

Student/Parent Handbook

BOZEMAN HIGH SCHOOL

205 NORTH 11th AVENUE

BOZEMAN, MT 59715

2018-2019



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

Kevin M. Conwell

Principal

522-6200

Katie Laslovich

Assistant Principal

522-6243

Tamera O'Neill

Assistant Principal &

Bridger Charter Academy Director

522-6208

Erica Schnee

Assistant Principal

522-6243

Randy VanDyk

Assistant Principal

522-6243

Jerry Reisig

Activities Director

522-6237

Carl Neely

Dean of Students

Students A – K

522-6692

Nate Laslovich

Dean of Students

Students L - Z

522-6274

James Maxwell

Activities Coordinator

522-6234

Counselors

Lynn Sellegren, Dacia Luedtke & Drew Miller Grade 9

Sheri Blackwood Students A – Da (Grades 10-12)

Olivia Sullivan..... Students De – H (Grades 10-12)

Laura Jantzen Students I – Mi (Grades 10-12)

Anne Sullivan Students Mo – Sl (Grades 10-12)

Tricia Williamson..... Students Sm – Z (Grades 10-12)

Dacia LuedtkeBridger Charter Academy

Drew Miller Student Support Center

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

TABLE OF CONTENTS

Section 1 - Student Guidelines

School Wide Expectations.....	4
Student Expectations/Responsibilities	4-5
Student IDs	5
Lockers	5
Hall Passes	5
Dress Code.....	5-6
Cell Phones and Electronics	6
Driving and Parking Lots	6-7
Skateboards and Bicycles	7
Conduct Outside School Hours/Events	8
Athletic and Activity Events.....	8
Drugs and Alcohol	8
Tobacco Free Campus.....	8-9

Section 2 - Additional Student Guidelines

School Phones.....	9
Visitors	9
Celebrations	9
Distribution of Materials	9
Dance Regulations	9-10
Fines, Fees, and Charges	10
Emancipated and Majority Age Students.....	10-11

Section 3 - School Environment

Sexual Harassment, Discrimination, and/or Intimidation	11
Bullying	11
Peer Mediation.....	11

Section 4 - Student Health and Safety

Emergency Procedures.....	12
Injury and/or Illness at School.....	12
Student Medication	12
Stock Epinephrine.....	12
Immunizations	13
Asbestos.....	13

Section 5 - Parent/Guardian Specific Information

Messages.....	13
Parent Advisory Committee - PAC.....	13
Excusing Absences/Appointments.....	13
Inspection of Instructional Materials	14

Section 6 - Academic Policies

Attendance Policy14-16
Tardy Policy.....17
Make-up Procedures.....17-18
Academic Honesty18-21
Recognitions at Graduation21
Grading Policy21-22
Schedule Changes22-24
Online Course Work24-27
Field Trips.....27

Section 7 - Discipline Policies

Detention, In-School Suspension, Out-of-School Suspension28
Gambling28
Malicious Vandalism.....28
Dangerous Weapons.....28-29
Gangs and Gang Activity29
Grounds for Suspension and Expulsion30-35

Section 8 - School Services

Library36
Math Lab36
Writing Center36-37
Project Excel.....37
BHS Counseling Department37-38

Section 9 - Extracurricular Activities and Athletics

Interscholastic Athletics39
Chemical Use Policy39-43
Extracurricular Activities43-45
Clubs.....45-50

Section 10 - Legal Notices and Agreements

Search and Seizure of Property.....51
Canine Detection51-52
Video Surveillance52
Chemical Dependency Prevention52-53
Social Media Guidelines.....53-54
Technology Use Agreement54-55
District Access to the Internet.....55-58
School Records58-61
Rights Pertaining to Student Records.....61
Privacy Rights.....61-62
Equal Opportunity.....62
Non-Discrimination of the Disabled63

Homeless Students: The McKinney-Vento Act.....63
Special Education Services.....63
Pregnant Students.....63

WELCOME TO BOZEMAN HIGH SCHOOL

Bell Schedule

7:30 - 8:20	Period Zero
8:25 - 9:15	Period One
9:20 - 10:10	Period Two
10:15 - 10:20	Homeroom (during period three)
10:20 - 11:10	Period Three
11:15 - 12:05	Period Four
12:05 - 12:55	LUNCH
12:55 - 1:45	Period Five
1:50 - 2:40	Period Six
2:45 - 3:35	Period Seven

SECTION 1 - STUDENT GUIDELINES

School Wide Expectations

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

Model **A**ceptance

Act with **I**ntegrity

Show **R**espect

Student Expectations/Responsibilities

Each student is expected to take full advantage of his/her educational opportunities and to do well in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to his/her environment by meeting the following responsibilities:

1. Respect and work cooperatively with fellow students and school staff.
2. Be punctual and regular in school attendance.
3. Respond positively and promptly to directions by faculty or staff members and identify one's self when asked.
4. Refrain from fighting or other abusive behavior directed toward any student, faculty, or staff member.
5. Refrain from the use of profanity or vulgarity.
6. Avoid encouraging or assisting another student to take action that would subject a student to suspension or expulsion.
7. Demonstrate academic integrity by refraining from cheating and plagiarism.
8. Refrain from possession or use of explosives, dangerous chemicals or weapons on school property or at a school function.
9. Refrain from damage to or theft of personal property.
10. Refrain from unauthorized entry into or misuse or damage of school property.
11. Be financially responsible, with parent or guardian, for willful damage or destruction of school property.
12. Refrain from the use of tobacco on school premises and at school functions.
13. Refrain from the use or possession of alcohol, dangerous drugs or narcotics on school property or at school functions.
14. Avoid disruption on or off school property, of the educational process, or other school functions.
15. Avoid parking violations.
16. Refrain from misuse of the Internet.
17. Avoid attempts of forgery or falsification of telephone calls.

18. Report bullying, sexual harassment, harassment, intimidation, menacing, and/or hazing to school personnel; this is expected of all students (including bystanders).

Failure of a student to comply with these regulations constitutes an infringement upon the rights of other students. Violation of these rules constitutes a serious offense. Students who have excessive discipline referrals or escalating behavior may be subject to an administrative contract and/or a hearing before the Board of Trustees to consider expulsion

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 anytime. One student identification card is provided, free of charge, to each student. Replacement IDs will cost the student \$5.00.

Lockers

You may be assigned a locker. You are encouraged to keep your personal property in it. Students are responsible for any damage that may result from improper use of their lockers. Locks will be provided. Students are responsible for lost or stolen locks. Use of a locker not assigned to you may result in the loss of the privilege to use a locker. The school-owned locker assigned to you may be searched at any time with or without your permission.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Hall passes will not be issued during the first and last ten minutes of a class period.

Dress Code

The appearance of any young person is primarily the responsibility of that individual and their parents/guardians. Student appearance should reflect a positive image and contribute to a professional learning environment. In accordance with board policy, all students shall dress and groom for school with attention to cleanliness, respectability, safety, and personal and public health.

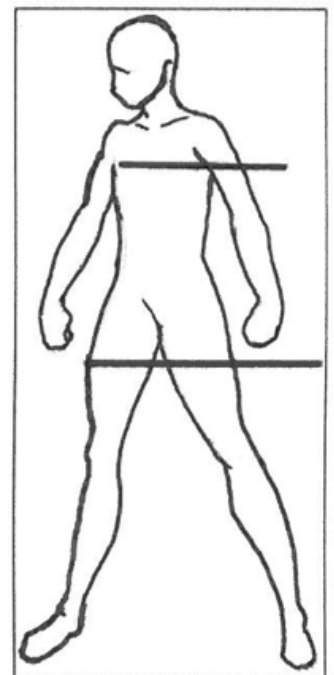
General-Guidelines and Restrictions:

Students should not wear clothing, shoes, jewelry, and accessories that disrupt the learning environment such as

- apparel that denotes affiliation with a group or gang that advocates disruptive behavior or illegal activities such as the sale and use of drugs. Please refer to Gangs and Gang Activity on page 29. Any such articles will be confiscated and returned to parents/guardians upon their request.
- apparel that creates a safety hazard for said student or other students at school (i.e., spiked jewelry, chains, etc.).
- apparel that is maliciously (purposely) intended to disrupt the learning environment.

