Student-Family Handbook

Fall 2026

Dear Billings students and families,

At Billings, we inspire students through academic challenge, personal discovery, outdoor and experiential learning, and community connection.

After just a few weeks here, I've already come to admire the intentionality behind the community norms that help make Billings the amazing community that it is. We created this Student-Family Handbook to keep students and families informed about procedures and policies that support the inspiration, learning, and connection in our mission.

Students and families, please review this handbook together. We encourage you to ask questions of your student's advisor, whether that's about what's contained in the handbook or otherwise. Advisors will review key pieces of the Handbook with students in the first weeks of school. Within these pages, you'll find information about the Student and Family Codes of Conduct and our disciplinary philosophy, elements that complement our Advisory program and help guide a positive and inclusive school culture.

Thank you for your trust in Billings Middle School. I look forward to sharing the learning and joy ahead, whether that's here at school, on a Seattle field trip, or in the wilderness!

Warm regards,

Nick Cofod
Head of School

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Introduction

Our Mission: Billings Middle School inspires students through academic challenge, personal discovery, outdoor and experiential learning, and community connection.

Core Values: Individuality, inclusivity, exploration, intellectual challenge, social justice, integrity, creativity, collaboration, and fun!

We live these values daily at Billings. At our weekly All School Assembly, students pass the honor of the Core Value award to another student.

Diversity, Equity and Belonging: Billings Middle School is committed to achieving and sustaining a diverse student body, staff, and Board of Trustees and ensuring fair treatment and equal access to education, employment, and opportunity for all members of our community.

Our diversity includes race, gender, gender identity, ethnicity, age, culture, national origin, religious belief, physical ability, sexual orientation, socioeconomic class, political conviction, and learning differences.

Billings Middle School is committed to nurturing an inclusive culture. We strive to create a transformative educational and professional environment where all members feel welcomed, supported, and valued for their contributions to the community, and are encouraged to confront their personal, academic, and institutional bias and belief systems. Billings fosters a purposeful curriculum emphasizing social justice and equity, and aimed at preparing students for active citizenship in a diverse and interconnected world. We believe that a diverse community contributes not only to students' social and emotional development, but also to their potential for academic excellence.

Global Sustainability and Social Justice: Billings has a unique opportunity to model a lifelong commitment to promoting global sustainability because our students are beginning to consciously reconcile their emerging self-image with a broader sense of the world and their purpose within it.

We strive at Billings to be an educational community characterized by its emphasis on fostering self-understanding, critical thinking and global awareness so as to promote equitable and ethical habits of living in the world.

Student Code of Conduct

As a member of the community, a Billings student will:

- Act with integrity in all situations.
- Use kind and respectful language and conduct in all interactions in the community.
- Follow safety standards put in place by the school in the classroom and off campus.
- Care for property of the school and others; abide by "Leave No Trace".
- Approach challenges and discomfort with a growth mindset.
- Advocate for yourself and others, not just in individual learning but in community growth.
- Take responsibility if you cause harm, even when it was not your intent.
- Use technology appropriately as tools to serve the academic objectives of the school.
- Be responsive to feedback from adults and peers, and positively engage in group efforts.
- Respect all school rules as outlined in the Billings Student-Family Handbook.

Attendance, Absence, & Late Arrival:

School Day: 8:30 - 3:30

- The courtyard opens at 8:00 am. Students may enter the building at 8:20am.
- Classes dismiss at 3:30 pm. All after school activities, including athletics and clubs, start at 3:45. Students not attending an after school activity must be picked up, on the way home, or at a safe meeting spot by 3:45pm.

Consistent, daily attendance is an expectation for students at Billings. If a student is ill or unable to attend school, a parent or guardian must inform the school by calling the Front Desk manager at (206-547-4614) or sending an email to frontdesk@billingsmiddleschool.org and including the student's advisor by 8:15 am.

Planned Absences: Parents or guardians should notify the school in person, by phone, or in email about any such appointment at least 48 hours prior to the event. Students are expected to follow up with each of their teachers in person or with an email regarding missed class and homework.

Repeated Absences: Students who have been absent from school **five or more days without prior notice in one term** will receive an attendance notice. After the **sixth absence**, the Administration will request a meeting with the student and family to discuss the student's attendance status and create a plan to support consistent, daily attendance.

