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Billings Senior High School Telephone Directory

Billings Senior High School
425 Grand Ave.

Billings, MT 59101

Ph: 406-281-5400

Senior Fax: 406-281-6174

Academy Fax: 281-6173

<http://senior.billings.k12.mt.us/>

Administration

Dennis Holmes, Principal.....281-5417
Joe Sukut, Associate Principal.....281-5419
Shelli Strouf, Assistant Principal, 9 and 11.....281-5412
Jeff Uhren, Assistant Principal, Academy.....281-5188
Senior High.....281-5408
Mark Wahl, Assistant Principal, 10 and 12.....281-5407
Kirk Thomas, Activities Coordinator.....281-5422

Secretarial

Lana Lynch, Secretary to Principal.....281-5418
Kim Forquer, Receptionist.....281-5400
Kathy Doll, Registrar.....281-5420
Nancy Baum, Activities Secretary.....281-5421
Patty Melvin, Attendance Clerk - 10th Grade.....281-5410
Denise Williams, Attendance Clerk - 11th Grade.....281-5415
Colleen Whitbeck, Attendance Clerk - 12th Grade.....281-5409
Kathleen Miller, Attendance Clerk - 9th Grade.....281-5413
Rhonda Schmidt, Attendance Clerk - 9th Grade Academy.....281-5186
Carolyn Osik, Counseling Center Secretary.....281-5443
Barby Schnetzer, Music Department Secretary.....281-5512
Patty Williams, Special Education Secretary.....281-5515

Counselors

Linda Meyer, Chairperson.....281-5450
Nancy Cook.....281-5445
Pam Johnson.....281-5448
Jerry Kessler.....281-5447
Don Olsen.....281-5444
Larry Tocci.....281-5446
Cathy Tobin, 9th Grade Academy.....281-5187

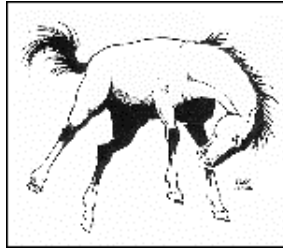
Specialists

Dan Brown, School Resource Officer (SRO).....281-5518
Cindy Rawls, Social Worker.....281-5519
Nancy Vanover, School Psychologist.....281-5521
Bo Smith, Tumbleweed, Title 1 Student Advocate.....281-5548
Drew Haws, Friendship House, At-Risk Coordinator.....281-5523
Tammy Perkins, Rimrock Intervention Specialist.....281-5449
Janis Hayes-Strom, Speech Pathologist.....281-5522
School Nurse.....281-5405
Dan Martin, Title IX Sexual Harassment Coordinator.....281-5039
Parent Advisory Council (PAC).....281-5411
Parent Volunteers.....281-5414
Lyn McKinney, Library.....281-5442
Rob Rust/Carole Heath, Upward Bound/ETS.....281-5520
Sharon Lose, Cafeteria.....281-5535

SENIOR HIGH ANONYMOUS TIP HOT LINE 281-5416

School District # 2 Offices

BILLINGS SENIOR HIGH SCHOOL MISSION STATEMENT:



Billings Senior High accepts the challenge to develop life-long learners who possess the skills, knowledge, and attitudes necessary to succeed in an ever-changing world.

We believe Senior High is a school of excellence. As a member of the Successful Practices Network we are committed to building on that excellence.

As a foundation for this process, we believe in:

Relationships

- We believe that all students should be known well and feel connected to an adult in the school.
- We believe in fostering a culture that is positive and supportive for students and staff alike.
- We believe in open communication and opportunities to learn and work together.

Relevance

- We believe that student learning should connect core content knowledge to real world issues, integrate technology, and equip students with the critical thinking and problem solving skills necessary to succeed in an ever-changing world.

Rigor

- We believe that students should demonstrate a thorough understanding of standards-based content knowledge by applying higher level thinking skills such as analysis, synthesis, evaluation, creativity, and problem solving.

Professionalism

- We are committed to creating a culture of excellence that continually seeks to empower leadership, improve student achievement and engagement, and maximize opportunities for cooperation and communication among staff.

WELCOME

Welcome to the students and parents of Senior High School. We can assure you that your students are entering a fine school, staffed with talented teachers who are interested in the education and personal welfare of the students placed in their care.

WHERE TO FIND VARIOUS TYPES OF INFORMATION

<u>IF YOU NEED</u>	<u>GO TO</u>
Absence reporting	Attendance Clerk
Accident Forms	Main Office
Activity Fee	Activities Secretary
Attendance Information	Attendance Clerk
Bus information	Main Office
Appeal For Credit Form	Classroom Teacher
Extended Absence Information	Assistant Principal
Guest Pass for Dance	Assistant Principal
Graduation Requirement Information	Counselor / Principal
Homebound Instruction	Assistant Principal / Counselor
Immunization Records	Nurse/Registrar
Independent Study Course Approval	Associate Principal
Parking Permits	Attendance Clerk
Lost and Found	Attendance Clerk / Custodian
Lockers	Main Office Receptionist
Student Schedules	Associate Principal / Counselor
Scholarship Information	Counselors
Special Programs Referral	Assistant Principal / Counselor
Sport/Club Information	Activities Office
Transcripts	Registrar / Counselor
Transfer Credit Approval	Principal
Withdrawal Forms	Attendance Clerk

<u>SENIOR HIGH BELL SCHEDULE</u>	<u>SENIOR HIGH ACADEMY BELL SCHEDULE</u>
Early morning class 6:55-7:52	Bus leaves Senior @ 7:30
1 st Period 8:00-9:00	1 ST PERIOD 7:54-8:56
2 nd Period 9:08-10:05	7:54-8:54
3 rd Period 10:13-11:10	8:54-8:58
(First Lunch) 11:10-11:53	2 nd PERIOD 9:00-9:59
4th Period-1st lunch 11:53-12:50	8:58-9:56
4th Period-2nd lunch 11:18-12:15	9:56-10:00
(Second Lunch) 12:15-12:58	3 rd PERIOD 10:03-11:02
5 th Period 12:58-1:55	10:00-10:58
___6 th Period 2:03-3:00	Bus leaves Academy 11:05
	Bus leaves Senior 11:42
	4 TH PERIOD 11:57-12:53
	11:57-12:53
	12:53-12:57
	5 TH PERIOD 12:57-1:52
	1:52-1:56
	6 TH PERIOD 1:56-2:51
	1:56-2:51
	Bus leaves Academy 2:57

As part of the Successful Practices Network and our goal of continuous school improvement, Senior High has developed a schedule of six compressed days (listed below) in which all students will be given a one-hour lunch. During this time, all staff will have lunch and work together on various school improvement projects. All students will follow the one-hour lunch bell schedule as listed below.

One-Hour Lunch Dates
Wednesday, October 28
Wednesday, November 18
Wednesday, December 16
Wednesday, February 17
Wednesday, March 24
Wednesday, April 28

Senior High One-Hour Lunch Bell Schedule	
Period 1:	8:00 - 8:53
Period 2:	9:01 - 9:54
Period 3:	10:02 - 10:55
Lunch:	11:00 - 12:00
Period 4:	12:05 - 12:58
Period 5:	1:06 - 1:59
Period 6:	2:07 - 3:00

Academy One-Hour Lunch Bell Schedule	
Bus leaves Senior @ 7:30	
Period 1:	7:54 - 8:49
Period 2:	8:53 - 9:48
Period 3:	9:52 - 10:47
Bus leaves Academy @ 10:50	
Lunch:	11:00 - 12:00
Bus leaves Senior @ 11:50	
Period 4:	12:30 - 12:57
Period 5:	1:01 - 1:55
Period 6:	1:59 - 2:51
Bus leaves Academy @ 2:56	

The following pages reflect Billings Senior High School procedures. In addition to the Billings Senior High School handbook of procedures specific to our school, the district policies and procedures are available by accessing the district's website www.billingsschools.org. It is your obligation as a student in our district to know the contents of both and to understand that both the district's **Student/Parent Handbook** and the school's student handbook carry the weight of and contain adopted policies of the school district.

Violations of district policy will be dealt with through disciplinary actions assigned by our building administrator(s) as agents of the Board of Trustees. District administration and staff will provide the assurances afforded by district policy to you. Both rules and assurances are contained in the district's **Student/Parent Handbook**.

The following policies and procedures are found in the district's **Student/Parent Handbook**. In addition, they may be located by accessing the district's website www.billingsschools.org and clicking on **Our District**, then **School Board**, then **District Policies**. If you do not have access to the Internet and would like a hard copy of the district's **Student/Parent Handbook**, please contact Senior High and one will be provided.

School District policies and procedures are subject to continual revision.

Contents of Student/Parent Handbook of Board Policies and Procedures

(Please find the following policies, procedures and forms in the district's Student/Parent Handbook.)

