however, he/she may continue to participate as long as there is a grade average improvement. A roster for each of the school activities shall be posted in the conference rooms that all faculty members are aware of team membership.
- Eligibility grade checks shall take place as per policy written by the individual school principal.

- Students may or may not be allowed to practice based on communication between the school administrator, teacher and parent.
- The coach or sponsor will be notified of any ineligible students.

Specific Activity Rules

All coaches and sponsors are expected to have a current handbook describing the rules and expectations for that activity. Examples of such rules might include dress, curfew, bench conduct, and practice rules. All student-participants participating in that specific activity are subject to those rules.

Dismissal from a Team

Any head coach or sponsor can recommend that a student-participant be dismissed from his or her team. The coach/sponsor should notify the school principal and the school activities coordinator requesting a meeting with the student-participant, his or her parents and the administrators. Dismissal or a plan of improvement will be the result of that meeting.

Disciplinary Consequences

If a violation of this code occurs, or is alleged to have occurred, consequences will be imposed by the administration. The consequences will include but not be limited to: notification of parents, an investigation, assignment of consequences if in fact a violation did occurred, education, and a restorative process. Failure of the student-participant to complete any part of the process will result in permanent suspension from any future involvement in athletics or activities. Failure by a parent or guardian to participate in the process in a productive and dignified manner and to comply with the final result will result in the student-participant being able to practice but not to compete, provided the student complete the process.

In addition to any consequences set forth in school rules, policies, and procedures for violations of school rules, the following penalties will be imposed against participants in activities who engage in misconduct:

Chemical Use including the act of “vaping” (except distribution), Associated misconduct, Vandalism, Title IX Violations, Disruptive/Destructive/Disrespectful Conduct:

a. First Offense:

- i. Notify parent within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency if.
- iii. No participation in competition in any school activities for 25% of the regular season competitions scheduled for the activity in which that student is participating. The participant will be required to attend and participate in practices and meetings at the discretion of the coach/sponsor.
- iv. For cheer and dance, which span both the fall and winter seasons, the first suspension will be for 2 weeks of activities from the first date of suspension. No participation in any scheduled events during this two week period. The participant will be required to attend and participate in practices and meetings at the discretion of the coach.

- v. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to participation.
- vi. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).

b. Second Offense:

- i. Notify parent/guardian with two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 50% of the regular season competitions scheduled for the activity in which the student is participating.
- iv. For cheer and dance, which span both the fall and winter seasons, the second offense will be a suspension for 4 weeks of activities from the first date of suspension. No participation in any scheduled events during this four week period. The participant will be required to attend and participate in practices and meetings at the discretion of the coach.
- v. For violations associated to chemical use or distribution, students must complete a district approved Drug Awareness Program.
- vi. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to activity participation.
- vii. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).
- viii. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

c. Third Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 1 calendar year(including cheer and dance), including weekends during that period, in any school activities. This includes cheer and dance participants.
- iv. For violations associated to chemical use or distribution, students must get a professional evaluation and treatment plan prior to returning to activity participation.
- v. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to activity participation.
- vi. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).
- vii. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

Chemical Use (Distribution)

a. First Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation 90 calendar days, including weekends during that period, in any school activities.
- iv. Students must complete a district approved Drug Awareness Program.
- v. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

b. Second Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 1 calendar year, including weekends during that period, in any school activities.
- iv. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

Unsportsmanlike Conduct

All unsportsmanlike conduct will be subject to consequences as determined by the individual activity coach as well as by the MHSA rules.

Out of Character Behavior

Athletic programs of excellence are defined by highly successful teams and individuals who achieve success through hard work and great character. Character is the pattern of beliefs, attitudes and resulting actions that demonstrate respect and concern for others while embracing one's social responsibility as part of his or her community. Out of character behavior is best defined by the expectations for student conduct as described in the Billings Public Schools student handbooks.