Specific Guidelines and Restrictions

- Attire (pants, shorts, shirts, skirts, etc.) must not reveal underclothing or torso.
- Tops must touch the waistband of bottoms when standing.
- Uncovered strapless dresses and tops are not acceptable at school
- Shoes must be worn at all times.
- Sunglasses or similar eyewear are not to be worn in the building unless for medical purposes.



- Clothing may not display or imply profane or obscene language, or pictures showing crude or vulgar gestures, nor express racial, ethnic or sexual/sexist innuendoes or implications. Clothing may not advertise or encourage the use of drugs, alcohol or tobacco.
- The torso must be covered to just above the chest. See illustration.
- Leggings or opaque tights must be worn if bottoms are shorter than mid-thigh.
- Other questionable clothing and/or apparel not mentioned here will be dealt with on an individual basis.

Guidelines for non-compliance are as follows:

Staff who feel that a student is not adhering to the guidelines should refer the student to these policies as a first warning. Thereafter, any staff member may refer a student for violating dress code requirements. In each instance, an administrator or dean may write a referral. The referral will be recorded in the student’s behavior log.

1st Offense: Student will correct the violation at school (i.e. immediately changing into appropriate attire, removing jewelry, turning the shirt inside-out, etc.) where immediate action is possible. The student retains the right to participate in their learning environment. Where immediate action is not possible (ie no change of clothes is on hand), the student will serve an after school detention instead. If the student refuses immediately possible corrections, they will be sent home pending the notification of parents/guardians.

2nd Offense: Detention will be assigned, parents/guardians will be notified, and student will correct the violation. If the student refuses, they will be sent home pending the notification of parents/guardians.

3rd Offenses: Student will correct the violation and will be assigned Saturday School.

4th and Following Offenses: Student will correct the violation and will be assigned ISS or OSS.

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. Students may use cell phones and other electronic devices on campus before school begins and after school ends or as determined by classroom teachers. Schools may regulate the use of cell phones by parents and other adults while they are on school property. 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

Bozeman High School accommodates hundreds of student drivers, visitors, and staff members every day of the school year. It is our goal to make sure that all drivers exemplify safe and responsible driving while on our campus. Students may park on campus in the two approved student lots only. The first lot is on Main Street west of the swimming pool and the second lot is on the west side of school property off of 15th Avenue. Students are not to park in the faculty/visitor parking lots in the oval on Main Street, the East lot on 11th Avenue, the North lot off of 11th Avenue by the tennis courts, or in the West lots directly behind the school.

The following rules will be enforced to assist in a safe and orderly environment for BHS:

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 onto Bozeman 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 will issue citations and fines for rule violations.

- 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 Dean’s 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

BHS recognizes skateboards and bicycles as legitimate 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, up to and including suspension from school. 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 will 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).

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 High School 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 Bozeman High School, 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. After July 1, 1991, use of tobacco will not be 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.

SECTION 2 - ADDITIONAL STUDENT GUIDELINES

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. Student phones are located at the Attendance counter and the Main Office.

Visitors

In the interest of keeping a safe and secure environment, students, in general, 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. However, an exception may be made for students who are considering a transfer to BHS. In this case, students are required to pick up a "shadow" form from the main office and have it approved (or not) by each of his/her teachers, as well as by an administrator prior to having the student visit our school.

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.

Celebrations And Deliveries

Bozeman High School prohibits the delivery of balloons, gifts, flowers, etc., to classrooms. Birthday celebrations are not allowed during class time. Teachers are expected to support this prohibition of birthday activities in the classroom.

Distribution Of Material

In addition to school information posted on the website or sent home with students, 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. ([Policy 3222](#))

Dance Regulations

- All regularly enrolled students at BHS 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.
- BHS 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-BHS 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.
- All dances, except for Prom, will be from 8:30 pm to 11:00 pm. No students will be admitted after 10:00 pm.

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 board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the district or for any course or activity taking place outside normal school functions. The board may waive fees or offer scholarships in cases of financial hardship. The board delegates authority to the superintendent to establish appropriate fees and procedures governing collection of fees. The board 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, crayons 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 3 - 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, harassment, intimidation, or hazing, by students, staff, or third parties, 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, and in individual classrooms, as well as at the back of the student and staff handbooks. 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](#))

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 4 - 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 health care 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. 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

Montana State Law S.F. #175 requires mandatory school immunization at all grade levels. In order to register for school parents are required to supply their children's immunization records documented by county health records or by a licensed health care provider.

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](#))

SECTION 5 - PARENT/GUARDIAN SPECIFIC INFORMATION

Messages

Parents may call or stop by the Message Center in the Main Office, 522-6203, to leave messages for their students. The student names will be read during morning announcements and during passing periods only. Any messages not picked up by 7th period will be delivered to the student during that period. Students may only leave messages for siblings. The Main Office is not a student message center.

Parent Advisory Council

BHS 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 at BHS 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 BHS. Visit the [PAC Information Page](#) for board contact details and more information or contact the school for information regarding meeting times.

PAC has found that the best method of parent communication is email. If you would like to be added to our email list – please email (noting your desired involvement) to bozemanhighpac@gmail.com.

How To Excuse Your Child For Appointments

If your child needs to be excused for an appointment during the school day please send a note with your child stating what time your child needs to be excused from class. Your child should take the note to the attendance office where he/she will receive a pass to get out of class at the time needed. 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.

If you forget to send a note, please call the attendance office and they will get a pass to your student to be excused out of class.

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.

Limits on Survey, Analysis or Evaluation:

No students shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. ([Policy 3202](#))

SECTION 6 - ACADEMIC POLICIES

Bozeman High School Attendance Policy ([Policy 3122p](#))

Philosophy:

Bozeman High School 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 (522-6210). 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 (more than two), teachers are to make student and parent contact to express their concern and discuss the issue. They may also assign "make-up time", detention, Saturday school, or take other actions to discourage continued truancy.
- If the student's attendance has not improved after the teacher has made student and parent contact, a dean or administrator will be notified.
- "Notice of Excessive Absences" letters will be sent from the Attendance Office to the parent/guardians of the students who have accumulated (8) or more total absences (excused and/or unexcused) in an individual class.
- If a student accumulates 11 or more total absences (excused and/or unexcused) during a semester, a "Loss of Letter Grade" notice will be mailed home.

Interventions used to deter Unexcused Absences (skipping):

Number of unexcused absences per class period	Intervention
1-2	<ul style="list-style-type: none"> ● Automated call home.
3-4	<ul style="list-style-type: none"> ● Automated call home. ● Classroom teacher will contact the student’s parents/guardian to express concern. ● Classroom teacher will conference with student and may also assign mandatory “make-up time” or detention (before or after school, or during lunch), or Saturday school.
5-6	<ul style="list-style-type: none"> ● Automated call home. ● Classroom teacher will make an attendance referral to a dean via email. ● Dean will 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, or Saturday school.
7-8	<ul style="list-style-type: none"> ● Automated call home. ● 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. ● Other interventions as assigned (e.g. attendance mentor, CAP mentor, Check and Connect with a staff member, etc.). ● Dean will notify teachers of student’s situation. ● Dean may assign “make-up time”, detention, Saturday school or ISS.
9-10	<ul style="list-style-type: none"> ● Follow-up attendance conference, either by phone or in person, will be initiated and may include the student, parents, teachers, dean, case manager, counselor, probation, school resource officer, parent liaison, and administration. ● Dean may assign “make-up time”, Saturday school, or ISS.
11 or more	<ul style="list-style-type: none"> ● Possible Truancy citation by law enforcement/SRO. ● If the student is passing the class, the letter grade will be reflected as a “P” and the student receives credit but it does not count on GPA. Students who are failing will not receive credit.

