

# Student/Parent Handbook

## BOZEMAN HIGH SCHOOL

205 NORTH 11<sup>th</sup> AVENUE

BOZEMAN, MT 59715

2020-2021



BHS Core Purpose: *To inspire students to thrive at school and throughout life.*

The Hawk Way, it's in the AIR...

Model Acceptance

Act with Integrity

Show Respect

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*Principal*

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*Assistant Principal*  
522-6243

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Sheri Blackwood..... Students A – Di  
Olivia Sullivan..... Students Do – Ka  
Dacia Luedtke..... Students Ke – L  
Anne Sullivan..... Students M – Sa  
Lynn Sellegren..... Students Sc – Z  
Dacia Luedtke..... Bridger Charter Academy

### *Office Numbers*

Attendance Office..... (406) 522-6210  
Activities Office..... (406) 522-6237  
Counseling Office..... (406) 522-6204  
Finance Office..... (406) 522-6239  
Main Office..... (406) 522-6200  
Message Center..... (406) 522-6203

# **BSD7 High School Student/Parent Handbook**

## **TABLE OF CONTENTS**

### **Covid Attendance Procedure 3122P Addendum**

#### **Section 1 - Student Guidelines**

Student IDs	4
Lockers	4
Lost and Found	4
Hall Passes	4
Dress Code	4-5
Cell Phones and Electronics	5
Driving and Parking Lots	5-6
Skateboards and Bicycles	6
Student Conduct Outside School Hours Or Away From School	6-7
Athletic and Activity Events	7
Drugs and Alcohol	7
Tobacco Free Policy	7
School Phones	7
Visitors	8
Deliveries	8
Distribution of Materials	8
Dance Regulations	8
Fines, Fees, and Charges	8-9
Emancipated and Majority Age Students	9

#### **Section 2 - School Environment**

Sexual Harassment, Discrimination, and/or Intimidation	9-10
Bullying	10
Mediation	11

#### **Section 3 - Student Health and Safety**

Emergency Procedures	11
Injury and/or Illness at School	11
Student Medication	11
Stock Epinephrine	11-12
Immunizations	12

#### **Section 4 - Parent/Guardian Specific Information**

Parent Advisory Committee - PAC	12
Excusing Absences/Appointments	12
Protection of Pupil Rights	12

### **Section 5 - Academic Policies**

Attendance Policy	13-14
Tardy Policy	14
Make-up Procedures	14-15
Academic Honesty	15-18
High School Grading Policy	18-19
Graduation Requirements	19
Recognitions at Graduation	19
Diploma Distinctions	19
Schedule Change Policy	19-21
Online Course Work	21
Field Trips	21

### **Section 6 - Discipline Policies**

Detention, In-School Suspension, Out-of-School Suspension	21-22
Gambling	22
Malicious Vandalism	22
Dangerous Weapons	22-23
Gangs and Gang Activity	23
Grounds for Suspension and Expulsion	23-28

### **Section 7 - School Services**

Library	29
Academic Support Center (ASC)	29
Project Excel	29-30
Counseling Program	33-31
College and Career Center (CCC)	31

### **Section 8 - Extracurricular Activities and Athletics**

Interscholastic Athletics	31
Chemical Use Policy	32
Extracurricular Activities	32

### **Section 9 - Legal Notices and Agreements**

Search and Seizure of Property	32-33
Canine Detection	33-34
Video Surveillance	34
Chemical Dependency Prevention	34-35
Social Media Guidelines	35-36

Technology Use Agreement	36-37
District Access to the Internet	37-40
School Records	40-42
Rights Pertaining to Student Records	42
Privacy Rights	42
Equal Opportunity	42-43
Non-Discrimination of the Disabled	43
Homeless Students: The McKinney-Vento Act	43
Special Education Services	43
Notice On Asbestos	43

## **SCHEDULES**

### **Regular Bell Schedule**

Period 0	7:30 - 8:20
Period 1	8:25 - 9:15
Period 2	9:20 - 10:10
Homeroom (during per 3)	10:15 - 10:20
Period 3	10:20 - 11:10
Period 4	11:15 - 12:05
LUNCH	12:05 - 12:55
Period 5	12:55 - 1:45
Period 6	1:50 - 2:40
Period 7	2:45 - 3:35

### **Assembly Bell Schedule**

Period 0	7:30-8:20 (50 min)
Period 1	8:25-9:05 (40 min)
Period 2	9:10-9:50 (40 min)
Assembly	10:00-11:00 Gym
Period 3	11:10-11:50 (40 min)
Lunch	11:50-12:40 (50 min)
Period 4	12:40-1:20 (40 min)
Period 5	1:25-2:05 (40 min)
Period 6	2:10-2:50 (40 min)
Period 7	2:55-3:35 (40 min)

### **Finals Schedule**

#### **Day 1**

1 <sup>st</sup> Per. Exam	- 8:30 - 10:10
3 <sup>rd</sup> Per. Exam	- 10:20 - 12:00
Lunch	- 12:00 - 1:00
5 <sup>th</sup> Per. Exam	- 1:05 - 2:45

### Day 2

2<sup>nd</sup> Per. Exam - 8:30 - 10:10

4<sup>th</sup> Per. Exam - 10:20 - 12:00

Lunch - 12:00 - 1:00

6<sup>th</sup> Per. Exam - 1:05 - 2:45

### Day 3

7<sup>th</sup> Per. Exam - 8:30 - 10:10

0 Per. Exam - 10:20 - 12:00

Lunch - 12:00 - 12:30

Click [here](#) to view the BSD7 District Calendar.

## **SECTION 1 - STUDENT GUIDELINES**

### **Student IDs**

Students are expected to carry their student identification cards with them at all times. They must show their identification card to any staff member requesting it at any time. One student identification card is provided, free of charge, to each student. Replacement IDs will cost the student \$5.00.

### **Lockers**

You may request a locker by completing the request form before school starts. Locks will be provided by the school and personal locks are not permitted on lockers. Locker and lock information will be posted to PowerSchool at the beginning of the school year. Students are responsible for any damage that may result from improper use of their lockers. Students are responsible for lost or stolen locks (replacement fine is \$10). The school-owned locker assigned to you may be searched at any time with or without your permission.

### **Lost and Found**

Students are responsible for all personal belongings that are brought to school. Student items left behind in classrooms or common areas will be kept in lost and found. Items not retrieved will be donated on a monthly basis.

### **Hall Passes**

Students in the halls during class periods must have a hall pass from an authorized staff member. Staff may request to see a hall pass at any time.

### **Dress Code**

The appearance of any young person is primarily the responsibility of that individual and his/her parents/guardians. Student appearance should reflect a positive image and contribute to a learning environment that is free of disruption. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health. Students and staff are responsible for managing their personal distractions.

## **Universal Dress Code:**

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

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

- intentionally show private parts. Clothing must cover private parts and midriff in opaque (not able to be seen-through) material;
- contain pornographic images, threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- cover the student's face to the extent that the student is not identifiable including sunglasses.

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

### **Enforcement:**

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as "a distraction" due to their appearance or attire.

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

## **Cell Phones And Other Electronic Equipment**

Student possession and use of cellular phones or other electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of school District employees is a privilege which will be permitted only under the following circumstances. At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. High school students are permitted to use personal mobile devices in an appropriate and respectful manner before and after classes, in common areas—such as near lockers or the cafeteria—or outside on school grounds. The District is not responsible for lost or stolen devices.

We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. No calls/texts should be made/received during class time. In case of an emergency, the office should be notified. At teacher discretion, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. On the first offence, the student will conference with a dean to receive the device back. Should a second or subsequent violation occur, confiscated devices will be returned to the parent or guardian. ([Policy 3630](#))

## **Driving And Parking Lot Regulations**

Both high schools accommodate hundreds of student drivers, visitors, and staff members every day of the school year. It is our goal to make sure that all drivers are aware of their surroundings and exercise responsible driving while on our campus. Students may park on campus in approved student lots only.

**Parking and driving regulations include but are not limited to the following:**

- Student lots are first come, first served.
- State law stipulates that maximum driving speed on or adjacent to school property is 15 mph.
- Parking in fire zones, handicap spaces, traffic lanes, or other designated “no parking” spaces is prohibited and will result in a ticket.
- Students are not to be in their automobiles or in the parking lots during class time.
- Students involved in a hit and run will have parking privileges revoked, disciplinary action taken, and referred to law enforcement.
- Habitual offenders will lose the privilege of parking on our campus.
- Driving/Parking privileges on high school grounds may be temporarily or permanently suspended for any violation at any time.
- Disrespect to other drivers or insubordination to staff will result in parking privileges onto campus being revoked and disciplinary action.
- Student vehicles parked on school district property that are the subject of a drug dog alert may result in a criminal investigation by law enforcement officials subject to a search warrant.

**Parking Citations/Fines:**

Administration and staff will take an active role in policing our parking lots. To ensure that our lots are orderly and safe, the dean’s office or SROs will issue citations and fines for rule violations. Citations issued by the deans may include:

- Parking violation - 1st Offense: \$40.00
- Parking violation - 2nd Offense: \$80.00
- Parking violation - 3rd & subsequent Offenses: \$80.00 and parking privileges revoked
- Parking in a handicap space without the proper permit: \$100.00
- Moving vehicle violations - referred to law enforcement and subject to school consequences
- Fines must be paid to the Finance Office within 10 school days
- Unpaid fines will result in further consequences (e.g. parent contact, disciplinary action, loss of parking privileges, trespassing ticket, withholding of diploma, etc.)

**Skateboards And Bicycles**

Skateboards and bicycles are recognized as legitimate, environmentally friendly modes of transportation. However, the following guidelines shall govern their use at school.

**Skateboards:**

- Skateboards shall not be ridden on school property unless a designated area has been identified by administration.
- While at school, skateboards shall remain in students’ lockers.
- Failure to comply with skateboarding rules may result in board confiscation and school discipline. Confiscated skateboards will be returned to the parent or guardian.

**Bicycles:**

- All bicycles must be locked in a bicycle rack.

- Bicycles must not be ridden in the building.
- To ensure pedestrian safety, bicycles are not to be ridden on sidewalks.
- Failure to comply may result in loss of bicycle privileges (at school) and school discipline, up to and including suspension from school.

### **Student Conduct Outside Of School Hours Or Away From School**

The Bozeman School District provides a comprehensive program of educational services. The educational environment must be favorable if students are to take full advantage of these opportunities. Student discipline is essential to a productive and meaningful learning environment.

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students may subject the student to corrective action or punishment by the school district. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system (or their families) or conduct which creates a substantial disruption to the school day.

Maintaining or posting materials to a Web site or blog, or any other public venue that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.

Corrective action or punishment may include but not be limited to immediate, short-term (not to exceed 10 days) suspension to a recommendation for expulsion from school. A separate civil and/or criminal action may also be initiated against the offending party.

