



# **Skyview High School**

**STUDENT HANDBOOK  
2017-2018**

**Mrs. Deb Black  
PRINCIPAL**

**Ms. Danette Cerise  
ASSOCIATE PRINCIPAL**

**1775 High Sierra Boulevard  
Billings, MT 59105  
(406) 281-5200**



**Skyview High School**  
1775 High Sierra Blvd  
Billings, MT 59105  
(406) 281-5200  
<http://billingskyviewhigh.com>

## **SKYVIEW**

### *Mission*

Learning through Action  
Honor through Achievement  
Strength through Relationships

## **SKYVIEW**

### *Vision*

Skyview High School is community-based. Our staff strives to create a welcoming and inclusive environment. We provide a challenging curriculum in order to help our students be college and career ready. We create critically thinking, resilient, and contributing citizens of our community.

## Welcome to Skyview

The most important policy of Skyview is to provide a learning place and a workplace in which all individuals can achieve success in a climate of equity for all people. Equity must be the guiding principle in all public school matters. Because Skyview celebrates diversity, the rights of all people involved must be respected and preserved. Employees, students, visitors, and agents of Skyview must adhere to this policy.

### Contact Information

#### Skyview Administration

Principal, Deb Black	406-281-5294
Principal's Secretary, Venetta McGuire	406-281-5295
Associate Principal, Danette Cerise	406-281-5302
Assistant Principal, Scott Lynch	406-281-5298
Assistant Principal, Jay Wahl	406-281-5315
Athletic Director, Shawn Holt	406-281-5312

#### Skyview Counselors

Guidance Secretary, Treva Nemeth	406-281-5300
Counselor, Marilyn Anderson	406-281-5305
Counselor, Rick Bermes	406-281-5309
Counselor, Tina Boone	406-281-5308
Counselor, Bonnie Hofmann	406-281-5306
Counselor, Jamie McIlvain	406-281-5307

#### School Resources

Main Office, Linda Dextras	406-281-5330
Attendance Office:	
Stacy Brensdal, Grades 10 & 12	406-281-5299
Christy Milton, Grades 9 & 11	406-281-5297
Registrar, Sandi Carlson	406-281-5301
Activities Director, Shawn Holt	406-281-5312
Activities Office, Barb Wolf	406-281-5313
Career Center	406-281-5344
C.C. Director, C. Scott Anderson	406-281-5343
C.C. Associate Director, Dar Schaaf	406-281-5383
District Title IX Sexual Harassment Coordinator:	406-281-5039

### Announcements & Staff Directory

Announcements and a complete listing of staff members and departments can be found on the Skyview website.

### E-mail Addresses

Last name initial of first name@billingsschools.org (ex. doej@billingsschools.org)

### Websites

Billings Public Schools	<a href="http://billingsschools.org">http://billingsschools.org</a>
Skyview High School	<a href="http://billingskyviewhigh.com">http://billingskyviewhigh.com</a>

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**Billings Public Schools  
2017 - 2018 - Updated and Approved 6-19-17**

AUGUST 2017						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	P	P	P	24	25	26
27	28	29	30	31		
					6	

SEPTEMBER 2017						
Su	M	T	W	Th	F	Sa
					1	2
3	*	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					20	

OCTOBER 2017						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	*	7
8	9	10	11	12	13	14
15	16	17	18	P	P	21
22	23	24	25	26	27	28
29	30	31				
					20	

NOVEMBER 2017						
Su	M	T	W	Th	F	Sa
			PTC	PTC	PTC	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	*	*	*	*	*	25
26	27	28	29	30		
					19	

DECEMBER 2017						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*	*	*	*	*	30
31					16	

JANUARY 2018						
Su	M	T	W	Th	F	Sa
	*	*	3	4	5	6
7	8	9	10	11	*	13
14	P	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
				8	12	

1st Sem = 89 days

FEBRUARY 2018						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	*	10
11	*	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	*			
					18	

March 2018						
Su	M	T	W	Th	F	Sa
				1	*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	SD	*	31
					20	