Student Suspensions from School

Students suspended from school are not permitted to be on school grounds during the time of their suspension and therefore may not practice or participate in athletic contests during the time of their suspension. Should there not be a contest scheduled during the time of the student-athlete's suspension from school, the student-athletes, as a result of his or her out of character behavior, will be ineligible to participate in his or her sport's or activity's next regular or post-season event.

Hazing/Bullying/Cyber-Bullying

Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, membership, or affiliation

with any athletic team or activity group. Any hazing activity, whether by an individual or by a group, shall be presumed to be a forced activity even if a student willingly participates. The Billings Public School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity. Furthermore, all student-athletes and activity participants will be governed by the Billings Public Schools Hazing, Bullying and Cyber-bullying Policy 3250. All student-athletes and activity participants who violate this policy will be subject to the consequences as listed in the policy.

Cyber Image Guideline

Any identifiable image, photo, or video that implies a student-athlete has been in the possession or presence of alcohol or drugs, or that portrays actual use or out-of-character behavior or crime, shall be considered confirmation of a violation of the Code of Conduct. Since there is no way to establish a time frame when or location where an image was taken, it shall be a responsibility that the student-participant must assume. It should be understood that persons might attempt to implicate a student-participant by taking or manipulating such images in order to place the student-participant in a situation where he or she might be in violation of the Code of Conduct. This is another rationale for demanding that student-participants not place themselves in the presence of illegal alcohol or drug use. Students in violation of this cyber image guideline will be subject to the same consequences as described in our Chemical Use Policy.

Knowingly Present

Student-participants who attend a house party or other functions in which under age drinking, drug use or other illegal activities are taking place and remain in attendance upon finding out about these illegal activities, are in violation of this Code of Conduct and will be subject to disciplinary action as defined above for chemical use. Any student-participant who unknowingly enters a function in which illegal activity is taking place or is at a location in which illegal activity later begins to take place and subsequently recognizes the illegal activity, must **immediately** leave the area and call their coach and their parents to report the situation. **NOTE: Immediately means exactly that!! The student must leave immediately upon recognition of the illegal activity. Not five minutes or ten minutes after, but immediately.** Student-participants who make the difficult choice to leave immediately and to immediately notify their coach and parents will not be subject to disciplinary action.

Student Arrest or Citation by Law Enforcement

As it has been determined that student participation is a privilege and not a right, it is to be understood that there will be no obligation on the part of the Billings Public School District to allow the participation of any student-participant who has been cited or arrested by law enforcement. Furthermore, there will be no obligation for the Billings Public Schools to wait for the judicial process to run its course. Therefore, upon first knowledge of an arrest or a citation that is considered an out of character offense, and even while charges are pending and adjudicated, the student-participant will be suspended and participation denied. Misdemeanor offenses will be suspended in equivalence to the first or second violation of the disciplinary

consequences as listed above. Felony offenses will be viewed as acts that require immediate and permanent suspension from participation.

Due Process

The following supplements and is in addition to the due process provided by BPS Policies 3350 and 3350-P1 and P2.

1. All information, documentation, and evidence of a violation will be compiled by the coach, sponsor, or school representative that first is informed of a possible rule violation, who will provide such information to the assistant principal as soon as possible.
2. The assistant principal will begin an investigation no later than the next scheduled school day.
3. Student-participants will be informed of their right to have a parent or other adult present while being questioned, the right to be given another copy of this Code of Conduct, and the right to submit evidence at all stages of this process. Participants shall be informed of the alleged violation and any evidence of or witnesses to the violation. The student shall have the right to explain or refute such information.
4. Student-participants and their parents shall not retaliate against informants or individuals (faculty, staff, students, other family members) who are involved in this process. Retaliation will result in imposition of additional consequences.
5. Honesty Clause: Student-participants agree to be honest and sincere when asked to participate in any investigation of a possible conduct violation. If, when confronted by a school official, the student is honest, then any consequences given shall be the minimum for that violation. If the student denies involvement and conclusive evidence is later established, the suspension for that violation shall be doubled.
6. Another school employee will be present during questioning of a student for the purpose of taking notes of the questions and answers and keeping a record of all materials gathered.
7. At the conclusion of this investigation, the assistant principal will make a determination as to whether the student engaged in any of the misconduct defined above and will impose the discipline as set forth in the disciplinary consequences section above.