Policy 3120 Attendance Policy & Removal of Student during
School Day

Procedure 3120-P 1 Compulsory Attendance

Procedure 3120-P2 Student Attendance

Form 3210-F1 Equal Educational Opportunity

Policy 3200 Student Rights & Responsibilities

Procedure 3200-P 1 Student Due Process Rights

Procedure 3200-P2 Freedom of Expression

Procedure 3200-P3 Student Publications

Policy 3205 District-Provided Access to Electronic Information,
Services & Networks

Procedure 3205-P1 Acceptable Use Procedure

Procedure 3224-P 1 Student Dress - Gang Activity or Association

Policy 3225 Sexual Harassment

Procedure 3231-P1 Search and Seizure

Policy 3235 Video Surveillance

Procedure 3235-P1 Video Surveillance

Policy 3250 Student Discipline

Procedure 3250-P 1 Hazing

Procedure 3250-P2 Student Conduct

Procedure 3250-P5 Gun-Free Schools

Procedure 3250-P6 Detention

Procedure 3340-P 1 Chemical Use Policy

Form 3600-F1 FERPA Annual Notification

SD #2 Weapon's contract

(Policy 3210, Form 3210-F1)

Equal Educational Opportunity

The District recognizes and celebrates Montana's Constitutional guarantee of equal educational opportunity to each person in this state. To that end, the District will make equal educational opportunities available for all students of the District without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

In addition, the District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers, in general, and of those with disabilities, in particular. The District will consider such behavior against those with disabilities as constituting discrimination on the basis of disability, in violation of state and federal law.

Any student, parent or guardian with questions about this policy is encouraged to address the question first to the student's building administrator. The student, parent, or guardian may also address questions concerning this policy to the Superintendent or to the District's nondiscrimination coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

Pursuant to federal law, the District will notify annually all students, parents, staff, and community members of this policy and the designated District coordinator to receive inquiries. This annual notification will include the name and location of the District coordinator and will be included in all handbooks.

Senior High Title IX Coordinators

Tyler Blood 281-5196 Rm.316 Lincoln Center.
Norma Stene 281-5477 Rm.226 Senior High
Nancy Cook 281-5445 Rm. 130 Senior High
Joe Sukut 281-5419 Rm.108 Senior High
Jeff Uhren 281-5408 Rm.106 Senior High
Shelli Strouf 281-5412 Rm.107 Senior High
Mark Wahl 281-5407 Rm.106 Senior High

SAFETY MEASURES AT BSHS

In order to maintain high standards and safety, we need your cooperation and close association with the school and its staff. As part of our efforts to keep students and staff safe we have adopted the following measures.

VISITORS TO SCHOOL

Any visitor in the building must check in at the Main Office, register on the computer provided, declare his/her purpose for being in the building, identify his/her destination and the anticipated length of time the visit will take. All visitors must wear a valid visitor's pass displayed on them at all times that they are in the building. Following the visit, check out in the Main Office before departure. Failure to abide by these guidelines will be grounds for a trespass complaint.

Senior High School has a policy that students may not bring guests/visitors to school unless the visit constitutes an educational purpose and has been approved beforehand by the Assistant Principal. We wish to preserve the instructional day for our students and teachers as well as avoid exacerbating already crowded hallways and classrooms. Please limit your visits to designated prep times and to before and after school.

In addition, we have a video surveillance/recording system in our hallways and on our parking lots. It is used to assist us in maintaining safety and security of persons and property in and around our school. Although it is not constantly monitored, school or law enforcement personnel view the recording as necessary to aid in investigations.

VIDEO SURVEILLANCE

(Reference-Policy 3235)

The Board authorizes the use of video cameras on District property to ensure the health, welfare, 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.

The District may choose to make video recordings a part of a student's discipline record. The District will comply with all applicable record state and federal laws related to maintenance and retention.

Video recordings will be totally without sound.

GUN-FREE SCHOOLS

(Reference-Policy 3250)

The Board will expel any student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

When a student violating this gun-free policy is identified as disabled, either under the IDEA or Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a student's conduct is related to a disability. If a violation of policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed. The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-202, MCA, and Policy 3300.

POSSESSION OF A WEAPON ON SCHOOL PROPERTY

(Reference-

Policy 3250)

For the purposes of this section only, *school property* means all property owned or leased by a local school district that are used for instruction or for student activities; *weapon* means any object produced or used to threaten or cause bodily harm.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, except as provided below and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. This policy does not apply to law enforcement personnel.

EMERGENCY DRILLS

(Reference-Policy 8301)

"Evacuation", "lock down", and "stay-put" emergency drills shall be conducted throughout the year. Each student will conduct himself/herself in a manner that will not interfere with the safety of self or others. Refer to "Crisis or Emergency Quick Reference Flip Chart" posted in every room in building.

LAW ENFORCEMENT AGENCIES

(Reference-Policy 3231)

The District will cooperate with known or identified legal representatives of the Billings Police Department, Yellowstone County Sheriff's Office or Probation Offices. When such an officer, properly identified, comes to a school, the administration will cooperate with him/her by promptly making available those students requested for interview at school, or upon the production of an arrest warrant for the student to be taken into custody by the officer. It shall be the responsibility of the law enforcement officer to notify the parent/guardian of the student interview and/or the action whereby the student is taken into custody. In addition, a good faith attempt shall be made by school personnel to notify the parent/guardian.

AUTHORIZED SEARCHES OF SCHOOL PROPERTY

(Reference-Policy 3231)

School officials are authorized to conduct searches of students, personal possessions, lockers, desks, and automobiles for the purpose of maintaining order and security along with insuring a quality environment for learning and instruction.

Searches of a student and/or the student's personal effects in the student's possession must be based on reasonable suspicion that the student has violated school rules or the law.

School lockers, equipment, and desks are and shall remain the property of the School District. The Board authorizes locker inspection including its contents whenever there is reason to believe that the locker is being used improperly for the storage of contraband, stolen goods, or any hazard to the safety and good order of the school or for the periodic check of either a random selection of lockers or all lockers on a random schedule throughout the year without notice or consent of the student.

ACADEMICS AT BSHS

ENROLLMENT

(Reference-Policy 2050)

All students whose custodial parent(s) or legal guardian(s) reside in the District, or students who have a mandatory attendance right according to state law, may enroll in Billings Public Schools. Non-resident students will be charged appropriate tuition and/or transportation charges as allowed by state law. According to state law, a student's residence for the purposes of tuition remains with the parent. Therefore, tuition will be charged for a student whose parent is not a resident of the district even if the student is living in the district under the supervision of another individual.

GRADUATION REQUIREMENTS

(Reference-Policy 2410)

*Minimum graduation requirements for Billings Public high schools are:

<u>CLASSES</u>	<u>CREDIT REQUIRED</u>
English	4
Math	2
Science	2
Health Enhancement	1.5
World History	1
American History	1
U.S. Government	0.5
Senior Social Studies elective	0.5
Fine Art (Humanities)	1
Practical Art	1
<u>Electives</u>	<u>6.5</u>
8 semesters of attendance	21 total credits

Montana University System requires: an ACT score of 22 or higher, a GPA of 2.5 or higher, or standing in the upper half of the student's graduating class. In addition to the course requirements listed above, the University System requires the following: 4 years of English; 3 years of math including Algebra 1, Geometry, and Algebra 2 (or sequential equivalent) with a math course during Senior year encouraged, plus state testing requirements; 3 years Social Studies including World History, American History, Government and a Senior Social Studies; 2 years of a laboratory science including at least one year of Earth Science, Chemistry or Physics and 1 year of Biology; 2 years chosen from: foreign language (preferred), computer science, visual and performing arts, or vocational education units which meet OPI guidelines.

Note: No entrance requirements have been imposed for the community colleges or the vo-tech centers. A student who complies with the college preparatory requirements given meets the graduation requirements of the Montana State Board of Education.

CLASS PLACEMENT

You must have credits as shown to be listed as a:

Sophomore	5 credits
Junior	10 credits
Senior	14 credits

VALEDICTORIAN CRITERIA

1. Be a full-time student
2. Must be enrolled in an accredited high school, as recognized by the State of Montana, for the equivalent of a minimum of five consecutive semesters.
3. Shall have the highest cumulative grade point average, based on full-time attendance at the end of seven semesters.
4. While in attendance in Billings Public Schools, must have earned one Honors credit (in the same course) per year in one of the four core subjects: math, science, social studies or English.**

**If a student has achieved the highest cumulative grade point average, but has not met this requirement, he/she will still retain the ranking of #1, but will not be eligible to be named a valedictorian.