Corrective action or punishment will include appropriate due process safeguards as provided for by law and/or school district policy. ([Policy 3310](#))

### **Athletic / Activity Events**

Attendance at athletic/activity events as a spectator is a privilege. Bozeman School District strives for excellence in sportsmanship at all times. Students in attendance at any activity are expected to conduct themselves in a manner that demonstrates positive sportsmanship. In an effort to provide all spectators, teams, officials, and game personnel the best possible experience at our high schools, students will refrain from the following behaviors that include but are not limited to: inappropriate comments/chants, heckling, profanity, or advancement on to the court/field. Additionally, students are to refrain from bringing in signs, wearing costume masks, using noisemakers, or engaging in any other activities that pose a safety risk. Any action that results in the removal of a student from a contest as a spectator by game management or by a game official will result in corrective action and/or consequences which may include but is not limited to school suspension and suspension from attending athletic contests up to and including the remainder of the school year.

### **Drugs And Alcohol Student Guidelines Of Conduct**

Any student who unlawfully possesses, uses, sells, or otherwise furnishes or is under the influence of, any controlled substance, illegal drug, alcoholic beverage or an intoxicant of any kind on school grounds or at school functions is subject to immediate suspension or expulsion from school and referral to local law enforcement.

In addition, the student will be suspended from attending or participating in all other school sanctioned extra-curricular activities for a length of time to be determined by policy and administration. School sanctioned extra-curricular activities may include but not limited to: school dances, drama productions, athletic events,



music concerts, school field trips, and other activities sanctioned or sponsored by the school both on and off school property.

### **Tobacco Free Policy**

In the interest of having healthy employees and positive health models for students, the Bozeman Public School District maintains tobacco-free buildings and grounds. The following stipulations constitute the tobacco policy for the Bozeman Public Schools ([Policy 5225](#)):

1. All school buildings are hereby declared as tobacco-free schools. The use of tobacco and/or tobacco innovations will not be permitted on Bozeman School District grounds or facilities.
2. Tobacco is not allowed on any school property, nor will employees be allowed to use tobacco while on duty in the presence of students.
3. New employees of the district will be hired with the understanding that they will be directed not to use tobacco at their place of work.
4. Limitations or prohibitions on tobacco use are applicable to all hours.

### **School Phones**

Students may use school phones before school, at lunchtime and after school. Students are not to use school phones during class time, except for emergencies. The student phone is located at the Attendance counter.

### **Visitors**

In the interest of keeping a safe and secure environment, students are not allowed to bring visitors to their classes or onto school grounds. Visits are to be conducted on the student's own time outside of the school day.

Adult visitors must check-in at one of the offices and must be wearing a visitor's badge visibly displayed on their person throughout their stay.

### **Deliveries**

Both high schools prohibit the delivery of balloons, gifts, flowers, food, etc., to classrooms.

### **Distribution Of Material**

In addition to school information posted on the website or sent home with students, student curricular clubs and non-curricular groups may distribute materials in accordance with [Policy 3222](#).

To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials. Prior approval from Central Office is required.

### **Dance Regulations**

- All regularly enrolled BSD7 students and their invited guests are welcome to attend school-sponsored dances.
- Students currently serving under a disciplinary contract are not allowed to attend school dances.
- Students attending a school-sponsored dance will be required to show current student ID.

- Dance tickets should be purchased in advance. If tickets are sold at the door, there may be an increased cost.
- **All school regulations apply at school-sponsored dances.**
- Potentially dangerous or inappropriate dance behavior will not be tolerated. Failure to comply will result in immediate removal from the dance.
- Students wishing to bring a non-BSD7 guest must pick up a form in the Main Office requiring signatures, copy of a photo ID and emergency contact information. The form must be turned into the Main Office 72 hours prior to the dance.
- Guests 21 years of age or older will not be admitted.
- Guests cannot include students who are currently attending middle school or who are of middle school age, students who have graduated from high school more than two years ago, or who have been out of school for more than two years.
- Students may not leave the dance after entering unless they do not plan to return.
- Parents and patrons of the school may be admitted as visitors and are welcome at all times.

### **Student Fees, Fines And Charges**

Within the concept of free public education, the district will provide an educational program for students as free of costs as possible.

The district may charge a student a reasonable fee for any course or activity not required for graduation or for any course or activity taking place outside normal school functions. The district may waive fees or offer scholarships in cases of financial hardship.

The district also may require fees for actual cost of breakage and for excessive supplies used in career and technical education, music, or science courses.

Students may be required to furnish clothing or other items of a personal nature required by any course. An effort will be made to not have the required clothing restrictive in color, trim, or other items that would increase the cost or availability.

Fees may be charged for extracurricular activities, overnight and out-of-state trips which are not a part of a regular course of instruction, night classes, and summer school.

Special projects initiated and pursued by any student, which becomes his/her personal property and are not a requirement of the course or class, must be paid for by the student or his parents.

Students may be required to furnish their own paper, pencil, notebooks or other items. It is not required that the district furnish items including, but not limited to, school pictures, yearbooks, school newspapers, activity tickets, musical instrumental rental, accident insurance, vo-tech or adult school fees, advanced placement fees, or assessments for lost or damaged school properties of any kind.

The district holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The district may withhold a student's grades or diploma until restitution is made. A student or parent may appeal, in writing, the imposition of a charge for damages to the superintendent. ([Policy 3520](#))

### **Transactions With Emancipated And Majority Age Students**

The guidelines for working with students in the above categories are as follows:

1. All students, regardless of age, who are living at home or in foster care, are considered to be under the supervision of their parents or guardians and parents or guardians will be required to sign or verify all appropriate school documents.
2. If a student is 18 years of age or older and is not living at home, the student may be considered an adult and may be held responsible for his/her absences, signatures, and behavior.
3. If a student is under the age of 18 and is married, he/she may be considered emancipated and considered in the same manner as those 18 and over and not living at home.

A student who is under 18 years old, not married, and not living at home, may be considered emancipated and treated in the same manner as an 18 year old not living at home, if the parents verify the emancipation. Verification shall be a (notarized) statement signed by the parents, stating that the student is emancipated. This document must be on file at the school.

## **SECTION 2 - SCHOOL ENVIRONMENT**

### **Sexual Harassment / Sexual Discrimination / Sexual Intimidation**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. ([Policies 3225, 5012](#))

### **Bullying**

Bullying, as defined by Procedure 3310P3, is repeatedly doing mean or harmful things including: remarks and/or actions directed toward a student or staff designed to demean, intimidate, embarrass, tease/taunt, exclude or humiliate. Bullying is strictly prohibited and shall not be tolerated. This includes bullying, harassment or intimidation via electronic communication devices (“cyberbullying”). All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

### **Reporting Process:**

Confidential “Incident Report” Forms are located in the Main Office, Counseling Office, Library, school psychologist’s office, from any teacher, and online on the school website. Students and/or staff can turn in forms to the Main Office or directly to the Dean of Students.

Persons who are victims of, have witnessed, or know of any form of bullying shall report the incident to school personnel. Issues will be immediately addressed by a Dean of Students or an administrator. ([Policy 3226](#))

### ***Alternative Reporting Process:***

Bozeman Public Schools also uses a communications tool called Anonymous Alerts®.

What is the Anonymous Alerts app?

The Anonymous Alerts anti-bullying and safety app reporting system helps combat bullying and other negative activity in schools by empowering students to speak up. Social and peer pressure are some of the hardest obstacles for students to overcome.

The system allows for 1-way or 2-way anonymous encrypted communications between submitters (students, parents or community members) and district administration and/or school staff. Users of the system have the option to remain anonymous or reveal their identity when submitting a report.

How does it work?

To use this revolutionary new app, students, parents or other school personnel can simply visit the Bozeman Public Schools website and click on the “Anonymous Alerts” button or text link to submit a report expressing their concern. Anonymous Alerts® mobile applications can be downloaded directly from the Apple, Google Play or the Chrome stores.

Bozeman Public Schools supplies students an activation code, making the app remarkably easy to use and students select which school the message should go to. In addition, informational posters explaining how to use the app will be displayed throughout schools and offices in the district.

To send reports from the Web/Internet go to: <https://www.anonymousalerts.com/bozemanps>

**False reporting will be taken seriously and will be prosecuted to the full extent of the law and district policy. Reports that lack specific and sufficient detail or anonymous reports that do not allow administration to communicate with the reporter cannot be effectively investigated.**

To send a report from your phone:

- Download the Anonymous Alerts® app for free from the Apple Store, Google Play store, or the Chrome store
- Start the App, enter activation code: [bozemanps](#)
- Send important reports to school officials
- Add a screenshot, photo or video about the incident

### **Mediation**

Mediation is offered to students who would like a **safe** and **confidential** place, during school, to settle their disputes. Mediators are students trained in the art of mediation and they facilitate the meeting by enforcing ground rules and utilizing the skills they have been taught like asking their peers open ended questions, restating their issues, active listening, etc. Anyone can refer parties for mediation (parents, counselors, teachers, other staff members, or witnessing students) by filling out a referral form and returning it to a school office. Forms are in the counseling office.

## **SECTION 3 - STUDENT HEALTH AND SAFETY**

### **Emergency Procedures**

In the event of a bomb threat, earthquake, fire or civil emergency that requires an evacuation of a School building, each site has an Emergency Evacuation Plan detailing the expectations and procedures. ([Policy 8301P](#))

### **Injury Or Illness At School**

If your child becomes ill or sustains a minor injury at school, the classroom teacher or the school secretary will call you and ask you to take your child home. You may make the decision to pick up your child at school or allow your child to walk home. However, no child will be allowed to walk home if, in the school's judgment, the child is too ill, lacks the good judgment to get home safely, or will go home to an empty house.

On those very rare occasions that a child is seriously injured at school, several things will happen simultaneously: we will call 911 and you and the staff will administer first aid. The EMTs will determine if the child will require emergency transportation. If you are at the scene of the accident, you may refuse emergency transportation for your child. ([Policy 3431](#))

### **Student Medication**

Bozeman Public School [Policy 3416](#) strongly recommends that all medications be given at home by the parent or guardian whenever possible. All medications, prescription and over the counter, that are to be taken at school are required to have an order written by a healthcare provider. In addition, most medications to be taken at school will also need a school health care plan. Health care plans for diabetes, seizures, asthma and allergies are available on the Bozeman School District website at [https://www.bsd7.org/our\\_district/health\\_services](https://www.bsd7.org/our_district/health_services). For other health conditions, a specific health care plan will be written. Students that require emergency medication such as asthma or allergy treatments are allowed to carry their medication but must fill out the *MT authorization to possess or self-administer asthma, severe allergy or anaphylaxis medication* form.

High School Students may carry and self-administer a one-day supply of medication. Students found in violation of this medication policy may receive disciplinary consequences. Students requiring a Health Care Plan and/or a 504 plan may need to consult the School District Nurse.

The medication rules and policies also apply for those students that will be attending overnight field trips with the school.