Loss of Academic Credit: A student who has been **absent from a class ten or more times** in one term, regardless of notification status, may receive an incomplete or risk losing credit for the class.

Late Arrivals Morning: Students who arrive after 8:30, must check in with the front office to sign in, and get a late pass to give to their advisor. Parents of students who arrive **late to school more than 5 times in a term** will be contacted by the administration.

Late Arrivals Periods 1-6: If a student is going to be more than 1 minute late for class, they must stop by the front office to sign-in, and get a late pass. After **3 late passes**, families will be notified and the student will serve a 15-minute break or lunch session to make up for lost class time. Students who are consistently late for class will be referred to the administration.

Illness: If a student becomes ill during the school day and is unable to participate in classes, front office staff or faculty will call the family to make arrangements for the student to be picked up.

Leaving the Building: Billings operates as a "closed campus". Once students are signed in for the day, they are not allowed to leave the campus without written permission from a parent/guardian or accompaniment by a teacher. Students who leave early must be signed out by a designated adult.

School Closures: In the case of inclement weather, families will receive an emergency message by 7:00 am. The emergency notification system sends an email, calls family contact phone numbers, and sends a text message. The closure message will be on the main phone line of the school.

Disciplinary Philosophy and Procedures

Billings' approach to discipline is responsive to individual student needs and challenges. Billings' disciplinary goals are: 1) to ensure the safety of the school community; 2) to nurture an inclusive and caring community; and 3) to create opportunities for social, emotional, and academic growth.

This approach is the foundation for the Billings behavior plan and will be implemented by all faculty and

staff. These steps are situation dependent and may not necessarily occur in the order below.

Step 1: Creating, Modeling, and Practicing the Rules
Billings staff and students collaborate to develop our classroom and school rules based upon our school's core values. The rules help us to take care of ourselves, each other, and the school environment. Throughout the day, we model, practice, and reinforce our rules.

Step 2: Reminding and Redirecting
Reminders and verbal redirections are the primary means of guiding students at Billings. We recognize that sometimes children forget or will not follow the rules. When a rule is forgotten or broken, staff will speak directly and respectfully to the student about the behavior. Some students may need more than one reminder, but it is generally more effective to limit the number of reminders.

Step 3: Logical Consequences
Logical consequences are ways to help fix problems that result from students' words and actions when they break or forget rules. They are used when it takes more than a simple cue to stop a behavior or fix a problem. Logical consequences help students regain self-control, reflect on their mistakes, and make amends for them. Logical consequences should be respectful of the child, relevant to the situation and reasonable. Logical consequences may include:

- **"You break it, you fix it".** Students are expected to fix it when they break something or make a mess, whether intentional or not.
- **"Take a Break"** in the classroom is a brief time away from the class activity to allow a student to gain self-control.
- **"Apology of Action"** is used to solve problems between students when a child hurts another through words or actions.
- **"Loss of Privilege"** is the temporary removal of a privilege to help a child understand the connection between privileges and responsibilities. This may include loss of time at lunch or participating in a trip or experience.

Step 4: Further Intervention
If student behavior warrants it, the Dean of Student Life or another administrator will be involved. An adult will come to the classroom for assistance, with the goal of getting the student back on track in the classroom as soon as possible or removing the student from class. The purpose of the removal is to help the student regain self-control, problem solve, and plan how to deal with similar situations in the future.

Step 5: Behavior Contract
These pathways to self-control may not be enough for some children to be successful. In such cases, a behavior contract will be implemented. The behavior contract will identify specific strategies and interventions to help the child correct the necessary behavior(s). These plans will be reviewed on an individual basis. This contract will be in place for a finite period of time, as determined by the Dean of Student Life. The purpose of this contract is to increase fundamental positive behaviors and ensure that harmful actions do not occur in our community. This contract will contain clear and positive actions that students need to take and it will outline behaviors that are unacceptable in our community. If a student receives a formal behavioral contract, an in-person meeting with the student, parent(s), and Dean of Student Life is required.