CORRESPONDENCE CREDIT

Correspondence credit, from an accredited correspondence school, shall be available to a student who for good reason (schedule conflict, credit deficiency, credit problems because of transfer from another school) is unable to enroll in regular classes. Credit may apply toward graduation requirements upon approval of the Principal and the student's counselor only under the following conditions:

1. The student assumes responsibility for the financial obligation.
2. The transcript of earned credits from the correspondence course is submitted to the principal on or before May 1 of the year of graduation.
3. If the results are not submitted to the Principal at that time, a meeting will be scheduled with the Counselor and Principal to establish a written plan for meeting graduation requirements.

The student will not be allowed to participate in graduation ceremonies until all credits are completed and transcripts are received. A maximum of **two (2)** correspondence credits may apply toward graduation requirements.

FINAL EXAMS

All students are required to take final exams. Any extenuating circumstances must be discussed in advance with the Assistant Principal.

CAREER CENTER PROGRAMS

Students interested in pursuing more intensive study in one of the vocational programs (i.e. networking, auto mechanics, construction, child care, interior design, graphic arts, etc.) may enroll for half or full day blocks of instruction at the Career Center. These programs are available to 11th and 12th grade students. School District transportation is available to and from Senior High for the morning or afternoon block of instructional time. More information on this program is available in the Counseling Center and/or in the Course Offerings Guide.

AUDIT CLASSES

If students choose to audit a class (re-take a class in which the student has already earned a passing grade), the audit class:

1. Cannot be used for a replacement grade.
2. Will not be calculated into your G.P.A.
3. Will not be worth credit

(Definition of **audit**: to attend a course without working for or expecting to receive formal credit)

DUAL COLLEGE CREDIT/University Connections

Dual credit is available for some classes taken at Senior High and University Connections classes taken at the College or University. See your counselor for more information on specific classes, costs and credit.

OTHER EDUCATION COMPLETION PROGRAMS OFFERED

Students who find themselves in situations of credit deficiency but have a commitment to completing their education may participate in the following programs provided/endorsed by School District #2: early morning classes, approved classes for dual credit through the university system (subject to Principal's prior approval), Evening High School, Adult Basic Education, or GED preparation courses. A counselor, Assistant Principal or personnel in the Adult Education office (247-3703) may be contacted for further information.

CREDIT TRANSFER

Credit transfer from another school may be requested upon enrollment and shall be subject to a satisfactory examination of the following:

- A. Accreditation of the school where credits were earned

B. Length of course, school day and school year

C. Content of applicable courses

Final approval of transfer credit will be determined by the Principal, subject to review upon appeal by the Superintendent and Board of Trustees.

GRADING PROCEDURES

A student's grade is to represent a full range of appropriate assessment measures that have been collected over the grading period and will not be the result of one or two assessments. The student and his/her parent/guardian will be kept informed of progress by grade reports produced six (6) times per year. Also, all parents are encouraged to register for Parent Connect on Zangle so that they can keep up with their child's progress through the computer and internet connections. Grades will be posted to the student's permanent file/transcript at the end of each semester. Remember that attendance and participation are important components of a student's grade. Regular attendance and consistent participation are required in order for students to achieve successful grades.

GRADE SCALE & COURSE SYMBOLS

4E - Exemplary
4 - Excellent
3 - Above Average
2 - Average
1 - Below Average
0 - Failure
P - Pass

S - Satisfactory
U - Unsatisfactory
IN - Incomplete
N - No Credit for Excessive Absences
> - Accelerated/Enriched
< - Basic Course
* - Non-GPA Course

STUDENT RECORDS

(Reference-Policy 3600)

Billings Public Schools, in compliance with governmental regulations and in its attempt to better serve the students and patrons of the community, has established procedures for the professional use of student educational records.

A record containing the following information is maintained on each student:

1. Name, address and date of birth of the student
2. Parent/guardian's name and address
3. Record of academic achievement including grades, grade levels completed, standardized test scores, district level assessment scores, etc.
4. Immunization records
5. Attendance data
6. Teacher reports and educational plans formulated and/or collected during the student's time in that school
7. Reports of behavior problems/discipline

These records will be sent upon receipt of a written request to a subsequent school when a student transfers within or out of the district. All school fines and fees must be paid before transcripts or diplomas are released.

DISCLOSURE OF DIRECTORY INFORMATION

Military recruiters, colleges and universities make annual requests for lists of juniors and seniors. The Family Privacy Act allows names and addresses to be released to these organizations unless parents notify the school in writing. The parent should contact the school registrar to indicate his/her desire to exercise the right to such an objection.

Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and the most recent previous school attended.

CHOOSING A COURSE OF STUDY

During the period of registration, a student has the freedom to choose from the wide range of subjects identified in the school's Course Offerings Guide. Courses listed in the Course Offerings Guide may not be offered every year. Student demand will dictate whether there are sufficient numbers to offer a class as a result of the registration process.

SCHEDULING AND SCHEDULE CHANGES

The scheduling of students will be done in such a way as to allow students the opportunity to pursue academic excellence, to satisfy the state and local requirements for graduation, and to pursue areas of interest. Teachers, counselors, administrators, students and parents share the responsibility for proper placement of students.

The following student placement hierarchy will be utilized both before and after the start of the semester. Students will be placed:

1. To assure meeting graduation requirements.
2. Properly for academic, IEP, 504 and special education reasons.
3. To accomplish across the curriculum balancing of classroom loads.
4. To address extenuating circumstances existing within their schedule.

Teachers will make recommendations to students and provide recommendations to counselors prior to the start of a new semester for all students who fail classes or for courses that require prior approval in order that placements will be appropriate.

Before the start of the semester and up until the date of the announced schedule change deadline, students are free to change their schedules for a variety of reasons providing class limits and class balancing issues are honored.

After the start of the semester:

1. There will be no changes for lunch, teacher preferences, social reasons, etc.
2. Newly enrolled students will be placed in classes with fewer students.
3. Changes for academic reasons will be allowed during only the first FIVE school days of the semester.
4. A calendar and timetable for schedule changes will be announced by the counselors. Schedule changes will not be dealt with during the school day on the first days of the semester while new students are being enrolled.
5. Classes dropped after the 7th week of the semester will remain on the student's transcript with a grade of "F" recorded for each.

WITHDRAWAL FROM SCHOOL

Should a student find it necessary to withdraw from Senior High School, he/she should report to the Assistant Principal's office with a note/phone call from parent/guardian verifying permission to withdraw and obtain a withdrawal form. Students must attend every class to have each teacher complete the drop form in order to be properly checked out of school.

Students must get a copy of their immunization documents from the registrar to take with them to be allowed to enroll in the next school.

Students must pay all fees/fines due the school. Failure to do so may result in grades and records being held until all obligations are fulfilled.

REQUIRED COURSE READINGS

(Reference - Policy 2311)

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

ART FEES 2009-2010

Art 1, Art 2, Ceramics 1, Ceramics 2, Drawing and Design	\$10.00
Painting 1, Painting 2, Advanced Art	\$15.00
Jewelry, Photography	\$20.00
Independent Study - Entire cost of work as arranged through study plan and with teacher/advisor.	

BSHS ATTENDANCE INFORMATION

ATTENDANCE POLICY **(Reference-Policy 3120; Procedure 3120; 3120)**

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

REMOVAL OF STUDENT DURING THE SCHOOL DAY

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

DEFINITIONS OF TYPES OF ABSENCES

All absences count toward 10 day limit (except those listed as school related):

1. **Absence**: A student is absent any time he/she is not physically present in class.
2. **Excused Absence**: An excused absence is any absence due to illness, family emergency or reasonable request that is appropriately reported/cleared by parent/guardian and Assistant Principal. (See Procedures for Excusing an Absence, pg. 13)
3. **Absence Suspension**: An unexcused absence resulting from failure to be in class when the bell rings at the end of the eight (8) minute passing time allowed between classes. (See No-Tardy procedure page 14.)
4. **Unexcused Absence**: An unexcused absence is any unauthorized absence from class for either a class period(s) or day(s) including:
 - a. Leaving the building without checking out in the Assistant Principal's Office
 - b. Excuses such as oversleeping, car trouble and "missing the bus."
 - c. Disciplinary suspensions (OSS at Truancy Center, ISS) and incarcerations.
 - d. Truancy, defined as an absence from school not verified as valid by the parent and/or building administration.
 - e. Any absence not deemed appropriate by the building administrator.
5. **Waived Absence**: An excused absence supported by professional documentation (doctor, dentist, etc.), which states the date/time of the appointment, and any time that the student is medically restricted from attending school. Other waived absences include school-sponsored events (i.e. fieldtrip, competition, or meeting) and college related days (up to five days per student's high school career upon prior approval of the Assistant Principal). Absences due to the death of an immediate family member may be waived in agreement with the Assistant Principal. **Outside activities that duplicate those offered by the school may not be waived.** All waived absences must be pre-approved by school administration.

A white admission slip issued after an absence indicates an excused absence. A blue admission slip is issued for unexcused absences. Securing and completing make up work is the student's responsibility and corresponding credit will be given at the teacher's discretion for any unexcused absence. Participation in fraudulent attempts (fake note or call) in order to secure an excused or waived absence will result in one day of In School Suspension or Out of School Suspension.