### **Stock Epinephrine**

Stock epinephrine is available in the form of auto-injectors and will be used for students or staff who may have an allergic reaction at school. This epinephrine is not intended to replace student-specific epinephrine. Parents of students with known life threatening allergies should still provide the school with the student's school specific health care plan and the necessary medications for implementing the student's specific order. Stock epinephrine will be kept in a secure, easily accessible location in each school. School staff will participate in annual training on recognizing anaphylaxis, emergency protocol, and school procedures. Anytime epinephrine is administered at school, 911 will be called. School employees will not be held liable for non-intentional injuries arising from administration of epinephrine. In addition, BSD will have allergy information available on their website under health services. For more information, contact Rebecca Spear RN, Bozeman School District Nurse, at 522-6057. ([Policy 3416](#))

### **Immunization Requirements**

Mandatory school immunizations are required at all grade levels in accordance with MCA 37.114.702. All students must provide documentation of required immunizations unless they have a conditional attendance form or possess a medical or religious exemption as outlined in MCA 20-5-4054.

## **SECTION 4 - PARENT/GUARDIAN SPECIFIC INFORMATION**

### **Parent Advisory Council**

PAC is a great way for parents to make a connection to the world of high school. PAC provides volunteer opportunities for parents to become involved in their student's high school experience.

A variety of guest speakers throughout the year will enhance your understanding of teen life and address specific school issues as needed. The Principal will frequently be in attendance and will keep the PAC up to date on the happenings at each school. Visit the PAC Information Page on the school's website for board contact details and more information or contact the school for information regarding meeting times.

### **How To Excuse Your Child For Appointments**

If your child needs to be excused for an appointment during the school day please call the attendance office stating what time your child needs to be excused from class. If the appointment is of a medical nature, please have the office give your child a note to take back to the attendance office when they check back in to school.

### **Protection Of Pupil Rights**

#### **Inspection of Instructional Materials by Parents or Guardians:**

All instructional materials, including teacher's manuals, films, tapes or other supplementary material that will be used in connection with any survey analysis, or evaluation as part of any applicable program, shall be available for inspection by the parents or guardians of the children.

## **SECTION 5 - ACADEMIC POLICIES**

### **Bozeman School District Attendance Policy ([Policy 3122p](#))**

#### **Philosophy:**

Bozeman School District is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced.

#### **Definitions:**

##### ***Absences counted against the 10-day absence limit:***

- **Excused Absences (E)**: Absence that has either been pre-approved or cleared, within five days of the absence, by a parent or guardian.

- Unexcused Absence (U): An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make up work missed during unexcused absences at teacher discretion. A student with excessive absences may be cited for truancy by police according to Montana State Law (M.C.A. 41-5-103).

***Absences not counted against the 10-day absence limit:***

- Activity-Related Absences (A): When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office. Students are required to make up all work that is missed to gain the necessary skills taught in the course.
- Suspension (S): Disciplinary action that results in the exclusion of a student from classes and/or extracurricular activities for a specified period of time.
- Medical Absence: An absence that is medically cleared through written documentation from a licensed physician.
- Bereavement (B): An absence due to a death in a student's immediate family.
- College Visit (C): An absence due to a college visit and verified through written documentation from the visited institution. Juniors and seniors are allowed up to three college visit days per year.
- Discretionary (D): An absence, that does not fall into any other category, approved by a dean or administrator due to extenuating circumstances. The form for requesting a discretionary absence can be found in the attendance office and should be pre-approved.
- Religious Absence (R): An absence due to observing a religious holiday or event.

**10-Day Absence Procedure:**

- If a student accumulates 11 or more total absences (excused and/or unexcused) per class period during a semester, he/she is in violation of the absence limit. If the student is passing the class, he/she will receive credit; however, the letter grade will be reflected as a "P." Students who are failing will not receive credit.
- A student may petition to regain their previous letter grade for individual classes if they do not violate the attendance policy in any class during the subsequent semester. Students will need to complete an attendance violation appeal within two weeks prior to the end of that semester. Appeal forms are located in the attendance office.
- Seniors in violation of the absence limit during their final semester, who are seeking to regain a letter grade during that semester, will be required to complete an appeal form and serve an hour of "make-up time" and/or supervised community service for every missed class period exceeding 10 days. "Make-up time" must be completed within a week of graduation and prior to the end of school.

**Parent Information/Procedures:**

- Parents should notify the attendance office to excuse a student's absence. If verification is not received within five days of the absence, the absence will be recorded as unexcused for the remainder of the semester.
- Before unexcused absences become excessive, teachers are encouraged to make student and parent contact to express their concern and discuss the issue. They may also assign "make-up time", detention, or take other actions to discourage continued truancy.
- If the student's attendance does not improve a dean or administrator will intervene.
- The Dean of Students will contact the parents/guardians of students who have accumulated excessive absences (excused and/or unexcused) in an individual class.

**Possible interventions used to deter Unexcused Absences (skipping):**

- Automated calls home
- Classroom teacher may contact the student's parents/guardian to express concern

- Classroom teacher may conference with student and may also assign mandatory “make-up time” or detention.
- Dean may initiate a phone conference with parents/guardians and student to discuss the issue, then communicate information gathered with the appropriate school personnel.
- Other interventions as assigned (e.g. attendance mentor, CAP mentor, Check and Connect with a staff member, etc.)
- Dean may assign “make-up-time,” detention.
- SAT (Student Assistance Team) attendance meeting initiated by a dean that may include parents, students, counselor, teachers, case managers, parent liaison, coach/activity sponsor, probation, administration, and other staff as needed.
- Individual Attendance Plan developed by team as needed.

### **Tardy Policy**

The expectation is that students will get to class on time. This allows for less disruption in the educational process as well as student safety in the hallways. The bell schedule allows for a five-minute passing period between classes. Students can avoid tardies by organizing their books, notebooks, locker visits, etc., in the way that best accommodates their class schedule. The policy is:

First offense:	Warning
Second offense:	Detention
Third offense:	Detention
Subsequent offenses:	Additional consequences

At the beginning of each six-week period the tardy policy will start over with students being issued a warning, then assigned detentions, and finally additional consequences for each subsequent tardy.

It is important to understand that when a student is more than 10 minutes tardy, that tardy becomes an absence. This makes arriving to class on time especially important, because these tardies-transforming-to-absences still count against the maximum 10 absences allowed in a semester. Students who choose to skip if they are tardy will not only accumulate an absence but could also face consequences pertaining to the discipline policy as well as a loss of credit for that day’s work.

### **Make-Up Procedures**

Students can best experience opportunities to learn and grow when they are in class. However, students may be absent from school for a number of legitimate reasons. It is the policy of this school that the student, parent or guardian, and teacher work together to complete schoolwork due to activity related absences or excused absences. It is the student's responsibility to initiate and follow through with the work's completion. To assist in this effort, the following guidelines are presented:

- It is imperative that students contact each teacher on the first day after an absence to receive/review makeup work.
- Students are encouraged to make up missed assignments as soon as possible. Teacher and student should set up a mutually agreeable schedule to complete makeup work.
- In certain circumstances, teachers may alter assignments to be made up. In other circumstances, the teacher may not require work to be made up. Should this be the case, the excused assignments will not count toward the marking period grade.



- A student absent only on the date of a quiz/test should be prepared to take it the next day. The teacher may choose to administer it at a later date. Similarly, a student absent on the due date of a pre-announced assignment is expected to turn in that assignment on the first day back.
- Pre-announced special assignments, tests, quizzes, and homework are due on the day scheduled even if a student is absent the day before the assignment is due. Students may not miss one class to complete work for another class.
- If a major assignment is due on a particular day and a student is present any part of that day, then the student is responsible for seeing that the major assignment is completed and turned in to the teacher on the due date.
- Help with makeup work, quizzes, tests, lab work and projects that require special equipment may need to be scheduled outside the student's regular class period.
- Each teacher will supply students with a statement at the beginning of each course regarding policies about making up tests, homework and assignments. They will also address the times and places they are available for assistance.
- Students who expect to be absent for more than three days are advised to request homework assignments from each teacher prior to the absence. Students may pick up a Request for Advanced Make Up Work (pink sheet) from the Attendance Office.
- A student with a school approved activity-related absence is expected to see his/her teacher at least one week prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these requirements changed. While teachers will provide the student with necessary assignments, teacher assistance in completing these assignments is not mandatory.

Following these guidelines will assure proper credit. However, make-up privileges will not be granted in cases when the absence remains unexcused.

## **Academic Honesty (Policy 3201)**

### **Policy Rationale:**

The Board of Trustees recognizes that plagiarism and cheating are inconsistent with the mission statement of Bozeman School District. Because academic integrity is critical to character development and the educational process, students must maintain the highest standards of honesty when completing their coursework. Plagiarism and cheating undermine the ability of teachers to authentically assess student progress and deprive students of the opportunity to learn valuable skills and realize their potential. Students who profit from academic dishonesty condition themselves to conduct similar dishonesty in college and the workplace. Therefore, students, parents/guardians, and school personnel are all responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty, whether through ignorance of the rules or intentional disregard of the policy, shall be subject to district and school discipline policy, which may include academic consequences related to the specific assignment or class.

### **Definitions (see pages 18-19 for specific examples):**

Academic Dishonesty: A breach of academic standards of academic integrity, includes all forms of cheating—plagiarism, collusion, falsifying academic records, or any other act designed to give unfair academic advantage to the student.

Cheating: Any attempt to mislead or deceive a teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, and using programmable calculators or other technology in a manner not specified by the teacher.

**Plagiarism:** A form of cheating; the act of using another's ideas, language, or work and passing them off as one's own.

### **Guidelines For Ensuring Academic Honesty**

#### **Students' Role in Preventing Cheating and Plagiarism:**

- Seek clarification from teacher about expectations for student, parent or tutor involvement, group work, classroom work, and outside projects or writing assignments.
- Invest in the writing and thinking process by completing the steps for a project and documenting their own original work; avoid plagiarizing own work.
- Refuse to participate in another student's cheating; refuse to provide work for copying or to use for other types of plagiarism.
- Demonstrate respect and ethical use of technology in their work.
- Credit accurately all sources used in their original work.
- Model for peers original thinking and the accurate crediting of sources in their own writing and work.
- Consult with teacher when in doubt about any aspects of the problems, implications or consequences of cheating.

#### **Parents' or Guardians' Role in Preventing Cheating and Plagiarism:**

- Promote original thinking in their child.
- Refuse to help their child in any form of academic dishonesty by accessing or supplying inappropriate or unethical materials for their child's academic work.
- Encourage respect for technology and demonstrate its ethical use.
- Invest in their child's work by giving any appropriate and thoughtful feedback and suggestions during the project's steps, including revising and editing.
- Model original thinking and the accurate crediting of sources in their own writing and work.
- Help enforce any consequences of the violation of the Academic Honesty Policy.