If a student fails to uphold their behavior contract or behaves in such a way that egregiously violates our student code of conduct and a behavioral contract would be insufficient, they will be placed on **Behavioral Probation**. The Dean of Student Life will meet with parents and the Head of School followed by a subsequent meeting with the student. The duration of the probationary period is at the discretion of the Head of School. If any action follows that resembles the previous incident(s),then the student's continued

enrollment could be called into question.

The school has sole responsibility for deciding consequences and reserves the right to assign consequences. The school may require professional assessment, counseling, or a probationary contract for a student to continue in the school; acceptable behavior must be noted for continuation. In some cases, it may be determined that Billings is not the right setting for a particular child. This decision will be made by careful consideration, with the final decision made by the Head of School. Parents and students should be aware that some actions may be violations of the law and could be subject to legal actions by city authorities and/or parents of students affected by those actions. The school will keep records of all formal actions taken with students and will notify the parents of actions taken when necessary.

Anti-Harassment

We expect all members of the Billings community to act in ways that promote an environment characterized by respect, care, and empathy. Physical safety and emotional security are our highest priorities. Inappropriate behavior includes, but is not limited to: threatening actions or language; sexually explicit materials or behavior; derogatory comments related to appearance, race, color, age, gender, sexual orientation, culture, or socioeconomic status. Billings has no tolerance for such behavior in its community.

Peer Conflict: Students involved in peer conflicts:

- Do not insist on getting their own way or controlling another person.
- Can give reasons why they disagree.
- Can apologize or offer win-win suggestions.
- Can change the topic or walk away if they choose.

Bullying is repeated harassment over a period of time that:

- is motivated by desire to hurt or harm.
- is intentional and usually premeditated.
- reflects an unjust use of power; a power imbalance between the perpetrator and the victim.
- requires adult intervention; the victim has little to no recourse to stop the harassment.

Bullying can occur in physical, verbal, and non-verbal forms. Bullying can result from indirect actions wherein a person solicits others to do harm or exclude a person from a group or activity.

Cyberbullying is the use of digital-communication tools to hurt another **intentionally and repeatedly.** Examples include: sending hurtful texts or instant messages, posting photos or videos meant to shame or embarrass on social media, and spreading rumors online or with cell phones.

Hate Language, Symbols, and Incidents of Bias: Billings does not tolerate disrespectful language toward individuals or groups, including language related to racial, ethnic, or religious identities; sexual orientation; social class; ability; or appearance. Clothing, artwork, or personal items that display such language or promote illegal practices, violence, advertise alcohol, tobacco, or drugs are prohibited. The school will respond immediately to any incidents of hate or bias speech, regardless of intent. Continued use of hate speech/symbols may result in suspension or expulsion.

Gender Identity and Sexual Orientation: Billings is an active supporter of the LGBTQIA+ community. We support students as they explore their gender identity and sexual orientation. Students are encouraged to use the bathroom in which they feel most comfortable. There are 3 gender neutral bathrooms in: the main office, Frida, and a multi-stall bathroom on the 3rd floor.

Sexual Harassment Policy

Billings is committed to providing a safe and inclusive learning environment for all students. Sexual misconduct, harassment, and digital harassment are serious violations of our community standards. This policy is designed to define and address these behaviors, outline the reporting and investigation process, and provide a framework for resolution and repair. **Important terms related to our policy:**

Sexual Consent: An informed, voluntary, and mutual agreement to engage in specific sexual activity. Consent cannot be obtained through coercion, force, intimidation, or incapacitation.

Sexual Harassment: Unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

Digital Sexual Harassment or Sexting: The sending, receiving, or forwarding of sexually explicit messages, images, or videos via electronic devices, including but not limited to text messages, emails, and social media platforms. Digital sexual harassment is prohibited at Billings, and sending, possessing, or exchanging sexually explicit images of Billings students or other minors is illegal in the state of Washington. If an adult at Billings discovers that a student has been engaging in this behavior, it may lead to a report with Child Protective Services, the police, or parents.

Reporting: Any student who believes they have been a victim of sexual misconduct or harassment should report the incident to the Dean of Student Life or the Head of School. If the student is not comfortable reporting the incident to either of these individuals, they should report the incident to a trusted administrator. If a teacher receives a report, they will notify the Dean of Student Life and/or Head of School. Reports can be made anonymously, but providing identifying information may aid in the investigation process.