"NO TARDY" PROCEDURE (Absence Suspension)

Eight (8) minutes are allowed for passing time between each class. This time has been allotted in order that students may take care of personal needs, (bathroom, locker, socializing, etc.). Students must be in class and ready to work before the beginning bell for the class period sounds.

When the bell rings to start class, the teacher will take roll. Any student not in the classroom when roll is taken shall go to the Study Hall (cafeteria or assigned location), check in and spend the remainder of the period in the Study Hall. Students will come prepared to occupy their time with productive, educational activities.

The class period spent in the Study Hall will count toward the student's absences in the assigned class for the 'ten day rule.' Failure to go to Study Hall and check in immediately will be treated as truancy. A student who chooses to be tardy more than one time in a semester will be assigned additional disciplinary actions.

2nd tardy is detention
3rd tardy is double detention
Additional tardiness will result in ISS or OSS

PROCEDURES FOR EXCUSING AN ABSENCE

There are several procedures that will allow the student to be excused:

1. When a student will be absent, the parent or legal guardian should call the Attendance Clerk as early as possible prior to or on the morning of the absence (see pg. 2). The names of those students will appear on the 'excused' list and students may return to class without an "admit slip" from the Assistant Principal.
2. If no parent call has been made, and the school has been unable to reach the parent by phone, the returning student will report to the Assistant Principal's Office. If the parent is contacted and excuses the student with the Assistant Principal's concurrence, the student will be given an excused admit to class.
3. When it is necessary for an absence to be excused in advance, (as for trips or other special requests), the parent must make prior arrangements with the Assistant Principal. The student will then be given a clearance slip, which he/she is to have completed and signed by each teacher and returned to the Assistant Principal, Coach or Sponsor. Make-up work should be arranged ahead of time with the teachers. Students are expected to turn in make-up work in a timely manner. Students are given one-day grace per each day absent.

SIGN-OUT PROCEDURE (Checking out during the school day)

Students are required to sign out in their Assistant Principal's Office when leaving campus (except emergencies at lunch). If a student will not return to school following lunch, the student or parent must contact the Assistant Principal's Office during that day before the first missed period and state the student's intention to be absent from class. Failure to sign out properly will result in an unexcused absence.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

(Reference-Policy 2332)

Students may be released from their legal duty to attend school for the purpose of participation in religious training activities. A written request must be submitted and reviewed annually by the student's parent or guardian.

Such release time may not exceed two hours per week, may not be administered on school property, and may not use, directly or indirectly, public monies

TRUANCY PROCEDURE

Truancy, defined as an unexcused absence from any assigned class period/detention requirement, shall lead to severe disciplinary action including but not limited to suspension, loss of credit, and withdrawal from school.

THE BILLINGS PUBLIC SCHOOLS SHALL EXERCISE FULL ENFORCEMENT OF MONTANA ATTENDANCE AND TRUANCY LAWS. (See School Laws of Montana: Codes 10-5-102, 20-5-103, and 20-5-106.)

TRUANCY – CONSEQUENCES

Level 1: Detention(s) for each unexcused class; attempt to notify parent and counselor
Level 2: ISS: attempt to notify parent and counselor
Level 3: OSS: attempt to notify parent and counselor
Level 4: Suspension hearing and possible loss of credit; attempt to notify parent

TRUANCY CENTER

The Truancy Center is located at 415 N. 30th on the fourth floor of the Lincoln Center and is supervised by two district employees and one Sheriff's Deputy. Students found by law enforcement out of school without appropriate documentation of dismissal are taken to the Truancy Center for the day. Parents will be notified to come and pick up their student at the end of the day. Citations for students and/or parents may be issued in accordance with the statutes of the State of Montana.

The Truancy Center is also the location at which students assigned Emergency Suspension or Out-of-School-Suspension will serve their suspension time. Transportation to and from the Truancy Center is the responsibility of the student or his/her parent or guardian for the days of the assignment. The deputy on assignment will transport the student to the Center if the parent cannot be located to provide transportation from the school at the time the student is removed from school. No books, school assignments, coats, etc. may be taken into the Truancy Center unless instructed to do so as a part of the suspension assignment. Students will be searched by the supervisors upon entry to ensure that they have no materials with which to harm themselves, others or property while serving their suspension.

"TEN DAY RULE"--CREDIT POLICY

Class attendance and participation are requirements for receiving credit in a given class at the high school level. Therefore, a student will lose credit in any given class when absences exceed a total of ten (10) per semester.

Students must appeal the 10 absences per semester limit. A student who anticipates that an extended absence will exceed the 10 day limit may appeal in advance. Refer to Appeal for Credit Policy below.

Absence Codes: The following attendance codes also coincide with those found on a student's grade report.

A	Absent	S	In-School Suspension
E	Excused	X	Out of School Suspension
I	Ill	U	Unexcused
R	Absence Suspension	L	Truancy Center
C	Counselor	N	Nurse
D	Dean	O	School Related Activity
M	Medical/Dental Waiver	W	Waived
H	Homebound		

Appeal for Credit

Any student that exceeds Ten (10) days absent for any reason other than school related absences and from any class must appeal for credit. The appeal process is subject to students earning a passing grade and having legitimate extenuating circumstances for all absences. The student must initiate the appeal process by securing a form from the attendance office at least one week prior to the end of the grading period. That form must be thoroughly completed before it is returned to the attendance office. An appeal is a request for review of credit and is not automatic or guaranteed. Students whose absences are appropriately documented medical or dental waivers may be reasons for approval. The approval or denial of this request is completely at the Assistant Principal's discretion. Any student who fails to complete the appeal process will receive no credit for that class (N-grade).

Attendance Incentive

Regular attendance is basic to meeting the educational needs of students. Maximum classroom instructional benefits can happen only when the student is in attendance. Regular and punctual attendance is essential to the educational welfare of students, parents and educators. Because we believe that attendance is so important to student achievement, we have created an attendance incentive:

Students who miss two (2) or fewer days during each six-week grading period for any reason (including absence suspension/tardy/medical) except school-related absences will be given 1 day off. This incentive day will be the last Friday of that six-week grading period. (Oct. 9, Nov. 20, Feb. 26, Apr. 16). In order to maintain the integrity of our final exams, this incentive will not be offered the last six-week period of each semester.

BSHS STUDENT CODE OF CONDUCT

STUDENT CONDUCT

Each student has the right to pursue an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to this environment by accepting his/her responsibilities in various areas of school citizenship and personal behavior. Various infractions to the rules of acceptable behavior and the associated consequences deemed appropriate for addressing each type of misconduct are listed here.

The administration has the right to move to any level of consequences or assign a combination of consequences based on the severity of the offense and may affix consequences at their discretion for any infraction that may not be covered explicitly in this handbook.

ACADEMIC INSUBORDINATION

Students are expected to attend class, complete homework assignments, arrive prepared with necessary materials, and participate in all class activities as directed by the teacher. It will be considered academic insubordination if a student refuses to fully comply with the requirements and expectations of the class.

INFRACTIONS—CONSEQUENCE GUIDELINES:

1. **Fighting/Assault or provoking violence by gestures or words including ethnic/gender related slurs and objectionable, offensive descriptions or language**
 - a. Arrest or report to School Resource Officer (SRO).
 - b. 3-10 days Out of School Suspension (OSS) at the Truancy Center
 - c. Emergency Suspension
 - d. Long-term Suspension hearing with the District's Hearing Officer
2. **Failure to immediately disperse from an area or event when requested**
 - a. In School Suspension (ISS)
 - b. OSS at the Truancy Center
 - c. Possible arrest (SRO)
3. **Drug/Alcohol use, possession, influence, distribution, or paraphernalia (See additional Chemical Use Policy for athletics, pg. 22-24)**
 - a. 3-10 days OSS at the Truancy Center
 - b. Arrest or report to School Resource Officer (SRO).
 - c. Long-term Suspension hearing with the District's Hearing Officer
4. **Possession or use of explosive devices/facsimile of a firearm (pages 6-7)**
 - a. Emergency suspension
 - b. Long-Term Suspension hearing with the District's Hearing Officer
 - c. Arrest or report to School Resource Officer (SRO).
5. **Possession of firearm (pages 6-7)**
 - a. Recommendation of a one calendar year Expulsion to District's Hearing Officer as per state and federal law
 - b. Report to SRO / Law Enforcement
6. **Possession of weapon (pages 6-7)**
 - a. Emergency suspension
 - b. Long-term Suspension hearing with the District's Hearing Officer
 - c. Report to SRO / Law Enforcement
7. **Insubordination to school personnel/Failure to identify/Failure to respond to a call slip**
 - a. Detention
 - b. ISS
 - c. OSS