#### **Teachers' Role in Preventing Cheating and Plagiarism:**

- Encourage original thinking in students.
- Design, execute and assess course work that encourages students' academic honesty; clearly define expectations.
- Teach freshmen and sophomores the difference between plagiarism and the simple acknowledgement or effective citing of sources (direct instruction primarily in English classes).
- Reinforce for juniors and seniors the understanding and application of this difference between plagiarism and the simple acknowledgement or effective citing of sources (direct instruction primarily in English classes).
- Encourage respect for and ethical use of technology in their work and that of their students'.
- Model original thinking and the accurate acknowledgement or crediting of sources in their own writing and work.
- Assess any case of cheating, determine the appropriate course of action to take, and enforce the disciplinary action.

#### **Administrators' Role in Preventing Cheating and Plagiarism:**

- Model original thinking and the accurate crediting of sources in their own writing and work.
- Encourage respect for technology and demonstrate its ethical use.
- Support the teacher/administrator-determined consequences for cheating and plagiarism.
- Participate in appropriate disciplinary action with cases for cheating and plagiarism.

### **Consequences Of Plagiarism And Cheating**

Modeled after the Bayside School District, CA guidelines

**Unintentional Plagiarism:**

A violation of the plagiarism section of the Academic Honesty Policy (AHP) committed in ignorance.

Consequences for All Grades — Determined and enforced primarily by teacher with administrative support, will include the following: warning issued; parent(s)/guardian(s) contacted; assignment re-done for partial credit; violation logged in student's disciplinary file.

**Intentional Plagiarism or Cheating:**

Blatant disregard for and violation of the AHP section pertaining to plagiarism or cheating; pertains to both first and subsequent infractions.

Consequences for All Grades — Determined by teacher and administrator, enforced by teacher and administrator; will include the following: parent(s)/guardian(s) and teachers contacted; conference with student, parent(s)/guardian(s), teacher and administrator; loss of credit for assignment, which could negatively impact course credit; suspension; violation logged in student's disciplinary file.

**Consequences may also include the following:**

Freshmen and Sophomores — Assignment redone to meet course requirements, but for no credit; infraction noted in PowerSchool; impact on membership in student organizations.

Juniors and Seniors — Infraction noted in PowerSchool; impact on membership in student organizations; denial of honors or awards; impact on college applications\*.

**\*Note:** High school faculty are encouraged to review disciplinary files before agreeing to write letters of recommendation.

**Sources:** Thanks to these school districts that contributed, via their web sites, to our efforts in developing these procedures: Bayside School District (<http://www.hpedsb.on.ca/bss/Plagiarism%20Policy.pdf>) and North Hunterdon High School (<http://www.nhvweb.net/nhhs/English/cheatingplagiarismpolicy.htm>). In addition, thanks to Bozeman School District's Assistant Superintendent Marilyn King for her foresight in developing the Academic Honesty Policy (#3201) prior to these efforts.

What follows are specific examples of what constitutes cheating and plagiarism. For ready reference, students will find this information on a poster in each classroom and study area in each high school.

**Understand What Constitutes Plagiarism And Cheating\***

**Cheating includes:**

- copying, faxing, e-mailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer-generated, whether you believe they will be copied or not

- using any form of memory aid during tests without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language to another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes; it is your responsibility to secure your answers so other students will not have the opportunity to copy from you nor be tempted to do so
- taking credit for group work when you have not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration
- using summaries/commentaries (*Cliffs Notes, Spark Notes, etc.*) in place of reading the assigned materials

- submitting work you created for one class for credit in another class, without the expressed permission of the teacher

### **Plagiarism includes:**

- taking someone else's essay or portion of an essay and submitting it as your own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as your own
- submitting purchased papers as your own
- submitting papers from the Internet written by someone else as your own
- supporting plagiarism by providing your work to others, whether you believe it will be copied or not
- self plagiarism, which is the submission of a piece you wrote for one class for credit in another class, without the expressed permission of the teacher

\*from North Hunterdon High School, Annandale, NJ

## **High School Grading Policy**

A student's grade should reflect what the student knows or has learned and the grade should clearly communicate that achievement status to students, parents, and others. Grades will be consistent, accurate, meaningful and supportive of learning.

### **Purposes for Grading Students' Work:**

- Communicate achievement status to students, parents, and others
- Provide information that students can use for self-evaluation and growth
- Encourage student growth and progress in learning
- Identify students for available educational opportunities (e.g., courses or programs) Evaluate the effectiveness of curricular, instructional, and assessment practices and programs

### **High School 9-12 Grade Reporting**

Grades will be updated regularly in PowerSchool for all classes. Comments will be updated for all students every six weeks. Teachers will contact parents/guardians of any student receiving a D or F in their class. ([Policy 2420P](#))

## **Graduation Requirements**

For information about graduation and graduation requirements, please see [District Policy 2410](#) and [Procedure 2410P](#).

### **Recognitions at Graduation**

- At its graduation ceremony, BSD7 recognizes some special accomplishments by students as follows:
- Gold cord denotes 4.00 GPA (unweighted)
- Silver cord denotes 3.50+ GPA (unweighted)
- Blue cord recognizes student body and senior class officers
- Red cord recognizes students who have donated blood or volunteered three or more times at the blood drive during their high school career
- White stole denotes National Honor Society membership

### **Diploma Distinctions**

Beginning with the class of 2023, students may earn distinctions, which will be honored at graduation with colored cords. Distinctions were created in order to:

- acknowledge and value student talents and interests beyond traditional college-bound coursework.
- encourage students to explore career options
- encourage students to take more classes
- encourage students to pursue passions/interests
- encourage both a college- and career-ready focus

Students may earn distinction in one or more categories:

- CTE
- Fine Arts
- Humanities
- Merit
- STEM

Students will apply for distinction during the spring of their senior year after they have completed the requirements. Applications will be reviewed by departmental committees. Students earning distinction will receive a certificate of achievement and a colored cord to wear at graduation. Students may earn more than one distinction. Credits earned towards the flex graduation requirement may be counted toward a distinction requirement.

Each distinction will have their own requirements and instructions, but a summary of all five can be found in the Curriculum Guide.

### **Schedule Change Policy**

School counselors work collaboratively with students as they plan a course of study that fulfills the Bozeman School District graduation requirements and prepares them for their post-high school goals. Counselors meet with students during the first semester to discuss their goals and possible future plans, and work with each student to develop his/her four-year plan of coursework designed to meet these individual goals. Students register for classes from the plan they have created to meet their future goals with input from their parents/guardians, teachers, and counselor.

After the registration process has been completed, the high school administration designs a complex master schedule based on the courses for which students requested and registered. Factors beyond the control of the high school such as budget decisions, legislation, and staffing needs and availability also impact the master schedule, the courses being offered, and consequently the student's schedule. Because it is not possible to

accommodate changing demands for classes once the master schedule is created, **it is expected that students honor the selections they made during registration.**

### **Reasons For A Schedule Change Policy**

- The master schedule is built on the class selections students make during registration.
- Teachers are hired and decisions made about the number of each course to be offered the next year are based on the numbers of students registering for classes.
- Teacher schedules/classes to be taught are determined based on these numbers. Teachers plan for these classes during the summer.
- Students need to understand the importance of the decisions they make when creating their educational plan and choosing classes.

### **Schedule Change Accommodations**

Changes **will be accommodated** ONLY if at least one of the following conditions exists:

- You are not scheduled for enough classes (9-11 must have 6 classes; 12<sup>th</sup> must have 5 classes)
- You have an unscheduled period and need to add a class or Study Hall
- You are in the wrong level of a class (e.g., should be in Spanish II, scheduled for Spanish I)
- You need a class required for graduation this year (SENIORS ONLY)
- You are scheduled in a class you have already passed
- You need to retake a required class that you did not pass
- You do not have the pre-requisite for a class on your schedule
- You are scheduled for a class you completed in the summer
- You want to drop a class for a Study Hall
- You are retaking a failed class and scheduled with the same teacher
- You are scheduled for a Study Hall you didn't register for and want to add a class

Personality conflicts will not be a justification for changing a class. All conflicts between a student and a teacher need to be resolved in a mature, professional manner. If you have a conflict with a teacher, **you and/or your parent or guardian should first meet with the teacher and attempt to work through the problem.** If a resolution cannot be reached, then the parent or teacher should contact an administrator to meet and develop a plan to address concerns. If **the administrator** grants a class change, the change will be based on space available and the least impact to your schedule.

### **When Schedule Changes Can Be Made**

There will be a walk-in, no appointment day for students who have a legitimate reason for a schedule change affecting their first semester schedule as described above.

Requests for changes in second semester classes must be made before the first day of second semester and must also meet the criteria listed above. *All schedule changes depend on these conditions: 1) space availability, 2) the requested class is smaller than the class dropped, and 3) written permission from parent/guardian when necessary.*

### **Dropping A Class Mid-Semester**

Students may drop a class under the following conditions:

Students in grades 9-10-11 must still be scheduled into 6 credited classes; students in grade 12 must still be scheduled in at least 5 credited classes. Courses dropped within the first five weeks of the semester will not be

reflected on a transcript. However, if a course is dropped after the fifth week, the transcript will reflect a “W/F” (withdraw fail) and will impact the student’s GPA. Counselors are not permitted to add a class to a student’s schedule after the first full day of instruction without administrator’s approval.

### **Online Coursework Procedures**

Guidelines for online coursework and conditions under which a student may request an online course can be viewed in the full policy. ([Policy 2410](#))

Additional information and the application for distance learning opportunities can be found online at each school’s website.

### **Field Trips**

The district recognizes that field trips, when used as a device for teaching and learning, are integral to the curriculum and are an educationally sound and important ingredient in the instructional program of the school. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Parents will be notified regarding all school sanctioned field trips that require transportation. On occasion, students may be asked to participate in a walking field trip. A walking field trip will typically not extend past the designated class period. Students and parents will receive prior notice of walking field trips, but parent permission is not required for walking field trips as parents provided permission on a sign-off form at the start of the year. If parents do not want their student to participate in walking field trips for any reason, they should contact their students’ guidance counselor or classroom teacher.

For all field trips that require transportation, a parent permission form will be sent home prior to the field trip. Permission forms must be signed by the parent or guardian, verbal permission will not replace a signed parent permission form. Students who are 18 are still required to have a parent sign their field trip permission form. When a parent signs the permission form they are authorizing BSD #7 employees or volunteers in charge to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency medical treatment of the student. ([Policy 2320](#))

## **SECTION 6 - DISCIPLINE POLICIES**

### **Detention / ISS / OSS**

Students may be assigned detention by any staff member. Detention is typically assigned for those students with undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems.

Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of hours assigned.

Each student is to have sufficient materials and books to study for the hour and is to cooperate with the detention supervisor. Any student who does not abide by the regulations of the detention period may be suspended from school.