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:	Saturday School

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 assignment to Saturday School 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 are 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. Failure to assume responsibility in this matter may result in lower grades for the work missed.
- 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 the teacher by calling the Main Office. Please allow 24 hours for the teacher to be contacted and the work collected so that the instruction schedule will not be interrupted. It is the parent/student responsibility to arrange for the work to be picked up.
- 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 High School. 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 page 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 calculations 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:** BHS 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 BHS.

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

Recognitions At Graduation

At its graduation ceremony, BHS 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 pendant denotes National Honor Society membership

Bozeman High School Grading Policy

High School (9–12):

1. Grade Reports will be posted on PowerSchool for all classes every six weeks. If internet access is not available, a hard copy will be mailed to you. They will include a letter grade and may include comments on effort and conduct.
2. Calculation of the GPA will be as follows: A = 4 B = 3 C = 2 D = 1 F = 0
3. GPA will include grades from all courses.
4. Interpretation of letter grades will be as follows: A = Superior or 90-100%; B = Very Good or 80-89%; C = Acceptable or 70-79%; D = Poor or 60-69%; F = Failure or 59% and below.
5. Grades will indicate the student's achievement relative to the course objectives and will communicate how well a student understood and integrated the material, and if the student is prepared to proceed to the next level of material.
6. The teacher will determine the best methods of assessing and reporting the student's progress towards meeting the curriculum objectives. The method of assessing and reporting may vary depending upon the nature and objectives of the curriculum. The individual teaching methods must be disclosed in writing to students and parents/guardian at the beginning of the course. The methods must be suitable for determining an academic grade.

The Following Is in Addition to District Policy:

1.
 - Comments will be reported for all students along with grades after the first 6 weeks.
 - Grades will be reported for all students at 12 weeks along with comments for students with D's or F's.
 - Grades and comments will be reported for all students at the end of semester 1.
 - Grades will be reported for all students at the 6 week period of semester 2 along with comments for students with D's or F's.
 - Grades will be reported for all students at the 12 week period of semester 2 along with comments for students with D's or F's.

- Grades and comments will be reported for all students at the end of semester 2.
 - In addition, if a teacher is noticing a sharp decline in performance, he/she will add comments.
2. Teachers may use a "scale" and let the students know the corresponding letter by promulgating the "scale" (such as 90 - A, 80 - B, 70 - C, 60 - D, 59 and below - F). For each assignment the teacher may choose the appropriate scale.
 3. Teachers who choose to use a single scale throughout the entire term should use 90-80-70-60. The purposes of communication are better served if a grade that is reported as a number has the same meaning across campus. Also, this is clearly the most common scale used in the state and nation, so it communicates well with other schools, colleges and universities.
 4. All teachers are encouraged to include as part of their assigned grades for students a participation factor. It is important that students understand the importance of regular attendance in the classroom. ([Policy 2420P](#))

Schedule Change Policy

Bozeman High 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 BHS administration designs a complex master schedule based on the courses for which students requested and registered. Factors beyond the control of Bozeman 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.
- * It is difficult to hire quality teachers at a late date to make changes in the master schedule created by students changing their minds about classes they want.
- * Students need to understand the importance of the decisions they make when creating their educational plan and choosing classes.

Schedule Change Accommodations

Section A. 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; 12th 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 you are scheduled for
- 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

Section B. Changes **will NOT be accommodated** for the following reasons:

- You don't like the teacher
- Your parent, a sibling, or a friend does not like the teacher
- The teacher is "too hard" or the teacher is "not hard enough"
- The teacher assigns too much work
- The teacher "doesn't teach to your learning style"
- You want to be with friends
- You don't know anyone in the class
- The location of the classroom is not convenient
- The class has the potential of lowering your GPA
- You got a class you listed as an alternate

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 regarding the issues. 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

The two days preceding the first day of school are walk-in, no appointment days for students who have a legitimate reason for a schedule change affecting their first semester schedule as described in Section A above. Requests for changes in second semester classes must be made before the first day of second semester and must also meet the criteria in Section A. Starting the first day of either semester, any request for a schedule change must go through a BHS Administrator. *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.* **Please do not ask for a schedule change if it is not listed in Section A. Counselors will not be able to make the change.**

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 to be used to calculate grade point average, class rank, or top graduating seniors. Courses dropped within the first five weeks of the semester will not be reflected on a transcript, however if dropped after the fifth 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.

To graduate "with Honors", top graduating seniors must have attended Bozeman High School for at least one semester and an accredited school which issues letter grades for at least six semesters. This means that any student who has been home schooled or attended a non-accredited, non-public school for more than 1 semester throughout high school will not qualify for this distinction.

Online Coursework Procedures

Bozeman School District [Policy 2410](#)

Additional information and the application for distance learning opportunities can be found online (bit.ly/onlinebhs).

General Expectations / Guidelines for Online Coursework

- Face-to-face instruction is the most effective method of learning and students will be encouraged to enroll in Bozeman High School courses as the first option.
- The preferred method of online coursework is the Montana Digital Academy (MTDA), because the course standards are based on Montana curriculum standards
- All online course requests should be considered as part of the student's graduation plan and must be reviewed by a counselor in the context of the graduation plan before the student can request approval and register for the course.
- All online coursework will be placed on the student's transcript and the grade will be used in the GPA calculation, unless the course is taken as Pass/Fail and student receives a "Pass" grade.
- Deadlines for drop/add dates are set by MTDA or other correspondence programs and should be followed. (For example, if a student drops an MTDA course after the drop date, the course grade will be reflected as an "F" and that grade will be posted on the transcript and calculated in the GPA.)
- When online coursework is to be used for a graduation requirement and is taken during the second semester of the senior year the coursework must be completed by May 1.
- Any costs associated to online or correspondence coursework are the responsibility of the student or parent/guardian.
- It is the student's responsibility to find a space and a computer to complete online courses. There is no guarantee that a location for online coursework will be available at school.

Conditions under which a student may request online coursework:

Students request to take online coursework for a variety of reasons. Generally, the majority of requests fit within a "standard" circumstance. However, there may be times when the request is made for an unusual circumstance and the needs of the individual student should be considered. This would be considered a "nonstandard" circumstance. The following guidelines will be used to address all student requests.

Standard Circumstances

Approved with no restrictions regarding online program or number of online courses allowed. All requests (please complete application found at bit.ly/onlinebhs) for online courses must be reviewed by counseling staff and determined to be within the framework of the graduation plan before the student can begin the process of obtaining approval by the parent/guardian and the Bozeman High School Principal. **Students should begin the process of Standard online course approval by completing the online application (bit.ly/onlinebhs) and meeting with their counselor.** The order of completing these two steps is at the discretion of the student.