8. **Profanity and/or abuse directed toward a school employee**
 - a. 3-10 days OSS at the Truancy Center
 - b. Notify law enforcement (Legal Ref.: Section 20-4-303, School Laws of Montana, Montana Codes Annotated)
9. **Sexual Harassment—Reported to the Title IX Officer**
 - a. Detention
 - b. ISS
 - c. 1-10 days OSS at the Truancy Center
 - d. Long-term Suspension hearing with the District’s Hearing Officer
10. **Intimidation, Extortion, Harassment or Threats**
 - a. Warning/counseling session
 - b. 1-10 days OSS at the Truancy Center
 - c. Long-term Suspension hearing with the District’s Hearing Officer
11. **Hazing (Refer to Hazing Policy Found on Page 21)**
12. **Tobacco use/possession during school time/on school property**
 - a. Assignment to after-school “Cessation” classes
 - b. ISS/OSS
 - c. Notify law enforcement
13. **False fire alarms or 911 calls**
 - a. Suspension
 - b. Notify law enforcement
14. **Vandalism**
 - a. Restitution/Notify law enforcement
 - b. Detention
 - c. ISS
 - d. OSS (Truancy Center)
15. **Theft**
 - a. Restitution
 - b. Notify law enforcement
 - c. Detention
 - d. Suspension
16. **Violation of Dress Code (page 18)**
 - a. Required to change clothing, absence recorded for class time missed and applied to ‘10 day rule’
 - b. Detention
 - c. ISS
 - d. OSS at the Truancy Center
17. **Failure to attend assigned detention**
 - a. Double the detention assignment
 - b. ISS
 - c. OSS at the Truancy Center
18. **Unauthorized use of a personal electronic device (i.e. personal audio/video devices, wireless communication devices, cell phones, iPods, MP3 players, etc.)**
See: Electronic Device Policy on Page 20.
 - a. All Offenses: Students must surrender the electronic device upon request of any staff member.
 - b. First Offense: Teacher talks to student, takes device until end of period, communicates with parents.
 - c. Further Offenses: Student sent to Assistant Principal - phone may be picked up at the end of the day - detentions/ISS/OSS/parent conference.
 - d. **The administration reserves the right to move to any level of consequence or assign a combination of consequences based on the severity of the offense.**
 - e. Notify Law Enforcement
19. **Skateboards/Bicycles/Scooters are to be used as transportation to and from school (not to be ridden or used anywhere on campus)**
 - a. Confiscation and return at the end of the day
 - b. Confiscation and return in one week

- c. Confiscation until the end of the school year
- d. Notify law enforcement

20. Leaving school without permission/proper check out (See 'Truancy')

21. Truancy/Unexcused Absence

- a. Detention
- b. ISS
- c. OSS at the Truancy Center
- d. Notify Truant Officer / citation

22. Profanity

- a. Warning/counseling session
- b. Detention
- c. ISS
- d. 1 day OSS at the Truancy Center

23. Classroom misbehavior referred to the office

- a. Warning/counseling session
- b. Reprimand with behavior adjustment plan
- c. Detention
- d. Suspension

24. Public display of affection (catch and release)

- a. Conference with the student(s)/parents
- b. Detention, Report to the Title IX officer
- c. Suspension

25. Littering

- a. Clean the area
- b. Detention
- c. Citation by SRO
- d. Open Campus privileges revoked
- e. Suspension

26. Fake Call/Forgery

- a. 1 day ISS
- b. OSS

CONDITIONS OF STUDENT SUSPENSIONS

It should be noted that the following consequences are automatically incurred as a part of any suspension from Senior High School:

1. Suspended students may not participate in extracurricular activities while on suspension.
2. Student's assigned out-of-school suspension (OSS) will serve the suspension at the Truancy Center and may not come onto District #2 school property for any reason or to any school sponsored activity off of school property during the suspension. This includes any weekend days covered by the assigned suspension.
3. Students are responsible for the content of work missed even though credit may not be awarded for assignments given on the specific dates of the suspension.
4. Students assigned ISS will remain in the ISS room the entire day without benefit of the 8 minute passing period or lunch freedoms.

PERSONAL ELECTRONIC DEVICES

The use of electronic devices, which may include, but is not limited to an IPod, cell phone or PDA (*personal digital assistant*), is a privilege. With this privilege come the following student responsibilities and expectations:

- An IPod, cell phone, or PDA **can** be used before school, after school, during lunch, and at breaks during passing time in the hall; however, are **not** to be used in any **classroom, computer lab, locker room, bathroom**, or during the 57 minute instructional period. Cell phones are to set on vibrate or silence mode at all times while in the building.
- During study halls and in classrooms **at the teacher's discretion**, an IPod/PDA can be used as a "listening device" as long as it is not used in a disruptive fashion as determined by the teacher. These devices are **not** to be used for "communication or video display."
- If a PDA or cell phone is used in a manner that demonstrates academic dishonesty, the BSH Academic Integrity Policy will be utilized as a guide to determine future consequences.
- Consequence for inappropriate IPOD, cell phone or PDA use in the classroom.
 - See page 18 (Unauthorized use of a personal electronic device).
 - All Offenses: Students must surrender the electronic device upon request of any staff member.
 - 1st offense: Teacher talks to student, takes device until end of period, and communicates with parents.
 - Further Offenses: Student sent to Assistant Principal, parent notification, assigned detentions/ISS/OSS/Truancy Center/parent conference(phone may be picked up at the end of day)
 - The administration reserves the right to move to any level of consequence or assign a combination of consequences based on the severity of the offense.

***Beware of Inappropriate Use:**

- Definition of "Sexting" - the act of students photographing themselves or others in various stages of undress, and then sending, receiving, or forwarding the photographs to other students...

***Legal Consequences of "Sexting":**

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

USE OF DISTRICT-OWNED COMPUTERS AND NETWORKS **Policy 2313)**

(Reference-

The district makes available a wide range of access to information through use of its computers, networks, media supplies/equipment and training. Students are expected to use these resources productively and correctly with attention to copyrights, educational value, and proper fit to the educational environment. School computers are **not** to be used for personal use, such as email, instant messaging, chat rooms, personal searches, etc. Failure to meet these expectations will result in student discipline and possible loss of the privilege to use district-owned equipment at the discretion of the Assistant Principal and based on the severity of the offense.

STUDENT DRESS

(Reference-Policy 3224)

The District recognizes that a student's choice of dress and grooming habits demonstrate personal style and preference. The District has the responsibility to ensure proper and appropriate conditions for learning, along with protecting the health and safety of its student body. Even though the schools will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

Building administrators shall establish procedures for the monitoring of student dress and grooming in school, and at extracurricular activities. Specific regulations shall be published annually in student handbooks.

SCHOOL UNIFORMS

The Board authorizes any school to adopt uniform-dress procedures, which are to be written and approved by parents and school staff. The Board requires adoption of uniform dress to occur only with a two-thirds vote of all parents and legal guardians of children in a school at the time of adoption.

The Board requires that a procedure be established for selecting approved items of attire, for addressing any exceptions to an adopted procedure, for making a financial assistance provision if necessary, and for making provision for those students who do not choose to participate.

DRESS CODE

(Reference-Policy 3224)

Students are reminded that their *appearance* significantly affects the learning environment and may even be a safety concern in some instructional areas.

Students are not to wear: "doo" rags, skullcaps or bandanas EXCEPT for Spirit Days or Fridays and they must be school colors. Nor may students wear apparel that may create a material or substantial disruption of the educational process; be destructive to persons or property; represent or encourage gang activity; advertise alcoholic beverages, drugs, drug paraphernalia or tobacco products; display sexual connotations; contain spikes or chains; exhibit offensive or suggestive language or graphics; display guns or weapons; or be considered offensively revealing or distasteful.

Undergarments and shoes (not slippers) are required. Undergarments should be fully covered including bra straps and waistbands and tops of "boxers". At no time should undergarments be showing through holes or tears in jeans/shirts or below the length of a skirt/shorts, etc. Bare midriff, see-through and backless garments are not appropriate nor are tops tied together by strings across the back or around the neck such as the "bandana" or "halter" tied tops. Students should keep their chests and backs significantly covered. "Muscle shirts" (for either boys or girls), tube tops, or single "spaghetti strap" tops, are not appropriate. Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole. Shorts/skirts, as a general guide, should not be shorter than the thumb tip of the student's hand when the arms are hanging at the student's sides.

A good guideline is to dress in a manner that would be acceptable in the 'professional' and 'craft' job settings. Any other type of dress may be questioned and consequences assigned. Sunglasses are not to be worn indoors. Your teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the

coursework/activities required in the class (i.e. science, vocational classes, P.E., for any special project, etc.). This may extend to footwear, fabric content requirements, head coverings, safety protection, etc.

HEALTH ENHANCEMENT NO DRESS POLICY

All students who are enrolled in Physical Education/Health are required to dress out and participate every day. The following process will be followed by all Health Enhancement classes throughout the District.