If a student fails to serve an assigned detention, the faculty member who issued it will re-assign the detention and contact the parent/guardian. Failure to serve a 2<sup>nd</sup> detention will result in referral to appropriate Dean of Students.



When detention is no longer a deterrent for inappropriate behavior or when students are involved in a serious behavior infraction they may be assigned In-School Suspension (ISS), and/or Out-of-School Suspension (OSS). In extreme cases, students may be recommended for expulsion.

### **Gambling**

Students are not permitted to gamble for money, material possessions or immaterial possessions while in school, on school property, in school vehicles, while on school-sponsored trips or when representing the school during activity or athletic functions. Students who are found to be betting, playing cards or rolling dice for gambling purposes, playing keno or poker machines, gambling on the Internet or involved in any other form of gambling shall be reported to the principal. Appropriate discipline will be administered in accordance with the district's student discipline policies. Students may participate in school-sanctioned carnival games, typically held during the after-prom activities or fundraising events. ([Policy 3345](#))

### **Malicious Vandalism**

Any student who intentionally damages, destroys, or removes any school property or commits any other vandalism may be removed from the premises immediately and may be subject to expulsion from school for no less than the remainder of the semester in which the act took place. Board expulsion will result in total loss of credit for the semester in question. The cost involved in repairing the premises after malicious vandalism will be charged to the student. Additional action will be taken by the police and probation authorities. ([Policy 3260](#))

### **Dangerous Or Deadly Weapons**

Students, staff and visitors of Bozeman School District No. 7, except law enforcement personnel, are prohibited from possessing, using, carrying or bringing dangerous or deadly weapons or replicas (look-alikes) of weapons (except for drama as noted below) on property owned or leased by the school, on school-owned or chartered buses, to school functions whether on or off school property, and to school extracurricular activities. These weapons include, but are not limited to any explosive device, pistol, revolver, rifle, shotgun, air gun, gas operated gun, spring gun, knife, slingshot, nunchaku, artificial knuckles of any substance, or any object used or threatened to be used as a dangerous or deadly weapon.

Any student found in violation of the sections of this policy pertaining to firearms, including pistols, revolvers, shotguns, rifles, shall be expelled from school by the trustees for a period of not less than one calendar year (365 days), unless the trustees determine at an expulsion hearing that an alternate penalty should be applied. Students violating other sections of this policy applying to dangerous and deadly weapons, but excluding firearms, will be subject to corrective action and/or punishment, including possible suspension or expulsion.

Students may be instructed in the proper legal use of firearms and other weapons included in this policy pursuant to the approval by the district superintendent or designee.

Firearms used as part of drama events must be replicas. Under no circumstances can the replicas be real weapons, operational or otherwise. Other weapons used in drama events must have approval of the building principal. Knives used as part of a course such as those used in family consumer sciences, shop and art classes are excluded from this policy unless they are used to endanger students or staff.

If a student violating this policy is identified as a child with disabilities under either IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions greater than 10 days. ([Policy 3311](#))

### **Gangs And Gang Activity**



The board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police. ([Policy 3611](#))

[3310P3](#)

**BOZEMAN SCHOOL DISTRICT  
HIGH SCHOOL - GROUNDS FOR SUSPENSION AND EXPULSION**

Montana Education Code 20-4-402 and Bozeman Board Policy 6110 allows the superintendent and/or principal of a school to suspend, or recommend for expulsion, a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from, a school sponsored activity. The designated consequences for each occurrence (1st offense, 2nd offense, additional offenses) are guidelines followed by 9-12 schools. Bridger Alternative Program may have additional or modified consequences. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 10 days or a recommendation for expulsion/placement in the Alternative to Expulsion program for the first or second offense. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances. Students with significant chronic behaviors may be recommended for expulsion/placement in the Alternative to Expulsion program.

(1) Caused, attempted to cause, or threatened to cause **PHYSICAL INJURY** to another person (**BP# 3240**). Students who by their presence and/or actions encourage disruption, fights, or physical injury (as outlined in 1.1 - 1.4) are also subject to disciplinary action.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
1.1 Willful Disregard for the safety of others or self. (MCA 45-5-207)	1-3 day suspension and parent notification.	3-5 day suspension and parent notification.	5 day suspension and parent conference.
1.2 Abusive, threatening, willfully defiant, gang-related behavior or verbal/physical altercation. (MCA 45-8-101) Typically this is a mutually joined altercation or conflict between students.	1-3 day suspension and parent notification. Possible mediation. ^	5 day suspension and parent notification. ^	5 day suspension and parent conference. Referral to law enforcement. Possible placement in the Alternative to Expulsion program. ^
1.3 Fighting and/or inciting a fight. (MCA 45-8-101) Typically this is a mutually joined altercation or conflict between students.	3-5 day suspension and parent notification. Possible mediation and referral to law enforcement. Additional interventions as assigned. ^	5-10 day suspension, parent conference, and referral to law enforcement. Mediation as appropriate. Possible recommendation for expulsion.	5-10 day suspension, parent conference, and referral to law enforcement. Mediation as appropriate. Possible recommendation for expulsion.
1.4 Assault. (MCA 45-5-201, 202, 206, 207, 208, 210, 211, 212, 213, 214); Sexual Assault. (MCA 45-5-502)	5-10 day suspension, parent conference, referral to law enforcement, and possible recommendation for expulsion. ^	5-10 day suspension, parent conference, referral to law enforcement, and possible recommendation for expulsion. ^	5-10 day suspension, parent conference, referral to law enforcement, and recommendation for expulsion. ^

(2) Possessed, sold, threatened the use of, or otherwise furnished any **FIREARM** of any kind on school grounds or at school functions. (**BP# 3311**; MCA 45-5-623; 45-8-316, 328, 334, 335)

1ST OFFENSE
Confiscation of device(s), 10 day suspension, parent conference, and recommendation for expulsion up to 180 days. Referral to law enforcement. Parent/student liable for damages. ^

(3) Possessed, sold, threatened the use of, or otherwise furnished any **KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT** used as a weapon or that could be used as a weapon unless, in the case of any object of this type, the pupil had obtained written permission to possess the item from a certified school designee of the principal. (BP#3311; MCA 45-8-334, 335, 361)

OFFENSE	1ST OFFENSE
3.1 Explosives.	Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Parent conference and referral to law enforcement.
3.2 Weapons (including knives and objects used as weapons or that could be used as weapons).	Due to the potential seriousness of these offenses, infractions will result in immediate confiscation of the device(s) and may result in suspension or possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Parent conference and referral to law enforcement.

(4) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any **CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND** on school grounds or at school functions. (BP# 3330, 4313)

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
4.1 Under the influence of any alcoholic beverage or illegal drugs.	5-10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension and parent conference. Referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^
4.2 In possession of any alcoholic beverage or illegal drugs.(MCA 45-5-624; 45-9-102, 121)	5-10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^
4.3 To distribute, receive, or engage in any transaction involving the exchange of drugs or alcohol; or the intent to distribute or receive any drugs or alcohol. (MCA 45-5-622, 623, 624; 45-9-102, 121)	10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension, parent conference, and referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	10 day suspension, parent conference, and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

(5) Possessed, offered, arranged or negotiated to sell any controlled substance listed in the MCA, an alcoholic beverage, or an intoxicant of any kind; sold, delivered, or otherwise furnished to any person another liquid, substance, or material; **represented** the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant. (MCA 45-5-622-624; 45-9-102, 121)

1ST OFFENSE	ADDITIONAL OFFENSES
Confiscation. 5-10 day suspension, parent notification/conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	Confiscation. 5-10 day suspension, parent notification/conference, and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

(6) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any **DRUG PARAPHERNALIA**, as defined by MCA 45-10-103. (BP#8124; MCA 45-5-101-105)

1ST OFFENSE	ADDITIONAL OFFENSES
Confiscation of device(s), 5-10 day suspension, parent notification/conference, and referral to law enforcement. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^	Confiscation. 5-10 day suspension, parent notification/conference, and referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. Additional interventions as assigned. ^

(7) Possessed or used tobacco, or any products containing or mimicking the use of **TOBACCO OR NICOTINE PRODUCTS**, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco (snuff, chew packets and betel), e-cigarettes/vaping devices and other tobacco innovations. (BP#2334; MCA 45-5-637)

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
1-3 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned.	3-5 day suspension, parent notification, and referral to law enforcement. Additional interventions as assigned.	5 day suspension, parent conference, and referral to law enforcement. Additional interventions as assigned.

(8) Caused or attempted to cause **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY** [crime against property including, but not limited to, arson and vandalism]. (BP# 3260, 9321, 8124; MCA 45-6-101, 102, 103)

Due to the breadth of infractions in this category, site administration may use alternative discipline programs to intervene. Recommended referral to law enforcement and/or fire marshal. Due to the potential seriousness of these offenses, infractions of this rule may result in suspension, or recommendation for expulsion/placement in the Alternative to Expulsion Program.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
8.1 Arson-Lighting a fire on school property.	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program. ^	10 day suspension and parent conference. Referral to law enforcement, restitution, and recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. ^
8.2 Vandalism-Willful damage to, or destruction or defacement of, school property or personal property of other students or adults.	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and/or possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program. ^	1-10 day suspension and parent conference. Referral to law enforcement, restitution, and/or possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. ^	5 - 10 day suspension and parent conference. Referral to law enforcement, restitution, and/or recommendation for expulsion up to 180 days/ placement in the Alternative to Expulsion program. ^

(9) Stole or attempted to **STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY**. (BP#3240, 8421; MCA 45-6-301, 302)

Due to the potential seriousness of this offense, infractions may result in 10 day suspension, recommendation for expulsion/placement in the Alternative to Expulsion program, and/or referral to law enforcement.

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3-5 day suspension, restitution, and parent conference. Referral to law enforcement.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program.