The school strictly prohibits any form of retaliation against individuals who, in good faith, report incidents of sexual misconduct or harassment. Any act of retaliation will be treated as a separate violation and subject to appropriate disciplinary action. **Additional Resources:** Childhelp National Child Abuse Hotline; The Trevor Project; RAINN's National Sexual Assault Hotline

Academics

Academic Integrity involves teaching and learning with honesty, fairness, respect, and responsibility. Cheating and plagiarism are serious violations of academic integrity. The following are additional examples of academic dishonesty:

- submitting work as your own that was done by another person or AI without giving credit
- using fake citations
- copying assignments or assessments or allowing others to copy yours
- sharing information or communicating with another student during a quiz or test
- accessing notes or information during a test or quiz
- giving or receiving information about a test from another student
- removing testing materials or questions from the testing environment

Consequences for violations of academic integrity include: loss of credit; lunch session to make-up the work; notification and meeting with the student's parents or guardians; other consequences, including suspension for repeated occurrences. Students who have questions about academic integrity should speak with a teacher or administrator for clarification.

Homework: is given on a regular basis to provide meaningful skill practice or to introduce ideas that will be relevant to upcoming classwork. If a student is struggling to complete an assignment on time or to the quality expected, they should communicate proactively with their teacher.

Assessments & Grading: students are evaluated on demonstrations of learning that include:

- Formative assessments such as journals, homework, quizzes
- Summative assessments such as essays, tests, projects
- Learning skills such as participation and organization

Report Card evaluations include academic assessments and teacher comments, which offer narrative descriptions of the student's academic assessment and learning skills. Students receive reports based on these components at three intervals: fall term, winter term (progress reports), and spring term. The report card evaluation criteria is as follows:

- Excelling - student is consistently exceeding grade-level expectations
- Proficient - student is exhibiting skills at grade level expectations regularly
- Developing - student is starting to practice the skill at grade-level expectations
- Beginning - student rarely exhibits the skill and is not yet meeting grade level
- N/A - indicates that the student was not assessed
- NC - no credit, student cannot be assessed

Students who have not submitted enough work for evaluation will receive an "Incomplete" for the course with a deadline for completion. Parents will be notified prior to the release of evaluations.

Learning Support: Greg Smith, our Learning Specialist, supports students, parents, and teachers to manage learning challenges as they arise throughout the school year. Through classroom observation and hands-on in-class support, Greg helps students and teachers develop strategies for ownership of their learning.

General Policies

Cell Phones: Students may not use mobile devices during the school day. Cell phones should be turned off and put away in backpacks or lockers from 8:00 am until students pass through the school gates at 3:30pm**.** The same protocol applies to smartwatches or comparable devices. During 2026-2027, we are exploring a transition to a check-in/check-out process for phones and smartwatches, and this may become policy during this school year. The office/student phone at the front desk is available for students who need to contact home during the school day. Students may use the office phone only with permission.

Students who use cell phones without permission during the school day will be given a warning at the first incident. Second incidents will result in confiscation of the device by the Dean of Student Life who will keep it until the end of the school day. If cell phone confiscation becomes a pattern, the Dean of Student Life will contact parents/guardians to discuss the next action steps. Again, note that during 2026-2027, we are exploring a transition to a check-in/check-out process for phones and smartwatches, and this may become policy during this school year.

Chromebooks: Chromebooks should be stored in backpacks or cases unless being utilized in class. Chromebooks are only allowed to be used when directed by a teacher for a specific activity. Using the chromebook for non-academic purposes throughout the day could result in chromebook confiscation or other measures. For more information, see the chromebook use policy distributed to every student.

Electronics: The use of personal music, game, or video players is not permitted on campus. Headphones and earbuds are not permitted to be worn in ears or around the neck outside of the classroom and may only be used when directed by a member of the faculty or staff. If a student is in violation of this policy, the electronic item will be confiscated for the day. If a pattern continues, parents will be notified. The same policies apply to school trips.

Dress: Students should be dressed appropriately for the activity of the school day, including PE/GO!, and outdoor lunch. Students may not wear clothing that promotes violence, illegal activity, alcohol, tobacco, drugs, or insults to a person, gender, race, religion, or culture.