- 1st No Dress: Verbal Warning, Student must walk for class period, Student will receive 1/2 credit for the day. Parent contact if necessary.
- 2nd No Dress: Verbal Warning, Student must walk for class period, Student will receive 1/2 credit for the day, Parent contact will be made by the teacher.
- 3rd No Dress: Written Warning, Student must walk for class period, Student will receive 1/2 credit for the day, Student will be given 1 hour detention.
- 4th No Dress: Written Warning, Student must walk for class period, Student will receive 1/2 credit for the day, Student will be given 1 hour detention.
- 5th No Dress: Written Warning, Student must walk for class period, Student will receive 0 points for the day, Student will be given 1 hour detention, Meeting with parents.

GANG RELATED BEHAVIOR

(Reference-Procedure 3224)

In an effort to ensure a safe, secure learning environment and to foster an attitude of respect for the rights of others, Billings Senior High School has adopted a zero tolerance policy on gang-related behavior. Our school prohibits gang-related behavior at school, during school related functions on or off campus, and on any other school district property. The following behaviors are expressly prohibited:

1. Wearing, possessing, using distributing, displaying, or selling any clothing, jewelry, emblems, badges, nicknames, symbols, signs, graffiti, or other items that could be evidence of membership in or affiliation with a gang.
2. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), which might indicate membership in or affiliation with a gang.
3. Using any speech or committing any act that might further the interest of any gang or gang activity, including but not limited to:
 - A. Soliciting and/or initiating others for membership in any gang.
 - B. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - C. Committing any illegal act or violation of school district policies.
 - D. Inciting other students to act with physical violence upon any other person.
 - E. Assaulting or threatening to assault others.

TOBACCO

(Reference-Policy 5010)

The Montana Legislature's House Bill 457 makes it illegal for anyone under the age of 18 to possess tobacco products. This is a change from past laws, which prohibited purchase only. As a result, no student may possess or use tobacco products on campus. In addition, House Bill 643 strengthened Montana's tobacco-free school law by prohibiting use of tobacco products in school buildings and on school property 24 hours a day, all year round, and applies to everyone, adults and children alike. All student violators will be suspended and underage students will be referred to the police for prosecution.

SUBSTITUTE TEACHERS

Substitute teachers will be afforded the same degree of respect and cooperation from students as they would toward the regular teacher. Failure to do so will be dealt with as if the misbehavior was directed toward the regular classroom teacher.

SCHOOL ASSEMBLY EXPECTATIONS

School assemblies are an important part of the school program and student attendance is required. Students are expected to give quiet, courteous attention to EVERY assembly presentation. An assembly is an extension of the classroom. The same rules of conduct that apply in the classroom apply in the assembly.

CHEATING/PLAGIARIZING RESOURCES OR MATERIALS

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

Any incidences of cheating/plagiarizing will be reported by the instructor to the Assistant Principal and will be recorded in the student's discipline file.

According to MLA Handbook, 6th edition, 2003: *Derived from the Latin word plagiaries (kidnapper), plagiarism refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own."*

Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952] 2]. *Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offense rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, a legal offense.*

FOOD/DRINK

Each instructor/supervisor has the discretion to allow or prohibit food or drink in the classroom. No food or drinks are allowed in the library or computer lab.

Students may eat lunch in the cafeteria or outside the building. Students will no longer be allowed to eat in the hallways. It is expected that every young adult in the building is capable of monitoring and managing his/her own litter/spills. Litter control on school property and in the building is **everyone's** responsibility and each student is expected to do his/her part to keep our surroundings clean and attractive. The SRO will cite students who litter along with additional school consequences.

We encourage students to take advantage of the outstanding variety of food available in the cafeteria. The campus is open at lunch, however students who choose to leave campus run the risk of being late or encountering unexpected delays. Delays will not be waived and students are responsible to be to class on time.

VENDING MACHINE USE DURING CLASS TIME IS PROHIBITED

Items purchased in violation of this policy will be confiscated!

All purchases for goods and services must be limited to pre-authorized vendors only. Vendors are required to follow established procedures for the acquisition and purchase of goods and services specified by the School District.

Any school organization conducting fund-raising projects must have approval of the Principal prior to initiating the fund-raising campaign. Projects must demonstrate a definite educational and/or citizenship value to be served. The Superintendent must approve all requests for variance from this policy.

HAZING POLICY

(Reference-Policy 3250)

Our schools are places of learning and development. District policy specifically prohibits using violence, force, noise, coercion, and threats, or urging other students to engage in such conduct.

Generally, hazing means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, organization or club, or for any other purpose.

Hazing or bullying includes, but is not limited to:

*Any type of physical brutality

*Any type of physical activity or other type of activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student

*Any activity that discourages a student from being in school

*Any activity that is in violation of the law or school rules

*Knowingly aiding and abetting another person who is engaged in hazing

All students and staff of Billings Public Schools are required to report any alleged hazing or bullying violations to school administration.

Discipline for students involved in hazing may include one or more of the following: conference with warning notice, detention, suspension, or recommendation for expulsion, and it may also include suspension or expulsion from activities. Certain offenses may also be referred for criminal charges.

DANCES

Dances are for high school students and a **current School Picture I.D.** is required for entry. The doors will close at all school sponsored dances one hour after the dance begins. No student will be admitted after that time unless written approval for late admittance is presented at the door. This "approval pass" must be secured from an administrator prior to the event. If students/guests leave the building for any reason during the dance they may not return. All school dances will be chaperoned by School Administration, law enforcement, teachers and parents.

Guests: Students wishing to bring a guest to a B.P.S. dance are required to pick up a **Guest Pass Form** from the attendance office one week prior to the dance. The form is to be filled out and turned-in no later than the Wednesday, prior to the dance. A student may not bring more than one guest, and the guest must be a current high school student in good standing with their current home school. All guests must be approved prior to the dance by an administrator. "Host" students must enter the dance with their guest, and the guest must have their pass in hand and present their current school picture/student ID. Guests must abide by all the policies and regulations that their hosts are required to follow. Each high school retains the right to refuse guest passes for any or all of their dances.

Dance Dress Code: Students are expected to follow the dress code guidelines as stated in the Student Handbook or specifically designated for a particular dance. Clothing with drug, alcohol, tobacco, violent, offensive, obscene, or sexually suggestive messages/images are not allowed. Clothing expressive of Gang activity, colors, or affiliation is not allowed. Bare midriff, exposed backs, excessive cleavage or sexually suggestive clothing is not allowed. The formal attire should be tasteful, and anything considered offensively revealing or distasteful will not be allowed. Students must remain dressed appropriately for the duration of the dance or will be asked to leave. Individuals not dressed appropriately will be denied admittance, or asked to leave the dance.

Behavior & Dancing Expectations: Billings Public Schools recognizes and celebrates its obligation to educate our students with the highest of standards. Behavior at student activities is expected to be similar to the behavior required of students at school and should be based on the same ideals of respect and social responsibility. The behavioral expectations of courtesy, respect, and good character are extended, and expected, at all BPS dances. Vulgar/provocative dancing, such as grinding, will not be allowed, nor any form of dance which is sexually suggestive or mimics sexual acts. If you are dancing front to back, provocatively, or inappropriately, you will be asked to stop once. If you are found in violation a second time, you will be asked to leave the dance immediately. Dance privileges can and will be revoked for the entire school year if the situation warrants such action.

Drugs, Alcohol, and/or Tobacco: Drugs, Alcohol, and Tobacco are prohibited. Legal consequences and/or school consequences will be enforced if substance use is suspected. There will be at least one Law Enforcement Officer at all dances that can search and/or administer substance tests to suspected violators.

Consequences: The administration has the right to move to any level of consequences or assign a combination of consequences based on the severity of the offense and may affix consequences at their discretion for any infraction that may not be covered explicitly in this policy. Dance privileges can and will be revoked for the entire school year if the situation warrants such action.

Music/DJ: The principal or dance sponsors from each school are to educate and direct the D.J. for the purpose of propriety and appropriate music. Our goals for dances are that they would be fun, active, and appropriate for all students. Music with sexual overtures, inappropriate language, or music that has a predominantly "grind" beat are to be excluded from the play list. Requests for songs from students will not be taken.

BSHS: CO-CURRICULAR/EXTRA-CURRICULAR STUDENT ACTIVITIES

SPORTSMANSHIP

Good sportsmanship is a valued part of good citizenship at Senior High. Behavior at student activities is expected to be similar to the behavior required of students at school and should be based on the same ideals of respect and social responsibility.

Expected behaviors at school events, as agreed upon by Montana AA schools, include:

Only positive spirit signs and cheers are allowed. There will be no "hand-held" signs or disrespectful cheers or chants.

It is expected that all will stand, remove hats, and remain respectfully silent for the national anthem.