(10) Committed or attempted to commit **ROBBERY OR EXTORTION** [crime against a person]. (BP# 3240; MCA 45-5-401)

1ST OFFENSE	2ND OFFENSE
5-10 day suspension, parent conference, and restitution. Referral to law enforcement. Possible recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program. ^	10 day suspension, parent conference, and restitution. Referral to law enforcement Recommendation for expulsion up to 180 days/ placement in the Alternative to Expulsion program. ^

(11) Knowingly **RECEIVED STOLEN SCHOOL PROPERTY** or private property. (BP# 3240, 8421, 9321; MCA 45-6-301, 302)

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
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2 day suspension, restitution, and parent conference. Possible referral to law enforcement.	3 day suspension, restitution, and parent conference. Referral to law enforcement.	5-10 day suspension, restitution, and parent conference. Referral to law enforcement.
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**(12) DISRUPTED SCHOOL ACTIVITIES** or otherwise **WILLFULLY DISOBEYED THE VALID AUTHORITY** of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. **(BP# 3200, 3240, 4313, MCA45-8-101)**

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
12.1 False fire/emergency alarm.	1-3 day suspension and parent conference. Referral to law enforcement. Restitution. ^	3-5 day suspension and parent conference. Referral to law enforcement. Restitution. ^	5-10 day suspension and parent conference. Referral to law enforcement. Restitution. ^
12.2 Willful disobedience; gambling, disrupting school activities, failure to follow directions. (MCA 45-5-201, 202; 45-8-101)	1 day suspension and parent notification.	2 day suspension and parent notification.	3-10 day suspension and parent conference.
12.3 Unauthorized use of cell phone.	Confiscation of device, student must meet with and pick up from dean or administrator.	Confiscation of device, student is issued detention and parent must pick up the device from dean or administrator.	Confiscation of device, student is issued Saturday School and parent must pick up the device from dean or administrator.
12.4 Possession of disruptive devices (beepers, pagers, unapproved electronic devices, or other nuisance items). (MCA 45-8-101)	Confiscate device and parent must pick up the device from administrator. Possible confiscation until year end.	Detention(s) or 1 day suspension, confiscation of device, and parent must pick up the device from administrator. Possible confiscation until year end.	Saturday School or 1-3 day suspension. Confiscation of device and parent must pick up the device from administrator. Possible confiscation until year end.
12.6 Refusal to cooperate in an investigation and/or impeding an investigation	1-3 day suspension and parent notification. Possible referral to law enforcement.	3-5 day suspension and parent conference. Possible referral to law enforcement.	5-10 day suspension and parent conference. Referral to law enforcement and recommendation for expulsion for up to 180 days/placement in the Alternative to Expulsion program. ^

**(13) Committed an obscene act or engaged in PROFANITY OR VULGARITY. (BP# 3220, 3222, 3240, 8124)**

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
13.1 Profanity/Unacceptable language. (MCA 45-8-101)	Detention(s) or 1 day suspension; and parent notification.	1-3 day suspension and parent notification.	3-5 day suspension and parent conference.
13.2 Profanity, obscene acts or gestures toward STAFF, habitual profanity. (MCA 45-8-101)	3 day suspension and parent notification. Possible referral to law enforcement.	4 day suspension and required parent conference. Possible referral to law enforcement.	5 day suspension and parent conference. Referral to law enforcement.
13.3 Obscene gestures or unsanitary acts. (MCA 45-8-101, 45-5-504)	1-3 day suspension and parent notification or conference.	3-5 day suspension and parent conference.	5-10 day suspension and parent conference. Possible referral to law enforcement.
13.4 Lewd Acts (MCA 45-8-201)	1-3 day suspension and parent notification or conference; possible referral to law enforcement and DPHHS	3-5 day suspension and parent conference; possible referral to law enforcement and DPHHS	5-10 day suspension and parent conference; referral to law enforcement and possible citation by law enforcement; possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program

**(14) ATTENDANCE RELATED offenses. (BP# 3122, 3123, 3200)**

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
14.1 Attendance Violation.	Teacher assigned consequences or detention; and/or 1 day suspension.	Attendance letters, parent conference, detention, suspension, and/or loss of credit (See BP#3122). Citation by law enforcement, possible recommendation for expulsion up to 90 days/placement in Alternative to Expulsion program.	Attendance letters, parent conference, detention, suspension, and/or loss of credit (See BP#3122). Citation by law enforcement, possible recommendation for expulsion up to 180 days/placement in Alternative to Expulsion program.
14.2 Closed campus policy violation.	1-3 day suspension and parent notification.	4 day suspension and parent conference.	5 day suspension and parent conference.

**(15) Unauthorized making, duplicating or possession of a KEY TO A PUBLIC BUILDING. (BP# 8421; MCA 45-6-205)**

1ST OFFENSE	2ND OFFENSE
3-10 day suspension, parent conference, and restitution. Possible recommendation for expulsion up to 90 days/placement in the Alternative to Expulsion program.	5-10 day suspension, parent conference, and restitution. Recommendation for expulsion up to 180 days/placement in the Alternative to Expulsion program.

**(16) ACTS OF DECEPTION. (MCA 45-6-325; 45-7-205, 302)**

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
16.1 Lying or presenting false information.	1-5 day suspension and parent notification.	2-5 day suspension and parent notification.	5 day suspension and parent conference.
16.2 Academic Dishonesty: Cheating and Plagiarism. (BP #3201)	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course).	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course).	Possible parent and administrative conference, suspension, and/or loss of credit (assignment or course).

**(17) Presence in UNAUTHORIZED AREAS; parking lots and other out of boundary areas.**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
Detention(s) or 1 day suspension; and parent notification.	Saturday School or 1-3 day suspension; and parent notification. Possible referral to law enforcement.	3-5 day suspension and parent conference. Referral to law enforcement.

**(18) Violation of SCHOOL DRESS CODE. (BP#3224)**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
Change clothes.	Change clothes, 1 day suspension, and parent notification.	Change clothes, 2 day suspension, and parent notification.

**(19) Failure to serve SCHOOL DETENTION PROGRAM.**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
1 day suspension and parent notification.	2 day suspension and parent notification.	4 day suspension and parent notification.

**(20) Failure to serve ISS.**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
1 day additional suspension (reverts to original day of suspension when appropriate) and parent notification.	2 day additional suspension or reverts to original days of suspension. Parent notification.	4 day additional suspension and parent conference.

**(21) Misuse of the INTERNET. (BP# 8422; MCA 45-6-311)**

1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
2 day suspension, parent notification, banned from school computer use, and restitution.	5 day suspension, parent conference, banned from school computer use, and restitution. Possible referral to law enforcement.	5-10 day suspension, parent conference, banned from school computer use, and restitution. Possible referral to law enforcement.

**(22) BULLYING, HARASSMENT, INTIMIDATION, HAZING BEHAVIOR, AND SEXUAL HARASSMENT. (BP#3226, 5012; MCA 45-5-203, 220, 221)** Bystanders who by their presence and/or actions encourage bullying, harassment, intimidation, hazing, and/or sexual harassment are subject to disciplinary action as outlined in 22.1 through 22.4. Students who retaliate against another student for reporting the above mentioned behaviors are also subject to disciplinary action outlined in 22.1 through 22.4. As per District Policy #3210, the District will make equal educational opportunities available for all students without regard to race, creed, religion, gender, sexual orientation, marital status, color, age, physical or mental disability, national origin, or political beliefs.

OFFENSE	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
22.1 Creating a Hostile Environment - Remarks and/or actions directed toward a student or staff designed to demean, intimidate, embarrass, tease/taunt, exclude, or humiliate. Can be either physical or verbal.	Conference with administration; detention; 1-3 day suspension; and/or parent contact. Additional interventions as assigned.	Conference with administration; 3-10 day suspension and parent contact. Possible referral to law enforcement. Additional interventions as assigned.	3-10 days suspension, parent conference, and referral to law enforcement. Possible referral for expulsion up to 180 days/placement in Alternative to Expulsion program. Additional interventions as assigned.
22.2 Inappropriate display of affection.	Conference. Possible suspension and/or call to parents.	Conference. Possible suspension, and call to parents.	1-3 day suspension and parent conference.
22.3 Sexual Harassment- Sexual remarks or physical actions directed at and/or perceived by the receiving student(s) or staff as intended to demean, intimidate, embarrass, tease/taunt, exclude and/or humiliate.	Due to the potential seriousness of this offense and the requirements of this section of the Montana Education Code, any infraction of this rule may result in suspension or recommendation for expulsion/placement in the Alternative to Expulsion program. The conduct described in section 3226 and 5012 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. (BP # 3226, 5012, MCA 45-5-221)		
22.4 Bullying-repeatedly doing mean or hurtful things (see 22.1 description) and the targeted party has a hard time defending himself or herself.	Conference with administration; detention; 1-3 day suspension; and/or parent contact. Additional interventions as assigned.	Conference with administration; 3-10 day suspension and parent contact. Possible referral to law enforcement. Additional interventions as assigned.	3-10 days suspension, parent conference, and referral to law enforcement. Possible referral for expulsion up to 180 days/placement in Alternative to Expulsion program. Additional interventions as assigned.

The following is an explanation of the symbols and abbreviations used throughout this document:

BP# = Bozeman Policy Number

MCA = Montana Code Annotated

^ = Social Probation. Prohibited from attending any non-mandatory school function, activity, or event during the suspension and/or contract period, including graduation activities/ceremony.

Rev 12/00; 07/01/06, 08/01/11; 07/01/12, 05/23/13, 02/05/14, 07/01/15, 02/01/16, 05/12/16, 5/24/17, 12/28/17, 6/1/18

## **SECTION 7 - SCHOOL SERVICES**

### **Library**

Any student is welcome before school, at lunch, and after school without a pass; however, during class time, a student must have a library pass from a classroom teacher. Mac desktop computers with printer access or Chromebook laptops are available for use in the library. Various equipment items, print, and non-print materials are available for checkout also at circulation. The library website, including research links, online catalog, and other resources can be accessed 24 hours a day through the school website. Passwords for various databases can be obtained in the library.

### **Academic Support Center (ASC)**

The ASC is open from 8:00 to 4:00 Monday through Thursday and 8:00 - 3:35 on Fridays - including the lunch hour (times subject to change). Depending on the period of the day, the ASC is staffed by a combination of a certified mathematics teacher, a certified English teacher, and trained peer tutors who work with students one-on-one on a variety of academic content, particularly English and mathematics.

Students will have access to

- *Writer's Handbook*, which guides the user through the intricacies of writing, usage and style
- writing assistance in all subject areas
- re-teaching or pre-teaching a math lesson
- modeling important math/writing processes
- reviewing important test-taking strategies
- student/teacher edition texts
- math tools such as calculators, protractors, compasses, rulers, etc.

The ASC provides students with access to computers and printers to

- draft, revise, and edit school-related work
- receive direction on style and formatting
- research
- watch math tutorials
- take practice tests

Math content tutoring includes: Math Foundations, Pre-Algebra, Algebra I and II, Geometry, Advanced Math, Pre-Calculus and Statistics.

Any student is welcome to attend ASC during lunch and before/after school. If a student has a free period during the day, he/she may attend ASC. During a study hall or TA period, students must get a pass from their teacher to the ASC. Students must sign in when entering the ASC and, if they leave the ASC before the end of

the period, they are expected to sign out and get their pass signed to return to study hall. Students who have a class scheduled cannot use ASC during that hour. \_\_\_

## **Project Excel**

We are excited to again offer the Project Excel Program to high school students. Since its inception, Project Excel has sought to recognize students for their hard work and commitment to excellence. The support of the Bozeman community has made this program successful, and we are so thankful to all who have contributed through the years.

Applications and information on the rewards and benefits of Project Excel are available from the Attendance Office secretary. To qualify for a Project Excel card, please be aware of the following:

1. All students seeking a card must have met the criteria for a card during the preceding semester.
2. To qualify for the **first** Project Excel Card a student must (in the preceding semester):
  - a. have five or fewer excused absences,
  - b. have NO unexcused absences,
  - c. not have been suspended to In School Suspension (ISS) nor Out of School Suspension (OSS).
3. To **renew** a Project Excel Card, a student must meet all of the criteria in #2 above, and complete the required Community Service hours for the card desired (10 hours for a silver card and 15 hours for a gold card).