Appeal Process

If the student or the parent of a student disagrees with the disciplinary action that has been implemented, he or she has the right to appeal that decision to the building principal. The appeal must be made in writing. The only basis of the appeal can be that written procedures or guidelines were not correctly applied. The decision of whether a student violated the particular rule is not the basis of an appeal. The building principal will inform the student and his or her

parent(s) of the outcome of the appeal personally or in writing. The student may practice during the time of the appeal but may not participate in contests.

Request for Reinstatement Appeal

Any student(s) who have been suspended from activities for the remainder of their high school career due to a third or a higher-level violation, can appeal for reinstatement following completion of suspension for one calendar year. The appeal must be in submitted in writing to the school principal and an appeal hearing will take place. The building principal, school activity coordinator, and the district athletic director will decide the appeal based on the following conditions:

- a. Clean behavior record for one complete calendar year.
- b. Clean drug tests (purchased by the parents) – if the violation(s) was drug or alcohol related.
- c. Class work that meets all District and MHSA standards.
- d. Student meets all other MHSA standards for participation
- e. Code of Conduct re-signed with the understanding that even one violation shall result in a return to suspension.

Educative Process

It is important that our students who have violated this code go through an educational process aimed to help them be more informed and to make better decisions. Depending on the type of violation, this educational process could be as simple as a meeting between the students, parents, and coaches, teachers, or aimed at discussing consequences and giving more support for the student on a daily basis.

Any student who violates the chemical use portion of this Code, will go through the following educational process:

- a. The student will go through an initial screening process with the school Rimrock counselor or certified addiction counselor. The counselor will then advise the student and the parents as to whether or not a higher level of assessment or care is needed.
- b. The student will attend three, two-hour sessions of Chemical Awareness Class. The student must attend as soon as possible during or following the weeks of suspension.

Restorative Expectations

Students who have served any type of penalty as a result of a violation of this code must recommit to their team through the following steps:

1. Meet with the school activities coordinator to review expectations and future penalties if another violation occurs.
2. Meet with the coach, sponsor, entire coaching staff and/or entire team/ensemble.
3. Re-sign the Code of Conduct in front of attending the meeting in #2 above.

The coach/sponsor will determine the specifics (time and format) of this restorative process based on what he or she feels is best for the team.

Should the student (and his or her parent(s)), not complete any or part of this process, he or she will not be able to compete until all parts of the process have been completed.

Middle School Consequences and Transition to High School

Middle School consequences will be consistent with those described in this code. However, all middle school students who have a code violation in 7th or 8th grade, will be given a clean record with which to begin high school.

Going Out for a Sport to Fulfill Consequences

Any student-athlete who receives a code violation may choose to enter another sport in which they have previously chosen not to go out for in hopes of completing his or her consequences. The philosophy behind this is that we believe it is better for a student to be engaged in an activity rather than have time off. By participating in another activity, that student will:

The following rules will apply to all students who choose to go out for a non-primary sport in order to fulfill the consequence of a code violation:

- Contract – agreed to and signed by the coach, the student, and the student's parent(s).
- Duration – the contract will be in effect for the entire length of the season.
- Behavior Expectations – the student will: abide by this code of conduct and the rules, regulations, and policies of the coach, will attend every practice – even one unexcused absence will nullify the contract, will behave appropriately at all practices as determined by the coach, will give an honest effort at each practice as determined by the coach, will get along with and support other student-athletes.
- Coach Expectations – If the coach has any conduct issues with this student, he or she may meet with the school activity coordinator and the student and nullify the contract. In the event that the contract is nullified, the student is removed from the non-primary sport and must complete his or her original code violation consequences in the primary season in which he or she participates.
- Code of Conduct – the student will complete all restorative expectations and resign the code of conduct.