Students must be fully clothed. Body painting is not a substitute for clothing.

Clothing is to be appropriate for a school event; wearing school colors is encouraged.

Derogatory cheers, heckling, or negative signs or comments to referees, players, coaches, half-time performers, or opposing fans are not acceptable and will not be tolerated.

Disrespectful behavior of any kind will not be tolerated.

Oversized school flags are allowed at outdoor events only and must be waved in front of the home fans, never in front of the opponent's fans.

Appropriate/inappropriate behavior will be determined based on the interpretation of the administrative and/or supervisory staff on duty before, during, or after the game including teachers, workers, building or district level administrators or security personnel. Failure to comply with these AA Conference Sportsmanship Guidelines and/or the instructions of any of these personnel may result in disciplinary action to include being asked to leave the premises, loss of privileges to attend activities, legal consequences, school discipline to include detention or suspension, forfeiture of activity ticket or any combination thereof.

STUDENT ACTIVITIES/ELIGIBILITY

Senior High School provides a comprehensive activities program. *"To be eligible to participate in a Montana High School Association contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an "incomplete" or a "condition" in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final. Scholastic deficiencies once a grade is given may not be made up in any way."* (MHSA Handbook of Rules and Regulations)

Each student is urged to participate in one or more of the activities listed below. Information about any of these activities may be obtained from the activity's sponsor or in the Activities Office, room 110, of Senior High School.

ATHLETICS: BOYS
Fall: Football, Soccer,
Cross Country & Golf

Winter: Basketball, Swimming, Wrestling

ATHLETICS: GIRLS
Fall: Volleyball, Soccer, Cross Country &
Golf

Winter: Basketball, Swimming

Spring: Track, Tennis

Spring: Track, Tennis, Softball

CLUBS/ACTIVITIES/INTRAMURALS

Cheerleaders; Dance Team; Forensics-Speech & Debate; Music-Band, Orchestra, & Choir; Publications -Bronc Express & Yearbook; Student Government-Student Body, Class Officers; Service Clubs-Key Club, AK (Activities Club); Honorary Groups-National Honor Society, International Club; Special Interest Clubs-Art Club, Clay Club, Senior Advocates, German Club, Chess Club, Technology/Computer Club, Latin Club, Native American Club, RAWC, Trading Cards, Physics Club, GSA, PSI, Fall play, Spring play; Sports-Basketball, Tennis, Softball, Volleyball, etc.

A student must be in attendance a minimum of three (3) hours the day of an event, a day prior to an event, or a day prior to a travel day for the event, to be eligible to practice or play. A waiver of this obligation for extenuating circumstances may be received by prior approval from the administration.

CHEMICAL USE POLICY FOR ACTIVITIES PARTICIPANTS (Reference-Policy 3340)

Senior High School's activities participants represent the entire school community and by committing to a team/squad choose to conduct themselves as models of good and moral behavior. The use by an athlete/participant of drugs, alcohol and/or other controlled substances is prohibited. Consequences are cumulative throughout the student's period of attendance in the high school. Consequences will be imposed in accordance with the following guidelines:

REFERRALS:

- a. Self-referral: Referral by the student or parent on the first school day the student is in attendance after the violation. This must be the first knowledge that a school official has of the violation. If a student receives an MIP or DUI, that student may NOT self-refer and must take the city's chemical awareness classes.
- b. Other referrals: A school staff member is made aware of use or abuse by a reliable source.
- c. Honesty clause: If, when confronted by a school official with a violation, the student is honest, then the consequences shall be the minimum for that violation. If the student denies involvement and conclusive evidence is later established, the suspension for that violation shall be doubled.

CONSEQUENCES:

I. ATHLETICS, CHEERLEADING, PEP BAND, DRILL TEAMS, COMPETITIVE SPEECH/DEBATE (TEAMS/GROUPS WITH SET COMPETITION SEASONS).

1st Offense:

- a. Notification of student's parent, coach/sponsor by the administrator. A meeting will be held with parents whenever possible.
- b. District approved drug awareness program must be completed during the first scheduled offering.
- c. (DOES NOT APPLY IN SELF-REFERRAL) Suspension from the current and/or next activity for two competitive weeks, to begin with first scheduled competition week. Student must attend all practice sessions.

2nd Offense:

- a. Meeting of student, parent, coach/sponsor and administrator whenever possible.
- b. Suspension from the current and/or next activity for four competitive weeks, to begin with first scheduled competition week. May not resume competition until "c" (below) is completed. Student must attend all practice sessions.
- c. The student must obtain a professional evaluation for substance abuse. Failure to do so will result in suspension for the remainder of the school year.

3rd Offense:

- a. Meeting of student, parent, coach/sponsor and administrator whenever possible.

- b. Immediate suspension from the school activity(ies) for the remainder of the school year or for eight competitive weeks, whichever is longer.
 - c. Referral for professional help.
- 4th and Subsequent Offense:
- a. Immediate suspension from school activities for one calendar year.
 - b. Referral for professional help.

II. MUSIC, NON-COMPETITIVE DRAMA, ALL ELECTED SCHOOL OFFICERS AND REPRESENTATIVES (NON-COMPETITIVE ACTIVITIES WITH VARIABLE EVENT SCHEDULES) .

1st Offense:

- a. Meeting of student, parent, coach/sponsor and administrator whenever possible.
- b. District approved drug awareness program must be completed during first scheduled offering.
- c. (DOES NOT APPLY IN SELF-REFERRAL) Suspension from the activity for the next two scheduled events, only one of which may be the next scheduled academic concert (fall, holiday, winter, spring). In the case of non-competitive drama (school plays), the suspension will be for the next performance. Student must attend all practice sessions. Missed events that are graded activities (four concerts) must be allowed alternative assignments.

2nd Offense:

- a. Meeting of student, parent, coach/advisor and administrator whenever possible.
- b. Suspension from the activity for the next four scheduled events, only two of which may be the next scheduled academic concerts (fall, holiday winter, spring). In the case of school plays, student will miss the next two performances. Student must attend all practice sessions. Missed events that are graded activities (four concerts) must be allowed alternative assignments.
- c. The student must obtain a professional evaluation for substance abuse. Failure to do so will result in suspension for the remainder of the school year.

3rd Offense:

- a. Meeting of student, parent, coach/advisor and administrator whenever possible.
- b. Immediate suspension from the school activity(ies) for eight scheduled events.
- c. Referral for professional help.

4th Offense:

- a. Immediate suspension from school activities for one calendar year.
- b. Referral for professional help.

III. STUDENTS IN MULTIPLE ACTIVITIES AT THE SAME TIME WILL SUFFER THE OUTLINED CONSEQUENCES IN EACH ACTIVITY .

- d. On a first violation the student shall, as a consequence, not be suspended for more than four events if in two activities or six events if in three or more activities. If athletics is one of the activities, then the two competitive week suspension must be enforced (one competitive week = one event). An attempt must be made to apply consequences to at least one event in each activity.
- e. If a one-sport athlete violates the policy (first violation only) during the first sixty days following the completion of their sport, so that the competitive week suspension will not be carried out until the athlete's competitive season the following school year, the administrator and athlete may agree to substitute twenty hours of community and/or school service for the competitive week suspension. The administrator would determine what the service would be and would be responsible for supervising its completion.
- f. A second, third, or subsequent violation will result in a full application of the consequences for each activity as outlined in sections one and two above.

(See SD #2's Activity Eligibility Pamphlet available at your activity office for further full explanations, examples, interpretations, questions and answers.)

STUDENT SERVICES

GUIDANCE/COUNSELING CENTER

A guidance and counseling program shall be provided for all students in accordance with the requirements of the Montana Office of Public Instruction.

The guidance and counseling program at Senior High School is designed to help students in a number of ways. It can assist students in learning about present educational opportunities, assist them in the investigation of future educational and employment opportunities, and help them adjust to their environment in school, at home or at work.

SPECIAL PROGRAMS REFERRAL

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

HEALTH SERVICES

In the event a student is injured or becomes ill during the day he/she is to report to the Nurse's office during the Nurse's scheduled hours. If the Nurse is unavailable the student should report to the Assistant Principal's Office. If it is necessary for the student to return home, parent(s) will be informed, and the student will be released from school after checking out through the Nurse's or Assistant Principal's Office.

PARKING

To use the school parking lot a student must be a sophomore, junior or senior and must apply for a parking permit. A permit costs \$20.00 and may be purchased from the Parking Lot Attendant. This permit does not guarantee a student a parking space as they are at a 'premium' and are filled on a first-come, first-served basis. Parking abuses/reckless driving may result in loss of parking privileges and referral to the Assistant Principal. Improperly parked vehicles will result in the vehicle being "booted" or towed at the owner's expense.