Medications: Under state law, Billings requires a doctor's note on file for prescription and over the counter drugs that need to be administered during the school day and/or during after school activities including sports and overnight trips. If students must take any short-term medication (prescription or over-the-counter) during school hours or on overnight field trips, the school must have the parent or guardian's written permission on file for dispensation.

All medications must be given to the front desk administrative assistant, in the original container, and clearly labeled with the student's name and dosage. Students are not allowed to carry their own medication without written permission. Arrangements can be made for carrying inhalers, Epi-pens and medication for chronic conditions. Students may never give any medication to another student.

Environment and Stewardship: Appreciation and respect for the environment are related to Billings' identity and core values. Students are expected to show respect for all natural wildlife and lands that we encounter. Environmental stewardship includes mindfulness and respectful actions within our school building as well as the neighborhood and its buildings, streets, and sidewalks. This reflects positive respect for our North Seattle neighbors; property damage and graffiti do not. Any student who damages school or neighborhood property will be subject to disciplinary action.

Lockers and Storage of Personal Items: Each student is assigned a locker for storage of personal items. Students must keep their lockers in good condition for future students. We encourage students to leave valuables at home as the school is not liable for students' lost or stolen personal property. Students may not open the lockers or backpacks of other students without explicit consent. Any student found taking items from a student or teacher without permission will be subject to disciplinary action.

Dangerous Behavior, Weapons, and Illegal Drugs: Physical behavior that endangers individuals or the community is unacceptable. Any student that threatens community safety norms will be subject to disciplinary action. Weapons are not permitted on school grounds or trips; this includes personal pocket knives. If a weapon is found in a student's possession, it will be immediately reported to law enforcement and the student will be subject to disciplinary action. Possession of alcohol, cannabis, or illegal drugs on campus is unacceptable and will result in serious consequences.

Lunch & Recess: Recess takes place every day during lunch on campus. To ensure that this community time is safe and enjoyable for all, students agree to follow these guidelines*:*

- Bring their own lunch and snacks. Billings does not provide heating or refrigeration.
- Students will eat lunch in the spaces provided.
- Students will treat people, play equipment, and school property with care and respect.

- Students will not climb trees or hang from tree branches or other high objects.

Student Sales and Solicitations: The selling of any merchandise, tickets, etc. is prohibited on school grounds and among students unless pre-approved by the Dean of Student Life. Students participating in non-profit organizations may request to share their projects on campus within a specific time frame. These requests and all solicitations, announcements, posters, advertisements, and fundraising must be approved in advance by the Dean of Student Life.

Online and Social Media Photo and Video Policy: No student photos, video images, or full names may be published by students or families without permission on the internet including websites, online video spaces, social media and social networking sites. Community members need permission from everyone in each photo before they are posted online. Any complaints around social media usage can be filed with the Dean of Student Life if there is a reasonable assumption that online content has negatively impacted school dynamics. Disciplinary or legal measures may be taken if student or family online action violates our community norms and causes harm to an individual or group in our community.

Photos and Student Names Policy: Billings includes the first name only (or first name and initial of last name when necessary), when referring to a photo of a student in print or online publications. When naming a student in publications without a photo, the first name and, when appropriate, grade level or class year is included.

Disabilities – Reasonable Accommodation: Billings Middle School recognizes that students with physical or mental disabilities may need reasonable accommodations to allow them to fully participate as a student. Any family that believes their student needs reasonable accommodations should notify an administrator. Although the need for accommodations is determined on a case-by-case basis, generally the school and the family engage in an interactive process to support reasonable accommodations. Billings may ask for authorization to communicate with the student's healthcare providers concerning the student's condition and reasonable accommodations. Accommodations specific to learning are facilitated by the Learning Support Specialist.

Emergency Procedures

Lockdowns: Should some person or event pose an imminent threat to the school, Billings will go into "lockdown." This means that doors will be locked and no one will be able to leave or enter the school campus until the lockdown is over. Student safety is the focus of the faculty and staff at these times. Billings will make every effort to contact families about the status of the situation and will update its phone message or website regularly. Our emergency notification system sends an email, calls family contact phone numbers, and sends a text message. Entering the neighborhood during a lockdown endangers both you and the school. Therefore, we ask that parents do not come to the school during a lockdown situation, unless specifically instructed to do so by a member of the faculty or staff.