### **Please Note:**

1. Community service should be completed prior to the semester for which the card is valid.
2. Community service hours must be verified by the supervisor of the organization served. Students should submit written verification (preferably on organization letterhead) that includes the student's first and last name, type of work and work hours completed, and the signature of the organization supervisor.

## **Counseling Program**

The goal of the high school Counseling program is to prepare all students to be college and career ready by helping them plan a meaningful course of study related to their personal interests and goals, assisting them to achieve academically, and helping them develop resilience and problem-solving skills.

Students are assigned to counselors alphabetically by their last name to help with educational goals and/or concerns. Counselors function as academic advisors, mentors, and supportive resources to students and parents from the time they enter high school through graduation.

Students can arrange to see their counselor by making an appointment online using their student BSD7 google email account or by visiting the counseling office directly. Parents are requested to make an appointment with their student's counselor by contacting the counselor directly. For both students and parents, email is an excellent way to communicate with a counselor.

School counselors are academic advisors, not therapeutic counselors. With caseloads that exceed 350 students, counselors are able to spend limited time with an individual student, usually for academic advising or short term personal counseling. Students who require more intensive therapeutic intervention need to access resources outside the school. School counselors can provide information about community mental health resources but do not endorse any specific therapist, organization, facility, or service.



## **The Counseling Program provides the following services to ALL students:**

### Academic Advising

Academic advising involves providing all students with the skills, knowledge, and opportunity to succeed in high school and beyond, including the development of a four-year academic plan for graduation, admission requirements for post-secondary education, and career possibilities.

### Post-Secondary Education Planning and Advising

Post-secondary planning is done to prepare students for their life after high school, including helping them discover the value of post-secondary education, the variety and availability of post-secondary educational institutions, and to make a plan of action for accessing their opportunities.

### Career Exploration Advising

The focus of career exploration is for students to identify their personal interests, skills, aptitudes, personality characteristics, and dreams for the future to find the relationship between what they know about themselves and possible career paths.

### Student Advocacy

Counselors serve as an advocate for individual students in problem-solving situations, and with groups or individual students as decisions are made that will affect those students.

### Personal/Social Counseling

Counselors work with students to help them acquire problem-solving skills and develop the interpersonal skills and resilience to cope with the developmental issues of adolescence.

### Classroom Guidance

Counselors deliver guidance lessons in classrooms throughout the school year. Classroom guidance is to ensure that all students have access to transition assistance, academic, career and post-high school planning, and information about adolescent issues, not just those students who seek out a counselor for this information.

### Registration

Counselors register every student in classes that will enable him/her to graduate and be college and career ready. Counselors register all transfer students, foreign exchange program students, and students returning from extended absence.

### Consultation/Communication

Counselors communicate and consult with parents, teachers, School Resource Officers, and administrators about student needs and concerns; conduct and facilitate conferences with teachers, students, and parents; and sit on various committees to address school-wide issues. Counselors also consult with therapists, doctors, community agency staff, attorneys, treatment facilities, post-secondary institutions, and school district staff as needed.

### College and Career Center (CCC)

The College and Career Center helps students prepare for life after graduation from high school. The CCC staff focuses on providing students the information needed to make optimal choices for post-secondary success whether it's a four-year or two-year college, technical training, apprenticeship, enlistment into the Armed Forces or going directly into the workforce. Students can get assistance preparing resumes and refining interviewing skills to get the perfect job. With ACT/SAT preparation, Financial Aid and Scholarship help, the CCC advisors assist students in every step of the college search and application process.

## **SECTION 8 - EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

### **Interscholastic Athletics**

The district recognizes the value of a program of interscholastic athletics as an integral part of the total school experience. The program of interscholastic athletics shall include all activities relating to competitive sport contests, games or events, or sports exhibitions involving individual students or teams of students of this district when such events occur between schools outside this district.

All facilities and equipment utilized in the interscholastic athletic program, whether or not the property of the district, shall be inspected on a regular basis. Participants will be issued equipment that has been properly maintained and fitted.

An athletic coach must be properly trained and qualified for an assignment as described in the coach's job description. A syllabus which outlines the skills, techniques and safety measures associated with a coaching assignment will be distributed to each coach. All personnel coaching intramural or interscholastic athletics will hold a valid first aid certificate.

The board recognizes that certain risks are associated with participation in interscholastic sports. While the district will strive to prevent injuries and accidents to students, each parent or guardian will be required to sign an "assumption of risk" statement which indicates that the parents assume all risks for injuries resulting from such participation. Each participant will be required to furnish evidence of physical fitness (physical form) prior to becoming a member of an athletic team. A participant will be free of injury and will have fully recovered from illness before participating in any event.

Coaches and/or trainers may not issue medicine of any type to students. This provision does not preclude the coach and/or trainer from using approved first aid items or from complying with individual student plans.

[\(Policy 2151\)](#) Rev: 4/24/06; 9/25/06

### **Extra-Curricular Chemical Use Policy**

Please see [District Policy #3330](#) for the full Extra-Curricular Chemical Use Policy.

### **Extra-Curricular Activities**

#### **Athletics:**

High school teams compete in the Class "AA" conference of the Montana High School Association. They compete against teams from Belgrade, Bozeman, Billings Senior, Billings West, Billings Skyview, Butte, Helena High, Helena Capital, Great Falls High, Great Falls-CMR, Missoula Sentinel, Missoula Hellgate, Missoula Big Sky, Kalispell-Flathead and Kalispell-Glacier.

Bozeman high schools field athletes in soccer, cross-country, basketball, golf, tennis, cheerleading, dance, track, swimming, football, wrestling, girls' volleyball, and girls' fastpitch softball.

All athletes must have physical and participation forms and fees turned in to the Activities Office prior to tryouts and practices. They are required to be covered by medical insurance. The forms can be picked up in the District Activities Office.

The athletes' bus and motel costs are covered by the school district. The athletes are responsible for the cost of their meals, or they may bring their own. The meals for athletes are not covered when traveling to a state tournament or playoff game.

**See the District website for a full list of Activities and Athletics.**

**Call the Activities Office (522-6237) with questions on athletics and/or speech and debate.**

**Call your school's Main Office with questions on clubs.**

## **SECTION 9 - LEGAL NOTICES AND AGREEMENTS**

### **Searches And Seizure**

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment.

Students shall be free from searches of their clothing and other personal property unless there is reasonable suspicion that there is a violation of the law, the student conduct rules, or something is concealed that may be of imminent danger to any person or to the property of any person or the district. In order to maintain safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects as set forth below.

#### **School Property and Equipment As Well As Personal Effects Left There by Students:**

School authorities may conduct reasonable inspections and searches of school property and equipment owned or controlled by the school (such as lockers, desks and parking lots). School authorities may also conduct reasonable inspections and searches of personal effects left there by the student without notice or consent of the student provided reasonable suspicion exists that there is a violation of the law or the district's student conduct rules. This applies to student vehicles parked on school property.

The superintendent, building principal, and the authorized assistants of either may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material. Such inspections may include the use of specially trained dogs.

#### **Students:**

School authorities may search the student and/or the student's personal effects in the student's possession only if there is reasonable suspicion for suspecting that the search will produce evidence the particular student has violated or is violating the law, or the district's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student, and the nature of the suspected infraction.

#### **Seizure of Property:**

If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. ([Policy 3231](#))

### **Canine Detection**

To further safety and deter drugs and other illegal contraband in the schools, the Board of Trustees authorizes the use of specially trained, non-aggressive dogs to detect the presence of substances prohibited by law or district policy. Drug-detection dogs may be used periodically to monitor school premises as determined by the administration, including but not limited to, lockers, gym areas, common areas, vehicles, vacated classrooms (and items left in classrooms including book bags, gym bags, coats, jackets, purses, etc.), and perimeters of school property. Our policy and the procedure associated with canine-assisted searches are in line with legal

precedent. The Searches and Seizure Policy governs the District's authority to search students and their property and the student's responsibility to submit to searches. Under Board Policy 3231, school officials have authority to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

Canine detection dogs seek out and alert on illegal drugs including marijuana, cocaine, heroin, ecstasy, and methamphetamines. They also find gunpowder related items such as ammunition and firearms. They also alert on a wide variety of alcoholic beverages as well as often abused over-the-counter and prescription medications. They do not alert on tobacco products or inhalers.

If a dog alerts on an item it will simply sit next to the item containing the odor, this establishes reasonable suspicion to conduct a search. The owner of the item is then escorted to the scene by a school administrator. The student is briefed on the dog's capabilities and given an opportunity to offer an explanation as to the nature of the dog's interest. The location and/or item is then inspected by the handler and contraband items discovered are sealed in an evidence bag and turned over to the school administrator. Parents are contacted and disciplinary action is taken based on Board policy.

If a vehicle is to be opened, the person owning, operating, or responsible for that vehicle shall also be present unless a school administrator deems the situation to be an emergency where public safety could be in jeopardy. Should a person refuse to allow their vehicle to be searched, law enforcement shall be notified.

This detection system sends a message to students, parents and the community that our school has initiated a proactive position regarding the presence of prohibited items. If you are a parent of a middle or high school student, please direct any questions to your building principal. ([Policy 3231](#))

### **Video Surveillance**

The Board authorizes the use of video cameras on District property to ensure the health, welfare a, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras. The Superintendent will notify staff and students, through staff and student handbooks or by other means, that video surveillance may occur on District property. ([Policy 3235](#))

### **Chemical Dependency Prevention**

#### **Parents and Students:**

Federal law states that parents and students must be told about alcohol and drug laws, health risks, school rules, and available resources. The Bozeman School District is committed to keeping its schools free of tobacco, alcohol and other drugs. Student use of tobacco, alcohol or other drugs at school and school activities is illegal and harmful. Students will be suspended, expelled or referred to law enforcement agencies. Violations concerning drugs other than tobacco and alcohol may lead to expulsion. Students may also be required to see a counselor or attend a drug education program. The district does not pay for drug treatment or private counseling.

#### **Tobacco, Alcohol and Other Drug Laws:**

It is against the law for people under 21 years of age to drink or possess alcoholic beverages. As of October 1, 1995, it became illegal for those under 18 to use or possess tobacco in the state of Montana. Parents will be notified if their son or daughter is in violation, and a citation may be issued and counseling may be required. Contributing alcohol to minors is illegal. Illegal drug use is wrong and many career opportunities may be forfeited. Penalties for dangerous drug use or sale can be harsh. Juveniles may be tried as adults. A conviction of selling drugs within the "Drug Free School Zone" (within 1,000 feet of school property) carries additional penalties and fines. Property can be seized.