- **Part-time students Grades 9-10-11:** (Guidelines stipulated in [3150P](#)) Part-time status is defined as being enrolled in fewer than 6 credited classes at Bozeman High School. Online courses do not count as a BHS credited class. **Students must apply for and be approved for part-time attendance status.** Students who are approved for part-time attendance may access online coursework with no restrictions regarding the total number of credits taken online. Part-time status is granted for one of the following reasons
 - **Financial:** An unreasonable financial burden on the student, parent or guardian. *Unreasonable financial burdens are hardship situations only. A student must be employed before requesting part-time status.*

- Medical: A hardship related to the student's, parent's, or guardian's health and well-being.
- Educational: A hardship related to the student's ability to pursue his/her educational program or other gifts/talents.
- **IEP/504 Students:** Online requests may be granted with no restrictions when the request is related to a standard accommodation in an IEP or 504.
- **Homebound Students:** (As defined by [2165P](#)) Online requests may be granted with no restrictions when the student is placed in homebound status.
- **Homeschool Students:** When approved, a registered homeschool student may access MTDA online coursework with no restrictions on the number of courses other than to be *enrolled in at least one BHS course*. In most circumstances, homeschool students are not seeking to achieve a BHS diploma. However, if a homeschool student is seeking a BHS diploma, he/she must apply for part-time attendance status and follow the process described above or enroll as a full-time Bozeman High School student.
- **Credit Recovery:** Students may use online coursework for credit recovery when they have received a failing grade in any course. The preferred method of credit recovery is the MTDA credit recovery program. Students who are completing credit recovery through an online option may be required to (or will be scheduled) in the credit recovery lab with progress monitored by the online coordinator.
- **Enrichment:** Students may use online/correspondence coursework to take *classes that are not offered at Bozeman High School*. Credit for these classes will be granted only from an accredited online program.
- **Acceleration/Early Graduation:** Students can take online coursework as part of an early graduation plan that has been reviewed by their counselor and approved by their parent/guardian and the high school Principal. Students can also access online classes to accelerate their course of study to attain a higher level of coursework before graduation. (For example: a student who seeks to take calculus prior to graduation may want to accelerate his/her math coursework during summer break by taking an online course.) In all circumstances of acceleration, students must meet prerequisite course requirements.
- **Scheduling Conflict:** Counselors will attempt to resolve schedule conflicts before recommending an online course. Students may access online courses when they are *unable to schedule a required class due to a conflict with another required class or a BHS class they need for graduation is overloaded*.

Nonstandard (MTDA) Circumstances

Approved with restrictions regarding online program and the number of credits allowed.

Any online course request that does not meet one of the standard circumstances as defined above will be approved with the following restrictions:

- The course must be taken through the Montana Digital Academy only, following the appropriate drop/add deadlines set by MTDA.
- A total of 1.5 credits of MTDA coursework will be approved toward BHS graduation in grades 9-12.
- Freshmen are permitted to request .5 online credits only and then 1.0 credits 10th-12th grade. If a freshman does not access online coursework during freshman year, he/she is allowed a total of 1.5 credits during grades 10-12.
- Course prerequisites must be met.
- Requests for online courses must be reviewed by counseling staff and determined to be within the framework of the graduation plan, then approved by the parent/guardian and the Bozeman High School Principal.
- Students may be monitored by the Online Coordinator and are expected to comply with rules and procedures of the Online Support Center.
- Students who do not demonstrate consistent progress in their online course may be assigned to attend class in the Online Support Center.
- A maximum of 1.0 credit in Health Enhancement is allowed.
- English IV is not allowed as an option.
- For second semester classes that require a first semester prerequisite, successful completion of the first semester prerequisite with a grade of "c" or better is required.

Students should begin the process of Non-Standard online course approval by completing the online application (bit.ly/onlinebhs) and meeting with their counselor. The order of completing these two steps is at the discretion of the student.

Distance, Online, And Technology Delivered Learning Information And Guidelines For Success

Bozeman School District [Policy 2169F](#)

Online courses are an alternative to learning in a traditional classroom; however, online courses are not for everyone. A misconception that students often have is that online courses are easier. While offering a more flexible schedule, online courses are not easier. The guidelines below are some things to think about as you decide if online coursework is best for you. **All grades for online course work will be posted on your transcript and calculated into your GPA and class rank.** Look at the statements below and answer them honestly. If you answer no to any of them, you might reconsider if online learning will work for you:

Technical Competencies and Access

- Taking into consideration my personal, academic, work and extracurricular activities (sports, clubs, etc), do I have time to complete an online course?
- Am I comfortable using the Internet as a means of communication and research?
- **Do I have daily access to a computer with Internet access and email? (Access at school or during the school day is not guaranteed.)**
- Do I understand how to send and receive email, send and receive email attachments, browse and search the Internet, manage files, upload items, use word processing programs, type reasonably fast and with accuracy and understand the basics of computer applications such as copy, paste and save?

Learning Styles

- Have I demonstrated the self-discipline to complete a course on my own?
- Am I able to prioritize tasks, manage my time, organize assignments and complete assigned work within a deadline?
- Are my writing, reading and communication abilities above average?
- Am I comfortable working alone on assignments?
- Do I learn best when I read the directions, rather than an instructor lecturing and giving verbal explanations?
- Do I like to take an active part in discussion boards (forums)?

Other Important Issues to Consider before signing up for an online course

- You must be able to allocate enough time to complete your coursework. This is a challenge for many students. Once a student gets behind in an online class, it is difficult to catch up.
- You must be honest with yourself. ***If you are not self-motivated, then this is not the place for you.*** Students taking online classes are responsible for their own learning as there is no face-to-face interaction with the teacher. Students must be disciplined to stay on top of assignments, due dates, note taking, reading, writing, commenting...
- **For high school students, your grades in approved courses taken online will be posted on your transcript, and will count toward your GPA and class rank.**

Before requesting approval for an online course, complete this checklist:

- I have time (or will make the time) to complete an online course in a reasonable period of time.
- I have successfully taken online courses in the past.
- I am comfortable using the Internet as a means of communication and research.
- I have daily access to a computer with Internet access and email.
- I understand how to send and receive email, send and receive email attachments, browse and search the Internet, use word processing programs, upload items, manage files, type reasonably fast and with accuracy, and understand the basics of computer applications such as copy, paste and save.
- I have passed the prerequisite course, if required, for the class I want to take online.
- I am able to prioritize tasks, manage my time, and organize assignments and complete assigned work within a deadline.
- My writing abilities are average or above.
- My math abilities are average or above.
- My communication abilities are average or above.

- I am comfortable working alone on assignments.
- I learn best when I read the directions, rather than an instructor lecturing and giving verbal explanations.

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 7 - DISCIPLINE POLICIES

Detention / ISS / Saturday School / 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 2nd 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), Saturday School, 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.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit

1. one or more criminal acts; or
2. acts which threaten the safety or well-being of property or persons, including but not limited to harassment and intimidation.

Students on school property or at any school-sponsored activity shall not

1. wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
3. engage in any act furthering the interest of any gang or gang activity, including, but not limited to
 - soliciting membership in or affiliation with any gang;
 - soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
 - engaging in violence, extortion, or any other illegal act or other violation of school property; or
 - writing or drawing gang-related messages or symbols in notebooks or notes.

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

**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
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.

(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 8 - SCHOOL SERVICES

Library

The BHS Berg Library is open from 7:15 am to 4:00 pm Monday through Friday. 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 at bhslibrary.org; passwords for various databases can be obtained in the library.

Math Lab

The Math Lab is open from 8:00 to 4:00 Monday through Friday including lunch (times subject to change). Math Lab is staffed by a certified mathematics teacher, an instructional aide, and peer tutors from BHS who work with students one-on-one on a variety of mathematical content including: Pre- Algebra, Technical Math, Math III, Algebra I and II, Geometry, Advanced Math, Pre-Calculus, AP Calculus and Statistics. Calculus students are encouraged to utilize the expertise of their teacher. Assistance in the lab includes, but is not limited to, re-teaching or pre-teaching a lesson, modeling important math processes, reviewing important test taking strategies and working together to solve a particular problem or to focus on completing homework. Any student is welcome to attend Math Lab during lunch. If a student has a free period during the day, he/she may attend Math Lab with a pass to the lab provided by his/her math teacher. During study hall, students must get a pass from their study hall teacher to the Math Lab. Students must sign in and out of Math Lab, and when students are done with their math work they are expected to return to their study hall. There are a variety of resources, other than tutoring, that are available including use of computers for school related content including watching math tutorials, taking practice tests, using student/teacher edition texts, calculators, protractors, compasses, rulers etc. These tools are for use in Math Lab only, and need to be checked out and back in before leaving.