Natural Disasters: Students at Billings Middle School practice fire and earthquake drills. The procedures for response to any sort of attack or bombing are nearly identical to those practiced in preparation for an earthquake. In the event that students need to spend a night or extended time at school, we have disaster preparedness supplies in the Main Building that include food and water for the entire student body. Further, each student should have at school a completed earthquake contact form. In such an event, students will remain at school until a parent/guardian or a person designated on the release form can arrive. If phone contact with the school is not possible, we will call your designated alternative contact person as soon as possible.

Communication with the School

Even in a school community the size of ours, active communication requires work and patience. The following people are in place, in addition to classroom teachers, as a resource for information about the school and may contact you at various times throughout the school year.

Front Office

Becca DePrisco, Administrative Assistant (she/they)

The front desk is the communication hub for parents, students, faculty regarding absences, late arrivals, illness, student records, or general information about the school day. The front desk can also direct your specific questions to the most appropriate Billings contact. If a student needs any minor first aid or over the counter medication, the front office staff provides assistance. All medications for students should be given to the front office for administration during the school day.

Advisors

An advisor works with a small group of students to foster their citizenship, self-awareness, and advocacy as well as academic growth. Each student has an advisor who acts as a steward of their progress through the year. Advisors communicate with other teachers to keep abreast of academic progress and may contact families if academic issues arise that go beyond a single class. In the same vein**,** the advisor is the person to contact with general questions or concerns**.** Questions particular to a specific class should first be directed to the teacher of that class.

Head of School

Nick Cofod

The Head of School is responsible for the overall health and vision of the school community. While you are encouraged to seek out and collaborate with the people in the school who work most closely with your child, the Head of School's door is always open for questions or conversation.

Dean of Student Life

Rob Heavner

The Dean of Student Life is responsible for fostering an atmosphere conducive to learning and advancing the social and emotional development of each student. Questions about student life, including clubs, behavior, and disciplinary practices should be directed to Rob.

Dean of Academics

April Little

The Dean of Faculty is the primary coordinator for all items related to teaching and instruction. This role is the leading advocate for excellence and coherence in the learning experience for all students. Questions about teaching practices, curriculum, and academic support for students should be directed to April.

Experiential Learning Coordinator

Nathan Hunnicutt

The Experiential Learning Coordinator is responsible for the creation and implementation of a cohesive outdoor program that exposes students to the natural world while teaching the practical skills needed to be safe and comfortable in that environment.

Athletics Coordinator

Daniel Shin

The Athletics Coordinator is responsible for overseeing Billings' after-school sports program. Sports at Billings are designed to foster growth, teamwork, and perseverance. All sports are "no-cut."

Business Manager

Joan Krussel
The Business Manager provides support to the school with managing the finances and business operations including facilities, front desk, and IT.

Learning Support

Greg Smith
The Director of Learning Support serves as the lead coordinator of learning support support plans. The director collaborates with families, teachers, and external providers to create the most effective learning strategies for individual students.

Director of Enrollment Management and Marketing

Stephanie Horne-Hagedorn
The Admissions Office ensures that all new and returning families are supported throughout the enrollment, re-enrollment, and withdrawal process. Should your family have questions about sibling applications applying or you would like to be a Billings Admissions Ambassador please contact Stephanie.

Faculty and Staff

Faculty and administrative staff can be contacted through the main phone line (206) 547-4614. The best way to contact faculty or staff during the day or outside of school hours is through email. Email addresses are comprised of: first name last initial@billingsmiddleschool.org

Amy Bowton-Meade: 6th-8th Grade Social Studies, 8th Grade Lead Advisor
amyb@billingsmiddleschool.org

April Little: Dean of Academics, 8th Grade English Language Arts
aprill@billingsmiddleschool.org

Becca DePrisco: Administrative Assistant, Registrar
beccad@billingsmiddleschool.org

Birch Pereira: 6th-8th Instrumental Music
birchp@billingsmiddleschool.org

Blake Cisneros: 6th-8th Spanish, 8th Grade Advisor
blakec@billingsmiddleschool.org