GENERAL INFORMATION

ADMINISTERING MEDICINES TO STUDENTS

(Reference-Policy 3416)

It is most desirable for medication to be administered at home. However, when a student is required to take medication during the regular school day, the following applies:

1. The initial dose of medication must be administered at home in order to avoid adverse reactions from occurring at school.
2. School personnel reserve the right to review and deny all requests for medication being taken during school hours.

3. With written permission from parent or guardian, a student may self-administer medications in accordance with district procedure. Prescription drugs require current written instructions from a medical practitioner.

4. If a student is not able to self-administer medication, medication will be administered pursuant to the written authorization of a physician or dentist order as well as written permission from parent or guardian, in accordance with district procedure. A nurse will administer medication to those students.

Administration of Glucagon: If a parent requests and the Superintendent approves, a school employee may volunteer to administer glucagon pursuant to Section 20-5-412, MCA, and pursuant to procedures developed by the Superintendent.

IMMUNIZATION AND REGISTRATION

A parent/guardian or legal custodian must be present to enroll a student. An immunization record is required for admission to the Billings Public Schools. A student arriving at school without appropriate immunization records in hand will not be allowed to attend classes. Proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps and measles and proof of any required booster shots is mandatory for enrollment in any Billings Public School in accordance with Montana law.

The District also requires proof of identity of the student. The child's parent/guardian must present to the school, within ten (10) days of enrollment, proof of identity of the child (birth certificate or official transcript).

If this is not presented or if school records of the child have not been received within sixty (60) days, the school shall notify the "missing children" information program or a local law enforcement authority of the fact that no proof of identity has been presented for the child.

FREEDOM OF EXPRESSION

(Reference-Policy 3200)

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. The Superintendent shall develop guidelines assuring that students are able to enjoy free expression of opinion while maintaining orderly conduct of the school.

STUDENT ASSEMBLY

Students have the right to peaceably assemble for the expression of opinions and beliefs as long as that assembly is permitted by law and does not disrupt normal operations of Billing Senior High School.

School Related---School assemblies are an important part of the school program and student attendance is required. Students are expected to give quiet, courteous attention to EVERY assembly presentation.

Non-school Related---The district provides access to non-curriculum-related student group(s) to meet on school premises during the non-instructional time of the school day. Students wishing to do so must obtain approval through the Principal's Office by presenting in writing their desire to meet, reason for the meeting, number of anticipated participants, name of the responsible adult who will chaperone/supervise the meeting and expected meeting time. The Principal shall then provide students such necessary requirements as to comply with the provisions of the policies of the District.

SURVEY OF STUDENTS

(Policy 2130)

All surveys (whether Instructional/Program or Psychosocial) must be reviewed and approved by the designated administrator, (usually the Principal), before they are administered.

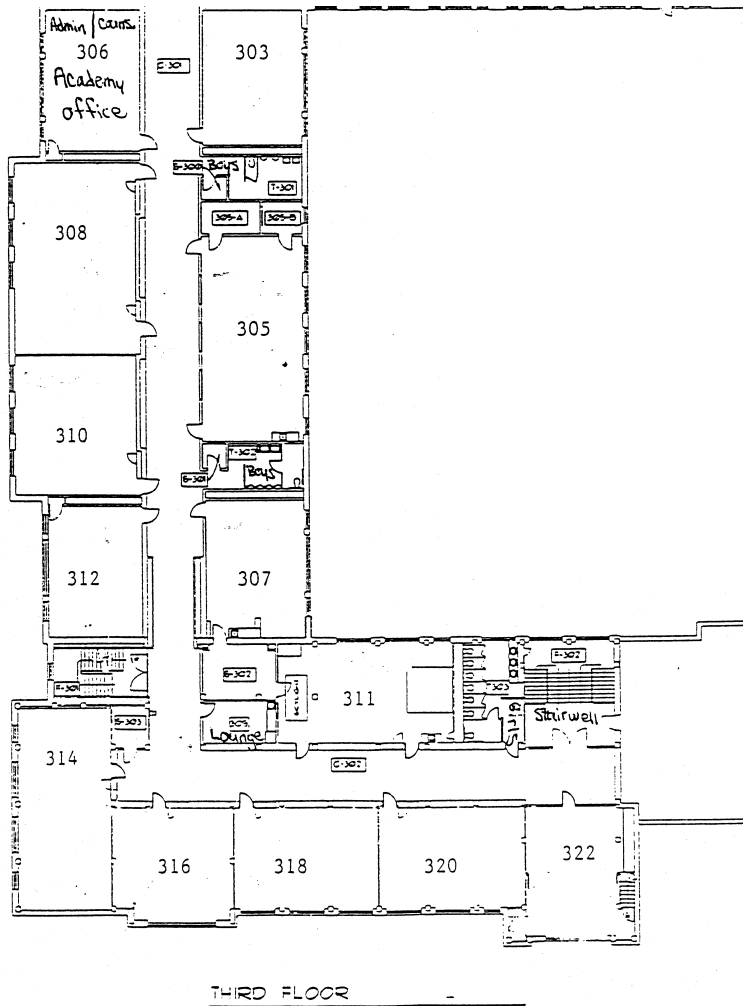
BILLINGS SENIOR HIGH ACADEMY INFORMATION

Billings Senior High School Academy is located on the third floor of Lincoln Center at 415 N. 30th Street. Because the Academy is housed in a separate building containing many business offices and educational programs, some rules and consequences differ from those at Senior High School.

Upon entering Lincoln Center students are to go directly to the Academy and remain there unless escorted by a staff member or excused to exit the building.

Shuttle buses are provided to transport students to and from the Academy. Students are not allowed to transport themselves or others. Students may be dropped off before the morning session and may be picked up at the end of both sessions. Parents must make prior arrangements to pick up students from Lincoln Center with Academy Office Staff. If a student misses the bus, they will be required to check in with the freshman secretary at their most recent school (Senior or Academy) and contact parents to release them to walk. Parents must also sign a "Walking Waiver" ahead of time to be filed at the Assistant Principal's Office. If permission is not granted, the student will remain at the school and will be marked absent from their scheduled classes.

Floor Map Billings Senior High School Academy
Third Floor of Lincoln Center 415 North 30th Street



Senior High Floor Map and Locker Map

To locate your locker using the locker number found on your schedule, use these instructions. Look at the first digit in your locker number to determine the floor upon which your locker is located. The remaining three digits tell you the number of your locker on that floor. (Example: Locker number 1126 equals 1-126, is on 1st floor, and is locker number 126.)

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Billings Senior High 1st Floor Plan

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Billings Senior High 2nd Floor Plan

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Billings Senior High 2nd Floor Locker Map

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Billings Senior High 3rd Floor Plan

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Billings Senior High 3rd Floor Locker Map

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Important Dates for the 2009-2010 School Year (subject to change)

August 26.....First Day Orientation for Freshmen
August 27.....First Day for All Students
August 27.....Open House/Bronc Bash
September 7.....Labor Day - No School
September 12.....ACT Test @ Senior/West
September 18.....Homecoming
September 29-30.....Early Outs
October 9.....End of 1st six weeks - 1st Semester
October 10.....SAT Test @ Skyview
October 14.....PLAN Test
October 17.....PSAT Test
October 15.....MEA Convention - No School
October 16.....MEA Convention - No School
October 24.....ACT Test @ Senior/West
October 28....."One-Hour Lunch"/Staff Meetings
November 7.....SAT Test @ Skyview
November 10-11.....Early Outs
November 18....."One-Hour Lunch"/Staff Meetings
November 20.....End of 2nd six weeks - 1st Semester
November 25-27.....Thanksgiving Break - No School
December 5.....SAT Test @ Skyview
December 12.....ACT Test @ Senior/West
December 16....."One-Hour Lunch"/Staff Meetings
December 23 - Jan.3Winter Break - No School
January 14-15.....1st Semester Final Exams
January 15.....End of 1st Semester
January 18.....PIR Day - No School
January 19.....2nd Semester Starts
January 23.....SAT Test @ Skyview
February 6.....ACT Test @ Senior/West
February 17....."One-Hour Lunch"/Staff Meetings
February 23 - 24.....Early Outs
February 26.....End of 1st six weeks - 2nd Semester
March 1-24.....MontCAS Testing
March 13.....SAT Test @ Skyview
March 24....."One-Hour Lunch"/Staff Meetings
March 29 - Apr. 2.....Spring Break - No School
April 8.....8th Grade Open House
April 10.....ACT Test @ Senior/West
April 12.....PIR Day - No School
April 16.....End of 2nd six weeks - 2nd Semester
April 28....."One-Hour Lunch"/Staff Meetings
May 1.....SAT Test @ Skyview
May 7.....Spring Day - No School
May 27-28.....Senior Final Exams
May 28.....Last Day for Seniors
May 30.....Graduation at Rimrock Auto Arena

June 3-4.....Final Exams
June 4.....Last Day of School
June 5.....SAT Test @ Skyview
June 12.....ACT Test @ Senior/West