Writing Center

The Writing Center, adjacent to the Berg Library, provides students and staff with access to computers and printers to draft, revise, and edit school-related work. The English teacher staffing the Writing Center is available for one-on-one tutoring; whole-class instruction; and direction on style, formatting, and computer use. The Writing Center also schedules peer-tutoring sessions led by National Honor Society students. Anyone wanting feedback on a paper can visit the center to arrange for a session or schedule an appointment online <https://sites.google.com/a/bsd7.org/bhs_writing-center>. That link is also available on the Berg Library's home page <<http://bhs.bsd7.org/library>> and from the Students and Parents tab on the district's home page <<http://www.bsd7.org/>>.

The Writing Center publishes its own *Writer's Handbook*, which adheres to MLA as it guides the user through the intricacies of writing, usage and style. Freshmen and transfer students receive their first copy free; students may also download sections of the handbook to print off-campus. PDFs of the handbook can be found on the Writing Center's Google site <https://sites.google.com/a/bsd7.org/bhs_writing-center>, which can also be accessed via the Berg Library's home page and from the Students and Parents tab on the district's home page.

In the Writing Center, students typically use Google Docs for writing assignments, but Microsoft Word and Pages are also available. Google Docs saves work automatically, but students may also save any work drafted in Word or Pages to the student server <<http://infox.bsd7.org>> or on a flash drive. Work saved on the student server can be downloaded from any computer with access to the Internet.

The Writing Center is open from 8:25 a.m. to 4:00 p.m. Monday through Friday. Students are welcome in the center before and after school, with their classes, during their lunches and any free periods, and with a pass during study hall. However, students are not welcome in the Writing Center when they are expected in class; it is important to understand that skipping a class to work in the center will result in a truancy—even if a parent calls to excuse the student's absence from that class.

Project Excel

We are excited to again offer the Project Excel Program to students at Bozeman High School. 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 at Bozeman High School.
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.

Bozeman High School Counseling Program

The goal of the Bozeman High School Counseling program is to prepare all students to be college and career ready by 1) helping them plan a meaningful course of study related to their personal interests and goals, 2) assisting them to achieve academically, and 3) helping them develop resilience and problem-solving skills.

BHS has several counselors and a counselor for Bridger Charter Academy students. Three BHS counselors work with all 9th grade students and five BHS counselors work with all students in grades 10-12. Students are assigned to counselors alphabetically by their last name to help with educational goals and/or concerns. Bridger Charter Academy students work with the Bridger Charter Academy counselor. 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 by visiting the counseling office or remotely. 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 at Bozeman High School 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

The College and Career center helps students prepare for life after graduation from Bozeman 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 and finally paying for it once students are there!

SECTION 9 - 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 shall be required to furnish evidence of a pre-participation evaluation prior to becoming a member of an interscholastic team. A participant suffering from an illness/injury shall be cleared by medical personnel prior to participation. In addition, participants will be expected to sign that they understand and will abide by the extracurricular substance use policy.

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

Policy Purpose:

It is the position of the Bozeman Public Schools that participation in extra-curricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the District's belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

1. To emphasize concern for the health and well being of students.
2. To provide a chemical-free environment that will encourage healthy development.
3. To promote a sense of self-discipline among students.
4. To confirm and support existing state laws prohibiting the use of certain dangerous chemicals and substances.
5. To emphasize standards of conduct for those students who through their participation are leaders and role models for their peers and the younger students.
6. To assist students who desire to resist peer pressure, which often directs them towards the use of illegal and dangerous chemicals and substances.

Prohibited Activities:

1. A student shall not use, have in possession, sell or distribute alcohol, drug paraphernalia, or illegal drugs at any time.
2. A student shall not abuse prescription, non-prescription drugs, pharmaceuticals or use dangerous substances. This policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are used in the prescribed manner.
3. A student shall not use, have in possession, sell or distribute tobacco, nicotine and any other tobacco innovation in any form at any time.
4. Students shall not knowingly attend gatherings or functions where prohibited substances or chemicals are being used illegally. A student who unknowingly attends a gathering or function where prohibited substances or chemicals are being illegally used must leave that gathering or function as soon as he or she knows, or reasonably should know, that prohibited substances or chemicals are being used illegally.

Application:

This policy applies to all middle school students who are involved in extra curricular activities that are supported by the district and high school students who are involved in the MHSA-sanctioned extracurricular activities program. This policy is in effect each school year from the date of the first practice for Fall activities (August) until the last day of school (June). For purposes of determining the appropriate discipline, violations are cumulative and will carry forward from year to year throughout the student's period of attendance while in middle and high school. Similarly, violations are cumulative and will carry forward from year to year throughout the student's period of attendance while in high school. A student will be punished according to this policy and any other applicable District and School policies for violations that occur during the school year regardless of whether the violation occurred during the student's activity season or not.

Discipline:

A school staff member can be made aware of the violation of this alcohol/drug/tobacco policy by any source (but not limited to) police, school personnel, counselors, coaches, advisors, community members, parents and other students.

PENALTIES FOR DRUG AND ALCOHOL VIOLATIONS**First Violation - Drug or Alcohol:**

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from competition for the current activities season;
3. Students will be encouraged to enroll and participate in chemical awareness class approved by the District before they will be eligible to participate in further activities;
4. The student may or may not be allowed to participate in practices in the current season and may be suspended from future activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;
5. The student may be subject to further disciplinary proceedings including expulsion and referral to law enforcement.

Second Violation - Drug or Alcohol:

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from competition for the current activities season;
3. Students must enroll and participate in a chemical awareness class approved by the District before they will be eligible to participate in further activities;
4. The student may or may not be allowed to participate in practices in the current season and may be suspended from future activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;

5. The student may be subject to further disciplinary proceedings including expulsion and referral to law enforcement.

PENALTIES FOR TOBACCO *OR* NICOTINE VIOLATIONS

First Violation - Tobacco, *Nicotine or Any Other Tobacco Innovation:*

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from participation in competitions for the activity for 20 calendar days. The student will be allowed to participate in practices;
3. Students will be encouraged to enroll and participate in a tobacco awareness class approved by the District, provided that such a class is available, before they will be eligible to participate in further activities;
4. The student may be subject to other team discipline as provided by the coach/sponsor;
5. The student may be referred to law enforcement for citation if appropriate. The student may also be subject to further disciplinary proceedings including expulsion.

Second Violation - Tobacco, *Nicotine or Any Other Tobacco Innovation:*

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from participation in competitions for the activity for the remaining activity season;
3. Students must enroll and participate in a tobacco awareness class approved by the District, provided that such a class is available, before they will be eligible to participate in the current or next extracurricular activities season;
4. The student may be subject to other team discipline as provided by the coach/sponsor;
5. The student may be referred to law enforcement for citation if appropriate. The student may also be subject to further disciplinary proceedings including expulsion.

PENALTIES FOR VIOLATING GATHERING CLAUSE

Administration may consider a student's honesty and the student's choice to be forthcoming with regard to a violation of this section when there is discretion for leniency in the application for a particular consequence.

First Violation - Attending Gathering Where Prohibited Substances are Present

1. Warning and exclusion from competition for up to seven calendar days, but student will be allowed to continue practices and will resume competition after the consequence is completed. There shall be only one warning for middle school students and only one warning for high school students. The warning is for those students who unknowingly attend a function where illegal substances are present or being provided and fail to leave as soon as they know, or a reasonably prudent person would know, that a prohibited substance or chemical is being used or is present.