Cherrise Smith: School Counselor
cherrises@billingsmiddleschool.org

Daniel Shin: IT Support Specialist, Staff Accountant, Athletics Coordinator
daniels@billingsmiddleschool.org

Emily Mamunes: 6th and 8th Science, 6th Grade Advisor
emilym@billingsmiddleschool.org

Gillian Jorgensen: 6th-8th Drama
gillianj@billingsmiddleschool.org

Greg Smith: Learning Center Director
gregs@billingsmiddleschool.org

Greyson Lee
6th-8th Visual Art, 7th Grade Advisor
greysonl@billingsmiddleschool.org

Ian McCullough
6th Grade Math, 6th -8th PE/GO, 6th Grade Lead Advisor
ianm@billingsmiddleschool.org

Joan Krussel: Business Manager
joank@billingsmiddleschool.org

Maya Jacobs: 7th Grade Science, 6th-8th PE/GO, 7th Grade Lead Advisor, Climbing Wall Manager
mayaj@billingsmiddleschool.org

Nathan Hunnicutt: Experiential Learning Coordinator, 8th Grade Math, 8th Grade Advisor
nathanh@billingsmiddleschool.org

Nick Cofod: Head of School
nickc@billingsmiddleschool.org

Rob Heavner: Dean of Student Life
robh@billingsmiddleschool.org

Rob Howard: 6-7th English Language Arts, 6th Grade Advisor
robhoward@billingsmiddleschool.org

Ryan Kroner: 6th-7th Math, 6th-7th STEM Lab, 7th Grade Advisor
ryank@billingsmiddleschool.org

Sabrina Brazier: 6th-8th Vocal Music
sabrinab@billingsmiddleschool.org

Stephanie Horne-Hagedorn: Director of Enrollment Management and Marketing
stephanieh@billingsmiddleschool.org

Will Schlegel: Maintenance
wills@billingsmiddleschool.org

Supporting the School

Philanthropy and Advancement: Advancement is all about the future -- advancing our school's mission and building sustainable support through marketing communications and fundraising (development) efforts. At Billings, we promote a culture of philanthropy that provides appropriate recognition and stewardship of those who donate financially, as well as volunteers who give their time and energy so generously. As with most independent schools, the Annual Campaign and spring fundraiser raise essential funds to close the gap between what tuition covers and what it costs to educate a Billings student. The funds raised are needed so that Billings can continue to grow and offer a competitive curriculum, an excellent, dedicated, and well-educated team of teachers, and the programs your students count on.

Annual Fund Participation Campaign: It's our tradition that every family and 100% of our Board of Trustees at Billings make a gift to the annual fund. Every gift, of any amount, makes a difference for all of our kids by supporting: faculty professional development, education program curriculum and materials, and need-based financial aid to provide tuition assistance. Thank you, in advance, for helping us to continue this great tradition of 100% community participation. The fundraiser will launch at the end of September and be done by Thanksgiving.

Annual Celebration and Fundraising Dinner: The Billings Annual Celebration and Fundraising Dinner is a spring tradition enjoyed by parents of students and alumni, friends from the wider community, teachers, and administrators. They enjoy a buffet, an engaging program, and fabulous auction items. Volunteer opportunities include auction item procurement, sponsorships, community outreach, entertainment, and party planning. General proceeds provide critical operating funds for the school, supporting all students and teachers with educational program materials, curriculum development and professional development for faculty, and supporting need-based tuition assistance to keep the Billings student body economically diverse.

Family Code of Conduct At Billings Middle School

We are fortunate to have a supportive and friendly community of families. Our families recognize that educating children is a process that involves partnership between families, teachers and the school community. As a partnership, our families will understand the importance of a good working relationship. For these reasons, we continue to welcome and encourage families to participate fully in the life of the school. The purpose of this policy is to provide guidelines regarding expected conduct so our community can continue to thrive in an atmosphere of mutual understanding. We expect families to:

- Treat others with dignity and respect.
- Adhere to the school rules, calendar, schedule, and other deadlines to maximize student learning and experience.
- Participate and communicate with Billings staff to support teaching and learning.
- Speak respectfully to teachers, staff and other families, especially when there is a disagreement.
- Reach out with any questions that may arise in a proactive manner.

Failure to abide by the community code of conduct may jeopardize your child's enrollment.