**Billings Public Schools
Department of Athletics and Activities
Parent Code of Conduct**

Parents play a vital role in the development of their child's character and decision-making skills as well as the development of his or her skills and abilities in the sport or activity. A student-participant's success, his or her team's success, and ultimately the program's success, is a partnership between the student-participant, his or her parent(s), the coach, and the administration. This Parent Code of Conduct is a result of what our students expressed as their expectations of their parents.

- **I WILL BE A POSITIVE ROLE MODEL.** I will do what I can to ensure that my child has the best possible experience as a result of participating in a BPS activity.
- **I WILL BE CALM AND CARING WHILE REMAINING EMPATHETIC AND OPTIMISTIC.**
- **I WILL CARE FOR THE TEAM, NOT INDIVIDUALS.** I will not promote my child at the expense of the team.
- **I WILL ENCOURAGE AND SUPPORT MY CHILD'S INDEPENDENCE.** I will allow my child the space to learn from the successes and the failures.
- **I WILL LET THE COACHES COACH AND TREAT THEM WITH THE SAME RESPECT I EXPECT THEM TO TREAT MY CHILD.** I will support their decisions even if I don't necessarily agree. If I have a concern, I will communicate with them in an appropriate manner, following the complaint process as it is written. I will allow the coach to address my issues or concerns before I contact an administrator.
- **NO COMPLAINING/YELLING AND HOLLERING AT GAMES.** I will know and support the rules. I will let the players play and the officials officiate.
- **I WILL BE INVOLVED BUT WON'T HOVER.** I will help and support the coach and our team within the agenda of the coaches and the players.
- **I WILL PROMOTE A HEALTHY LIFESTYLE.** I will assist my child in making the necessary choices that help promote a high level of performance, i.e. proper nutrition, sleep, recovery, avoidance of drugs, alcohol, tobacco, e-cigarettes(vaping), etc.
- **I WILL HOLD MY CHILD ACCOUNTABLE.**
 - For earning their own playing time
 - For the consequences of success and the consequences of failure
 - For the expectations of the BPS Code of Conduct
- **I WILL REMEMBER THAT WHAT IS MOST IMPORTANT IS FOR MY CHILD TO HAVE FUN AND TO GROW AS A YOUNG ADULT.**

Student's Name – Please Print

Date

Parent's Name – Please Print

Parent's Signature

Parent's Name – Please Print

Parent' Signature

**BILLINGS PUBLIC SCHOOLS
CODE OF CONDUCT ACKNOWLEDGEMENT FORM**

This form, with signatures required below, verifies that I/we (student-participant and parent(s)/guardian(s)), have attended the mandatory season meeting or have met with the school principal or school activities coordinator and have completed all requirements of the preseason meeting. I/we have received and carefully read a copy of the Billings Public Schools Code of Conduct. Our signatures below certify that I/we understand, support, and agree to the contents, meaning, expectations and consequences of this Code of Conduct.

I/we also understand that, prior to participation as a member of an extra-curricular activity, all of the following must be completed and on file with the school's Activities Office:

1. Student Information – all personal and contact information.
2. Current MHSA Physical Examination Card signed by student, parent(s)/guardian(s) and the participating doctor. (Athletes Only)
3. Confirmation of payment of the participation fee.
4. Confirmation of payment of the activity fee.
5. Confirmation of payment of program fees – if any.
6. Signing of the Activities Participation Agreement stating knowledge and understanding of the Participation Warning, Inherent Risks of Participation, Waiver of Liability, knowledge and choice of the Supplemental Insurance options, Equipment Responsibility, Signing of this Code of Conduct, Medical Treatment Consent Card, Parent/Guardian contact information, and Media Release Form.
7. Concussion Protocol and signing of the IMPACT pre-testing form and the MHSA Student-Athlete & Parent/Legal Guardian Concussion Statement Form as required by state law.
8. Information on weather alerts and lightening protocol.
9. Information on heat-related illnesses.
10. Athletic Trainers' coverage and expectations of student-athletes.

Student's Name – Please Print

Student's Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date