APRIL 2018						
Su	M	T	W	Th	F	Sa
1	*	3	4	5	6	7
8	P	10	11	12	13	14
15	16	17	18	19	*	21
22	23	24	25	26	27	28
29	30					
					19	

MAY 2018						
Su	M	T	W	Th	F	Sa
		1	2	3	*	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	*	29	30	31		
					21	

JUNE 2018						
Su	M	T	W	Th	F	Sa
					*	2
3	4	5	6	7		
					1	

2nd Sem = 91 Days

**Graduation Dates**  
West - 10:00 - May 27  
Skyview - 2:00 - May 27  
Senior - 6:00 - May 27

Note: Wed Nov 1st is Parent Teacher Conferences for Elem and PLC for MS & HS

	Middle School Parent Teacher Conferences	October 12 and 13
	Wed. Professional Learning Community Meetings - School Dismissal - 1 hour earlier than normal time	<b>NOTE: Wednesday PLC's replace the former elementary and middle school 1/2 days</b>
	First and Last Day of School	Aug. 24, June 1
	Last Day of School - June 1st is early release for elementary, middle school and high school	
	Elementary, End of Trimester	Nov. 20, Feb. 28, June 1
	Snow Day - This will be a vacation day unless we are required to make up a school day lost due to poor weather earlier in the year. If we are required to make up a day, this vacation day will become a required day of attendance	
	PIR Days	Aug. 21 - 23, Oct. 19 - 20, Jan. 15, Apr. 9
	Elementary Parent Teacher Conferences	November 1, 2, 3
	Vacation or Holiday	Sept. 4, Nov. 22 - 24, Dec. 25 - Jan. 1, 2, Feb. 9 & 12, Mar. 29, Apr. 2, May 4, May 28 (Total = 18 days)
	Six-week Grading Periods - HS & MS	Oct. 5, Nov. 21, Jan. 12, Mar. 2, Apr. 20, June 1
	High School Semester Testing - Early Release - 12:40pm	Jan. 11, 12, May 31, June 1

## Bell Schedule

### Monday, Tuesday, Thursday, & Friday

#### SKYVIEW

A.M. bus leaves Skyview @ 7:10 am/CC 7:45

Early Morning	6:55 – 7:55
Period 1	8:00 – 9:00
Period 2	9:05 – 10:05
Period 3	10:10 – 11:10

P.M. bus leaves Skyview @ 11:20 (CC @ 11:50)

#### \*Lunch Schedule

* <b>First</b> Lunch	Lunch	11:15 – 11:45
Period 4 Class Time		11:50 – 12:50
* <b>Second</b> Lunch	Lunch	12:20 – 12:50
Period 4 Class Time		11:15 – 12:15
Period 5		12:55 – 1:55
Period 6		2:00 – 3:00

#### *(Career Center Daily Schedule)*

Period 1	7:55 – 8:48
Period 2	8:53 – 9:47
Period 3	9:52 – 10:45
Lunch	10:45-11:45

(Dismiss @ 11:30; bus departs @ 11:35 am)

Period 4	11:55 – 12:48
Period 5	12:53 – 1:47
Period 6	1:52 – 2:45

(Dismiss @ 2:30; bus departs @ 2:35 pm/Skyview 3:05)

### Wednesday

#### SKYVIEW

A.M. bus leaves Skyview @ 7:10 am (CC @ 7:45)

Early Morning	7:09 – 7:55
Period 1	8:00 – 8:48
Period 2	8:53 – 9:41
Period 3	9:46 – 10:34

PM Bus Leaves Skyview @ 10:50 (CC @ 11:20)

#### \*Lunch Schedule

* <b>One</b> Lunch	10:34 – 11:26
Period 4	11:26 – 12:14
Period 5	12:19 – 1:05
Period 6	1:12 -- 2:00

#### *(Career Center Wednesday Schedule)*

Period 1	7:55 – 8:40
Period 2	8:45 – 9:30
Period 3	9:35 – 10:20
Lunch	10:20 – 11:26