Next Violation - After Warning

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from competition for 14 calendar days, but the student will be allowed to continue practice and will resume competition after the 14 calendar days suspension from competition is completed;
3. Student will be encouraged to enroll and participate in an awareness class approved by the District before they will be eligible to participate in the current or next sports season;
4. The student may or may not be allowed to participate in practices in the current season and may be suspended from future activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;
5. The student may be subject to further disciplinary proceedings including expulsion.

Second Violation - After Warning

1. A meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Exclusion from competition for the current activities season;
3. Student must obtain a professional substance abuse evaluation and follow the evaluation recommendations;
4. The student may or may not be allowed to participate in practices in the current season and may be suspended from future activities depending on the severity of the infraction and the determination of the administration and/or Board of Trustees;
5. The student may be subject to further disciplinary proceedings including expulsion.

THIRD VIOLATION FOR ALL PROHIBITED ACTIVITIES

Any student who has a third violation of this policy for any activity or any combination of prohibited activities, shall receive the following consequences:

1. Meeting with the student, parents, coach/sponsor, school administrator and appropriate school staff. The purpose of the meeting will be to offer help to the student;
2. Student will be prohibited from participation in practice and competition in school extra-curricular activities (as defined in this policy) for 12 consecutive months from the time the third violation is verified;
3. Referral for professional help;
4. The student may be subject to further disciplinary proceedings including expulsion and referral to law enforcement.

END OF SEASON VIOLATIONS

In the event a student violates this policy at the end of a current activities season or out of the student's activity season, the coach or administration has the discretion to continue the discipline into the student's following activities season by restricting participation in competitions for up to five games/events. This provision cannot be imposed beyond 12 months of the date of the infraction. This discretion will take into consideration the severity of violation by the student and whether or not the student has any prior violations.

STUDENT COOPERATION

All students subjected to this policy are expected to cooperate, with honesty and integrity, with administrators, staff and coaches who may be investigating violations of this policy. Refusal to cooperate in an investigation and/or impeding an investigation will result in disciplinary consequences.

If a student is found to have violated this policy, the student, parent, guardian or care-taker relative will be notified by a school administrator. The administrator will provide notice of the type of discipline to be administered or recommended.

IF THE STUDENT IS REFERRED TO THE BOARD OF TRUSTEES FOR *EXPULSION OR OTHER* DISCIPLINARY ACTION, THE STUDENT SHALL BE PROHIBITED FROM ANY PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES UNTIL OR UNLESS THE BOARD OF TRUSTEES DETERMINES OTHERWISE. All matters referred to the Board of Trustees will be afforded the due process as set forth in District Policy 3300 and 3300P.

Definitions

Terms used in this policy shall be given their ordinary and reasonable meaning. In addition, the following specific definitions apply:

School Year: The period of time from the date of first practice for Fall activities (usually in August) to the last day of regularly scheduled school classes (usually the following June).

Activities Season: The time period for those activities for which MHSA establishes a starting and ending date, including MHSA sanctioned pre-season activities and post-season competitions. For these activities that are not defined by an MHSA starting and ending date, the time period for starting and ending dates will be established including pre-season practices and post-season competition.

Extra-Curricular Activities: Extracurricular activities include, but are not limited to: Football, Volleyball, Soccer, Golf, Cross Country, Basketball, Wrestling, Swimming, Cheerleading, Dance, Forensics, Speech & Debate, Drama, Tennis, Softball, Track & Field and Pep Band. 7th and 8th Grade Activities: Basketball, Football, Softball, Track & Field, Volleyball and Wrestling.

Cross Reference: [3310P1, P2, P3](#) Behavior and Discipline Reporting
 [4312](#) Review of Services of Staff or Programs
 [4312P](#) Uniform Complaint Procedure

Adopted: 9/13/93 Rev. 8/8/94; 3/8/99 (effective 7/1/99); 2/14/05; 7-30-07, 3-22-10, 1-28-13, 4-13-15, 7-16-18

Extra-Curricular Activities

ATHLETICS:

Bozeman High School teams compete in the Class “AA” conference of the Montana High School Association. They compete against teams from 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.

BHS fields 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.

Call the Activities Office (522-6237) with questions on athletics and/or speech and debate.
Call the Main Office (522-6200) with questions on clubs.

Boys' Basketball:

The season includes 18-regular season games, a divisional tournament, and a state tournament for the varsity team if they qualify. BHS has five teams at the high school level: varsity, junior varsity, sophomore, freshman "A" and freshman “B” teams. Boys' basketball begins about mid-November and ends mid-March. The teams have a limited number of participants and there may be cuts at all levels.

Girls' Basketball:

Girls' basketball begins in mid-November and ends mid-March. There are five teams at the high school: varsity, junior varsity, sophomore, freshman "A" and freshman “B.” The teams have a limited number of participants and there may be cuts at all levels. The season includes 18-regular season games, a divisional tournament, and a state tournament for the varsity team if they qualify.

Cheerleading:

Cheerleading tryouts are in late March-early April; call the high school Activities Office for specific tryout dates and times. The cheerleading squads are responsible for cheering and promoting sportsmanship at all assigned events. The seasons are divided for ease of assignment. Up to 14 cheerleaders are chosen for the varsity fall and varsity winter squads. A total of 40 slots are available; up to 10 cheerleaders can fill the rosters for each of the freshman and junior varsity/sophomore fall and winter squads. The fall cheerleader squads are responsible for football, girls' volleyball, soccer, cross-country, and golf. The winter cheerleader squads are responsible for boys' basketball, girls' basketball, wrestling, and swimming.

Cross-Country (Girls and Boys):

The season runs for two months, beginning in August, before school, and ending with the state meet in late October. The varsity and junior varsity teams are made up of freshman through senior students. Students are required to furnish their own running shoes and "Hawk" sweats. Meet uniforms are provided.

Dance:

Dance tryouts are in early May; call the high school Activities Office for specific tryout dates and times. The dance team is responsible performing at all fall and winter assigned events. Ten to fifteen dancers are chosen for the varsity fall and varsity winter team. Typically the dancers perform at football and boys' and girls' basketball games.

Girls' Fastpitch Softball:

The Girls' Fastpitch season runs from March through May. The season includes 22 games and the state tournament. Approximately 15 players are on the rosters for both varsity and junior varsity squads. Freshman through senior students are eligible to tryout for the teams during the first week of practice. Players must furnish their own glove and cleats. Uniforms are provided.

Football:

There are four organized football teams at the senior high level: a freshman team, sophomore team, junior varsity team and the varsity team. The varsity plays a 10-game schedule and the junior varsity, sophomore and freshman teams play 8-10 games. Practices begin in early August; call the high school Activities Office for starting dates and times. Athletes must furnish their own shoes and mouthpiece. Football equipment and uniforms are provided.

Golf (Girls and Boys):

Tryouts for golf begin in August; call the high school Activities Office for the starting date. The six meets for the golf season begin in August and end in early October with the state tournament. Two teams comprise the group—varsity and junior varsity. Practices are held at the local golf courses. Memberships at local clubs are not required to be on the golf team. The students are responsible for their own equipment and transportation to and from practices. Pre-season meetings are held to discuss safety, golf etiquette and rules.

Intramural Basketball and Volleyball (Girls and Boys):

With the intramural basketball program, students have the choice of joining boys', girls' or coed teams. Intramural basketball begins the end of November. Each team plays approximately 12 games and an end-of-season tournament. Each player must turn in a completed intramural form and pay a \$45.00 participation fee. Games are held on Monday, Tuesday and Thursday evenings.

The intramural volleyball program provides the same options for teams: boys', girls' or coed. The season begins right after spring break in March. Each player must turn in a completed intramural form and pay a \$45.00 participation fee. Volleyball games are held on Monday and Wednesday evenings.