### **Health Risks:**

The use and abuse of Alcohol, Tobacco and Other Drugs (ATOD) among kids is of paramount concern to our society. These substances are harmful to the user, causing cancer, liver disease, heart problems, nerve damage, depression and a host of other ills. The use of ATOD is evident in most car crashes, suicides, homicides and violent crimes that involve youth. Abuse of these products can lead to dependency, psychosis and even death. Tobacco use is the leading cause of preventable death in the United States, killing over 1,500 Montanans each year. Each year, 1,100 Montana kids become new daily smokers. Tobacco is considered by many to be a gateway drug, leading to the use and abuse of alcohol and other drugs. It is imperative that we as a community work together to help kids make healthy choices for themselves.

### **School Rules:**

Tobacco, alcohol and illegal drug use, possession, or distribution is prohibited on school property and at school activities. Compliance with this standard is mandatory. If a student is caught in a violation, the parent will be notified. The police will be notified. The student may be suspended, expelled, and/or referred to counseling.

**Violations concerning drugs other than tobacco may lead to expulsion.** An alcohol and drug assessment may be required. Students will be encouraged to seek help regarding their tobacco, alcohol or drug issues. (Policies [3300](#) and [3310](#))

### **Available Resources:**

All school counselors are willing to talk with students and parents. Student groups are available at all Bozeman schools. Bozeman Public Schools has a Chemical Dependency Prevention Program; for more information call 522-6021. Other resources include

Alcoholics Anonymous Hotline	888-607-2000
Alcohol & Drug Services of Gallatin Co.	406-586-5493
Bozeman Schools	406-522-6021
Cocaine Abuse Hotline	1-855-510-0686
Help Center	406-586-3333
Tobacco Cessation Information	1-800-QUIT-NOW

### **Social Media Guidelines**

As you probably know, Social/Collaborative Digital Resources (Google Apps, Moodle, Prezi, and various other Web tools are an important part of a child's education in the 21st Century. In decades past, school districts purchased software, installed it on servers or hard drives, and allocated machines for student use with access to the purchased software. Now the software our students need lives on the Internet, in the "cloud."

### **Social/Collaborative Digital Resources**

This year, students will use a variety of social media applications (blogs, wikis, podcasts, apps and internet-based games/activities) via the Internet. Some of these apps and sites have a social media aspect as they utilize a student identifier, such as the child's first name, to allow the student to track their progress. Some allow interaction among students, other teachers, or professionals related to education. Often we hear negative stories in the mainstream media about the ways young people use the Internet and social media websites. One of the reasons we are participating with apps and in collaborative social media projects this year is to help our students learn through experiences, ways to safely use the Internet to share information and collaborate. These activities support the District's vision to prepare students to succeed and make a difference in a rapidly changing world community.

In 1998, before Web 2.0 software was invented, the Federal Trade Commission created a rule called COPPA (Children's Online Privacy Protection Act) that causes any website that collects information (name, email address; the information needed to create a unique account) to prohibit use by children under 13 without parental consent.

### **Security**

- Teachers will make every effort to monitor this subject matter to ensure appropriate content and behavior. For privacy, no personal information will be included in Blogs, Wikis or Podcasts. Students will be identified only by first name and the first initial of their last name. Students are allowed to post their ideas and opinions, but not their age, email address, photographs of themselves or others or other sensitive information. While several of these programs are password protected, it is possible that people from outside our school may have access to the work our students are doing. These Social/Collaborative Digital Resource tools are an extension of the classroom, and appropriate behavior will be expected.
- Students cannot receive any email communications from outside our district.
- Students are always supervised when using technology services at school.
- Students are always directed to age and subject appropriate sites without deceptive or excessive advertisements.

### **Responsible Use**

The Bozeman Public Schools' Technology Responsible Use/Internet Access Conduct Agreement was developed to explain the responsibilities of students using electronic resources such as the computer network, district computers, personal computers on school grounds as well as Web sites that extend the classroom experience. The general ideas in the policy reflect the importance of responsible use:

1. Privacy - Students will protect their privacy and respect the privacy of others.
2. Property - Students will protect their property and respect the property of others.
3. Appropriate Use - Students will use technology in constructive ways and in ways which do not break the rules of their family, school, or government.

Parents, we request that you trust your student's teacher to decide which Social/Collaborative Digital Resources are appropriate for use in the classroom. If you ever have a concern about your student's education, we are here to help, and this issue is no different. Providing a 21st Century education that will prepare your student for his/her future is our highest priority, and experience using the appropriate software for learning is an extremely important part of that education.

If you have questions or concerns, please contact your child's teacher or principal.

### **Technology Responsible Use/Internet Access Conduct Agreement (6-12)**

The District expects all students to take responsibility for appropriate and lawful use of Internet access and all electronic communication, including good behavior online. 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 the network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

#### **As a student using district technologies, you are expected to:**

- use district and school technologies for educational pursuits;
- practice Internet safety;
- use appropriate language;
- immediately exit any questionable site;
- remember your username and password and keep them secure;
- follow the instructions of teachers, librarians, technology teachers and computer lab assistants;

- acknowledge in your school work, the online sources that you use;
- ask for help with equipment or software problems and report any equipment or software malfunctions;
- take care of equipment;
- return all borrowed technology equipment promptly and in the same condition as you received it;
- conserve technology resources such as network space and bandwidth, etc., and print only what is necessary or assigned;
- tell an adult if you observe online mistreatment of others;
- understand that all communications are monitored and that all student communication files are maintained by the District;
- obtain permission before using a personal device and abide by all district responsible-use policies.

**As a student using district technologies, you are not to:**

- eat or drink at any school computer;
- share passwords;
- share or reveal your name, personal information, or phone numbers or those belonging to others;
- access or download any illegal, pornographic, abusive, obscene or harassing materials;
- cyberbully, which is the willful harm inflicted on another through the medium of electronic text or images. Examples include, but are not limited to, sending personal emails or text messages of a derogatory, intimidating, harassing or threatening nature; posting photos or video on a web site to embarrass or humiliate someone; and/or using any of the above to spread rumors about another person;
- sell or purchase anything over the Internet;
- access or alter other people's files;
- excessively consume limited hard drive space, network space, or bandwidth;
- download or install software, shareware or freeware;
- violate copyright laws or fail to acknowledge work that is not your own;
- create or spread computer viruses;
- attempt to gain unauthorized or illegal access to district technology resources;
- connect personal electronic devices to the network without permission;
- use online gambling sites.

**Unless you have a teacher's approval or supervision, do not:**

- access or use non-district email, messaging services, or online accounts;
- access or use unauthorized chat rooms, online social environments, blogs, newsgroups or listservs;
- visit game sites; access, download or play games; access game cheat codes or participate in simulations;
- change any computer settings or alter hardware and/or cables;
- create or manage a personal web page on school computers;
- download music and/or programs or stream video or audio;
- participate in any online for-profit activities.

The above lists do not cover every possible situation. If you have any questions, please ask your teacher or teacher librarian. ([Policy 3612F2](#)) Rev.: 4-23-12, 5-1-13, 1-23-14

**District-Provided Access To Electronic Information, Services, And Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Terms and Conditions**



1. Acceptable Use – Access to the District’s electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user’s account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without



written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
  - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Bring Your Own Device Procedure
  - a. Students who bring their own device to use, who have Internet access, must abide by the same rules as if they were using a filtered District device. Inappropriate content is not allowed.
12. Use of Electronic Mail for Middle and High School Students.
  - a. The District’s electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is

prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- f. Use of the District's electronic mail system constitutes consent to these regulations.
13. Social/Collaborative Digital Resources - As part of the instructional day, students use a variety of web tools as directed by the classroom teacher. Parent permission is provided through the use of the Technology Responsible Use/Internet Access Conduct Agreement.

### **Internet Safety**

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and building principals shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554  
Broadband Data Services Improvement Act/Protecting Children in  
the 21<sup>st</sup> Century Act of 2008 (P.L. 110-385)  
20 U.S.C. § 6801, et seq. Language instruction for limited English  
proficient and immigrant students  
47 U.S.C. § 254(h) and (l) Universal service 4-23-12, 1-23-14

### **School Records/Directory Information**

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

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

**1. The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

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

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

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

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

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

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

Throughout the school year, the District may release directory information regarding students, limited to:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

*Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.*

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

**6. The right to request that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

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

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
[\(Policy 3600F1\)](#)

### **Rights Pertaining To Student Records**

Parents, legal guardians, and students 18 years and older have the right to review and inspect all educational records for their children (or themselves if 18 or older), maintained on enrolled students. A request to review an educational record is directed to a building principal, who shall respond within a reasonable time not to exceed 45 days.

Copies of the district's policy pertaining to educational records are available from either the office of the building principal or the superintendent. This policy outlines procedures to be followed by parents or eligible students who may wish to file a complaint concerning information filed in the educational records alleged to be inaccurate, misleading or in violation of privacy rights. [\(Policy 3600\)](#)

### **Student And Family Privacy Rights**

#### **Surveys – General:**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Please see [District Policy 2132](#) for detailed information and guidelines pertaining to student surveys.

### **Equal Opportunity** (Title IX)

The District will make equal educational opportunities available for all students without regard to race, creed, religion, gender, sexual orientation, marital status, color, age, physical or mental disability, national origin, or political beliefs. No student, on the basis of sex, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities. Inquires regarding discrimination or intimidation should be directed to the District Title IX Coordinator, Pat Strauss. Any individual may file a complaint alleging violation of this policy by following the Review of Services of Staff or Program. Policy [3210](#); [4312](#)

### **Non-Discrimination Of The Disabled**

(In compliance with Section 504 of the 1973 Rehabilitation Act)

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. The

safeguards shall cover students' identification, evaluation, and educational placement. Parents who believe their child may qualify for 504 should contact the building principal to initiate an evaluation. (Policy [2162](#); [2162P](#))

### **McKinney-Vento Act And Student Registration**

Education of Homeless Children: Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child. Students who qualify as homeless under the McKinney-Vento Act as homeless are entitled to receive specific district services. For more information about the qualification process please refer to our school district website [www.bsd7.org](http://www.bsd7.org) and/or reference our McKinney-Vento policy (See board [Policy 3116](#), [Policy 3116F](#) and McKinney-Vento Act 42 U.S.C. 11434a).

### **Special Education Resources For Students**

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. For specific information about special education services at either high school, please contact the school's Special Education Coordinator. ([Policy 2161](#))

### **Notice On Asbestos**

The Bozeman School District, in accordance with federal law, has extensively inspected all of its facilities and located all forms of asbestos used as a building material in your child's school. Based on the findings of that inspection, a plan has been written for the management and control of the asbestos in your school. That plan shows the location of all asbestos found. It also details what the school district is going to do with the asbestos and a timetable for that activity. You may obtain a copy of this plan from the Maintenance and Operations Office at 404 W. Main for the price of copying. Please direct all questions to the District Maintenance & Operations office. ([Policy 9350](#))