Soccer (Girls and Boys):

Soccer tryouts begin in mid-August; call the high school Activities Office for starting dates and times. There are varsity, junior varsity and sophomore soccer teams for both boys and girls. The sophomore teams include freshman and sophomore athletes. Freshman through senior students are eligible to try out for all teams during the first week of practice; however, the teams have a limited number of participants and there may be cuts. The varsity team will play 12 games while the junior varsity, sophomore teams will play 8 to 12 games. The varsity season ends with a playoff game (if needed) before the state tournament.

Speech and Debate:

The speech and debate team is composed of interested freshmen, sophomore, junior and senior students. The activity offers competition in Varsity and Novice Debate, Lincoln-Douglas Debate, Parliamentary Debate, Extemporaneous, Impromptu and Expository Speaking, Original Oratory, Memorized Public Address and Humorous, Serious and Duo Interpretation of Literature. The team travels to nine meets in addition to sponsoring an invitational meet in Bozeman. The season runs October to February with winners at the District National Forensics League meet traveling to a national tournament in June.

Swimming (Girls and Boys):

Varsity swimming involves eight individual events and three relays. The competition is stiff, with 13 other school teams competing in Class AA swimming. The season starts in mid-November and finishes the first week in February. Practices are usually 1 1/2 - 2 hours in length Monday through Friday afternoons. Morning workouts are also offered Monday through Friday.

Tennis (Girls and Boys):

This sport starts the week after spring break in March with tryouts and runs through the end of May. Major events are held in Billings, Helena, Great Falls and Bozeman, in addition to the divisional and state tournaments. The varsity teams are composed of the twelve best boys and the twelve best girls; all other tennis participants will play on the junior varsity until the opportunity to make varsity occurs. A small practice ball fee is collected from each team member.

Track (Girls and Boys):

Boys' and girls' track starts the Monday after spring break and ends the last week in May. The season usually takes in four dual meets, several larger invitational meets, the divisional tournament, and the state tournament. There are freshman, junior varsity and varsity teams, with the girls' and boys' teams working together with a combined staff. Students are asked to provide their own "Hawk" sweats and shoes. Meet uniforms and warmups are furnished for the meets.

Girls' Volleyball:

Tryouts for girls' volleyball begin in mid-August; call the high school Activities Office for starting dates and times. There are five teams: varsity, junior varsity, sophomore, freshman "A" and freshman "B." Lockers, equipment and uniforms are provided; however, practice gear and shoes must be provided by the student. The team participates in an average of 20 matches, including invitational tournaments. The varsity team can qualify for the state tournament.

Wrestling:

The wrestling season runs from mid-November through mid-February, culminating with the state tournament. The schedule consists of five or six varsity tournaments along with 12-14 duals with "AA" and "A" schools. There are three teams: varsity, junior varsity and freshman, from which no cuts are made. Lockers, head gear, and meet uniforms are furnished; however, the student must provide practice gear.

CLUBS:

Aerie Yearbook:

The Aerie Staff produces the annual yearbook for Bozeman High School. This is a yearlong elective class and extracurricular activity. Students will learn all aspects of publication, from photography to graphic arts and beyond. Interested students are part of a highly motivated team dedicated to a quality finished product.

Amnesty International:

Amnesty International is a world awareness club that sheds light on some of the major problems that many countries around the world face. Amnesty members watch movies that illustrate these problems, and sponsor activities to inform others about these issues. Members also conduct fundraisers to help countries and people in need.

Art Club:

Art club is a year long club for all kinds of art enthusiasts: artists, creative types and people interested in just being involved with art. We meet after school on a weekly basis. Art club has an annual Kids Art Festival Fundraiser, participates in Art Gallery opening receptions and set-up of shows, meets with artists, creates art, and travels to an art destination every year. We work on managing the permanent collection when we are and volunteer with whatever opportunity arises regarding art in our community. We have worked on public murals, helped out at elementary schools and been involved with local art centers. Finally, Art Club explores the local art community by visiting artist's studios, attending local arts events, or visiting galleries and coffee houses where local art is on display.

Everyone is welcome!

The Bozeman High School Pep Band:

Pep band is a co-curricular ensemble made up of musicians from all three concert band classes, performs at the boys' and girls' home basketball games. The pep band often travels to state basketball tournament during the second weekend of March each year (the school district pays for the cost of bus, meals and motel rooms).

The Bozeman High School Marching Band:

Marching band is formed from the combination of all three concert band classes and the Color Guard. The 150-piece ensemble performs at home football games, the BHS homecoming parade, the MSU homecoming parade, and an out-of-state marching band competition each school year. The season for marching band lasts approximately seven weeks.

Color Guard:

Color Guard is open to all interested persons. Members participate with the marching band at all of its regular activities, which include performances at home Hawk and MSU football games, and out-of-state competitions.

Distributive Education Clubs of America (DECA):

DECA (Distributive Education Clubs of America) prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management. DECA's comprehensive learning program applies learning through integrated classroom instruction while working with the local community and businesses to prepare for state and international competitions. DECA will prepare BHS students to be academically prepared, community oriented, professionally responsible, and experienced leaders.

Environmental Awareness Club:

Environmental Awareness Club focuses on promoting sustainability in the school and within the community. Throughout the year we focus on topics such as sustainable agriculture, food waste awareness, and smarter energy use through field trips and guest speakers. Within the school we also manage the recycling and promote the use of reusable water bottles.

Family Career and Community Leaders of America (FCCLA):

The mission of FCCLA, is to promote personal growth and leadership development through Family and Consumer Sciences Education. If you enjoyed taking a Family and Consumer Sciences class join FCCLA and put the skills you gained to work helping families in our school and community while gaining leadership skills that will be needed for adult life.

French Club:

This club exists as a cultural and recreational extension of French classes. The group enjoys “le petit dejeuner francais,” or French breakfast, several times a year and also hears presentations on French culture. French Club makes scholarship money available to students attending French language camps in Montana and throughout the northwest.

Sexuality and Gender Alliance (SAGA):

The purpose of SAGA is to create a safe environment in BHS for all students, while fighting discrimination, harassment, and violence. It also works to educate the school community about homophobia, gender identity, and issues involving sexual orientation.

German Club:

The German Club is a group of students interested in enjoying the German language and culture on an informal, active basis. Club activities include celebrating Oktoberfest, selling genuine imported Advent Calendars, cutting the Christmas tree—in conjunction with a sledding party—for the school cafeteria, and planning a spring party. The German Club buys treats for German classes and provides scholarships for study in Germany.

Hawks Theatre Company:

The Hawks Theatre Company provides students with a variety of opportunities and training in professional theatre. Several stage productions a year offer students experience in acting, set design, construction, lighting and sound operation, makeup and costuming, publicity and directing. Whether one is participating for fun or seeking a career in theatre, the *Hawks Theatre Company* offers something for everyone, and has successfully placed students in professional jobs before and after graduation.

Health Occupations Students of America (HOSA):

Are you interested in working in the health care industry? Join HOSA! The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health sciences. You will have the opportunity to participate in state and national competitions testing your health care and leadership skills. HOSA provides a unique program of leadership development, motivation, and scholarship opportunities for students enrolled in health science education programs. Many universities have HOSA chapters too! HOSA is 100% health care!

Journalism:

The *HAWK TAWK*, Bozeman High School's student newspaper, is published bi-weekly by Journalism II students, September through June. Positions on the staff are by application and with the consent of the instructor. The staff publishes approximately 16 issues during this year-long course.

The school yearbook, *Aerie*, is also a product of the Journalism II class. Staff members must have completed Journalism I and have the consent of the instructor. The yearbook is distributed in the spring, around May/June.

Key Club:

The Key Club is a social/service club sponsored by the Kiwanis Organization. The club is for young men and women who want to assure positive futures for themselves and others. The club motto is, “Caring . . . Our Way of Life.”

Leo Club:

Leo Club is dedicated to serving the local and global community. All projects are selected and carried out by club members, with faculty assistance. Typical service projects include the Turkey Bowl, the Duck Race, Halloween Haunted House, help with the local elementary schools' carnivals, sponsorship of ROC Wheels wheelchairs, and networking for other service projects. The club meets weekly and is sponsored by the Gallatin Empire Lions Club.

Metals/Jewelry Guild:

The goal of this guild is to provide a vehicle where metal art/jewelry students can participate in metals as an extra-curricular "club." This club meets weekly and hosts an open studio every Thursday night from 3:30-7:30 allowing all metals students to come and freely work in the jewelry studio. The metalsmith guild continues to pursue active involvement in the arts community by supporting local openings, talks, and events.

Model United Nations (MUN):

This activity is for those students wishing to learn more about the U.N. and international politics. Involving approximately 35 students, the group begins meeting about the second week in September and continues weekly meetings until the annual conference at Missoula during Thanksgiving week. Open to 9th through 12th grades, MUN requires only a small fee, as it is largely supported with school funds.

National Honor Society:

The National Honor Society is a group of juniors and seniors whose cumulative GPA is 3.7 or better; these students are selected by the Bozeman High Faculty Committee on the basis of scholarship, character, leadership and service. The group has at least one service project a year, as does each individual. These projects are for the benefit of school, community or church, etc.

Partners Club:

Partners Club brings students with and without disabilities together to participate in a variety of activities. We work hand in hand with the Bozeman High School Special Olympics team. We have weekly lunch meeting where we get to know each other and plan our activities. Along with a number of fun activities we do throughout the year, we also coordinate the annual the Spread the Word to End the Word campaign.

Mediation:

- ~ a non physical way of settling issues
- ~ students helping students
- ~ a place to go where students can talk openly and confidentially

Types of Disputes:

- ~ gossip/rumors
- ~ relationship issues
- ~ low level physical contact (pushing, shoving, tripping)
- ~ problems with cooperative projects and group assignments

Referrals: There is a brown box outside the Math Lab. For referral list names of the parties involved in the dispute and mediation does the rest.

Photo Club:

Photo Club, an extension of the Photo and Graphics classes, includes more than just photography. Open labs are held once a week for students to come in and work on assignments or personal projects. Photo Club is also partially responsible for maintaining Bozeman High School's web pages. In January, students enter their best photos in the Winter Fair, which gives cash prizes to the winners. In April, students have an opportunity to enter the Montana State TSA (Technology Student Association) contest to compete in events involving information graphics, among others.

Project X²:

Project X² is a group for young men and women within Bozeman High School who recognize and wish to address the issues facing them. These issues include things such as dating violence, double standards, name-calling, body image, self-respect, common experiences and treatment within the high school setting, and disrespect toward young women in general.

Project does not just address the issues at Bozeman High; we also do volunteer and outreach work throughout the community and the globe as a form of empowerment and raising awareness of commonly unaddressed issues among young women.

Prom Committee:

Junior Class hosts the Junior/Senior Prom for the calendar school year. The committee is in charge of creating a theme and finding decorations to decorate the dance venue. The group organizes ticket sales, royalty, fundraising and advertisements. Each committee member gets a free couples' ticket to prom if they work on or about 32 hours. Prom Committee starts after the winter holiday break and goes until the date of prom that given year.

Rotary-Interact Club:

The Rotary-Interact Club is a community service organization. Sponsored by Bozeman's Rotary Club, Interact works on many community service projects, such as providing assistance to Bozeman Deaconess Hospital, as well as sending supplies to orphans in Uganda.

Science Club/Science Olympiad:

The BHS Science Club is involved in preparing for and participating in the annual Science Olympiad Competition at Montana State University. The club is driven by student interest. We are limited only by the imagination of the participants.

Scribblings:

This high school creative arts magazine is published in May by a staff of sophomores, juniors and seniors. The staff meets in late January to encourage student submissions of poetry, prose, art and photography; to select the pieces to be included; and to organize the magazine itself. In March, responsibilities are assigned for the organization and sale of the finished magazine. The costs of publishing the magazine and providing contest prize money, as well as helping with the costs of a "poet in residence," are all covered by the sale of *Scribblings*.

Skills USA Club:

Skills USA Club is for those enrolled in industrial classes who are interested in further preparing for the world of work. Club members travel to Havre, Montana, to compete in the state competition each April.

Spanish Club:

Spanish Club provides an opportunity for students of all levels of Spanish to meet, socialize and expand their language interests. Fund-raisers, Christmas tree decorating, and various informal food tasting parties are just a few of the fun activities. Ole!!

SpeakOUT! :

SpeakOUT! is a leadership group of motivated students who strive to "be the change they wish to see in the world". They are the student representatives of the MBI (Montana Behavior Initiative)/Foundations program which works to create a Safe and Caring School Communities. Because students represent the school presentations, members are typically recommended by teachers as incoming Freshmen; however, any interested student is welcome to attend a meeting to find out more.

Student Council:

Although it has no governing power, the BHS Student Council plays significant roles on behalf of the students. Elected to their position by class and student body vote, the class representatives and executive officers represent the students in various ways, including calling upon the student body to meet various needs among students and local residents. Working with administrators, the council often initiates or encourages positive and responsible action by citizen-students. One elected student, often the Student Body President, holds a non-voting seat on the District #7 School Board. The council also provides various social activities for BHS students.

Troubleshooters:

Troubleshooters is the Bozeman High School automotive repair team. Troubleshooters learn automotive problem diagnosis and repair and may participate in a nationally sponsored contest. Local and regional contests are held to determine who travels to Dearborn, Michigan for the finals. These students enhance their skills in many automotive disciplines. They are competitive for job placement in the local area, as well as better prepared for advanced education after high school. Many scholarship opportunities exist for Troubleshooters as well.

Woodworker's Club:

The Woodworker's Club provides the opportunity for students to improve their woodworking skills and complete interesting projects of their choosing. The club is open to students who have had a previous BHS woodworking class or are currently enrolled in a class. This prerequisite ensures that students have all passed the required safety training for working in a shop equipped with modern power tools and machinery. Lathe turning is a popular activity and we are fortunate to have members of the Northern Rockies Woodworkers Guild to act as mentors to the students who choose to work on the lathe. These students are also members of the student chapter of the NRWG. Club members work on a variety of projects including night stands, bowls, hope chests, baseball bats, coffee tables, chess boards, porch swings and long boards. The Woodworker's Club meets Thursdays after school in room H-6.

Youth Legislature:

This club is geared toward students with an interest in learning more about politics and political procedure, and campaigning for political office. The activities start in December and end in April with a four-day trip to Helena.

SECTION 10 - 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.

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

(Policies [3300](#) and [3310](#))

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.

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.....	586-5493
Bozeman Schools	522-6021
Cocaine Abuse Hotline	1-855-510-0686
Help Center	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 your 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.

Access to telecommunications enables students to explore thousands of libraries, databases, and bulletin boards while exchanging data and information with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration, exceed the disadvantages. The Bozeman Public Schools support and respect each family's right to decide whether or not to apply for access. A letter to opt out from using the Internet must be sent to the school principal within 10 days of receiving the student handbook. An opt out form is also required for publication of student work, their photo and their name.

Terms and Conditions

4. Responsible 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 21st 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:

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted procedures regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

[\(Policy 3202\)](#)

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 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 Bozeman High School, please contact the school's Special Education Coordinator. ([Policy 2161](#))

Pregnant Students

A student shall not be excluded from attendance in the regular school program solely on the grounds of pregnancy. A pregnant student may be required to produce a physician's statement as to the condition of her health relative to her continued presence in the regular school program. If the statement indicates that the pregnant student's health and physical well-being mandates her withdrawal from regular school attendance, the district shall require a suitable alternative educational program. ([Policy 3211](#))