PM bus leaves Skyview 10:50 @ CC 11:20

Period 4	11:26 – 12:09
Period 5	12:14 – 12:57
Period 6	1:02 – 1:45

(Dismiss @ 1:30; bus arrives Skyview @ 2:05)

## Calendar

Aug 21-23	No School – PIR Days
Aug 24	First Day of School
Sept 4	No School – Labor Day
Oct 19-20	No School – PIR Days
Nov 22-24	No School – Thanksgiving
Dec 25-Jan 2	No School – Winter Break
Jan 15	No School – PIR Day
Feb 9-12	No School – Vacation
(TBA)	MontCas & ITED Testing for Grades 10 & 11
Mar 30	No School – Vacation
April 2	No School – Vacation
April 9	No School – PIR
May 4	No School – Vacation
May 25	Seniors' Last Day
May 27	Graduation – 2:00 pm
May 28	No School -- Memorial Day
June 1	Last Day of School



\*Grading Periods 2016-2017

First Six Weeks	October 6
Second Six Weeks	November 21
First Semester	January 12
Fourth Six Weeks	March 2
Fifth Six Weeks	April 20
Second Semester	June 1

\*Semester Exams – Early Out Dates 2017-18

First Semester	January 11 & 12
Second Semester	May 31 & June 1

**ASSEMBLY & SPECIAL DAY SCHEDULES**

<b>ASSEMBLY SCHEDULE FOR 1:30</b>	Period 1	Same Time Schedule
	Period 2	Same Time Schedule
	Period 3	Same Time Schedule
	Period 4	Same Time Schedule
	Period 5	12:55 – 1:25
	Assembly	1:30 – 2:00
	Period 6	2:05 – 3:00

<b>ASSEMBLY SCHEDULE FOR 2:25</b>	Period 1	8:00 – 9:00
	Period 2	9:05 – 10:05
	Period 3	10:10 – 11:10
	Period 4	11:15 – 12:50
	Period 5	12:55 – 1:35
	Period 6	1:40 – 2:20
	Assembly	2:25 – 3:00

<b>TEACHER APPRECIATION LUNCHEON MAY 5<sup>TH</sup></b>	Period 1	8:00 – 8:55
	Period 2	9:00 – 9:55
	Period 3	10:00 – 10:55
	LUNCH	11:00 – 12:00
	Period 4	12:05 – 1:00
	Period 5	1:05 – 2:00
	Period 6	2:05 – 3:00

<b>HOMECOMING SCHEDULE OCTOBER 2<sup>ND</sup></b>	Period 1	8:00 -- 8:40
	Period 2	8:45 -- 9:25
	Period 3	9:30 – 10:10
	Period 4	10:15 – 10:55
	Period 5	11:00 – 11:40
	Period 6	11:45 – 12:20
		PICNIC
	TOGA Picture	12:45
	Parade	1:00

<b>PLC WEDNESDAY SCHEDULE</b>	Period 1	8:00 – 8:48
	Period 2	8:53 – 9:41
	Period 3	9:46 – 10:34
	ONE LUNCH	10:34 – 11:26
	Period 4	11:26 – 12:14
	Period 5	12:19 -- 1:07

	Period 6	1:12 – 2:00
	Extended Day Classes	2:05 – 3:05
	PLC	2:15 -- 3:15

#### Academics

##### **Early Graduation Criteria\*:**

1. Student must write a letter indicating the need for early graduation, for the reason of enrolling in post-secondary program the second semester of the graduating year. Evidence that the student is indeed going on to attend a post-secondary school must include enrollment forms, payment receipts correspondence with the school, etc.
2. Student must be in good academic standing, having enough credits to graduate and meeting all required course work.
3. Student must be at the Proficient or Advanced Proficient level in standardized testing.
4. Student can have no failures on his/her transcript or repeated any classes.
5. GPA must be at least 3.0.
6. Students must apply for early graduation no later than May 19 of their junior year.
7. Student will have to take two English classes and write an additional paper to meet the requirements of the curriculum (essential skills). Student must also find an English teacher to grade and certify the passing quality of the work.
8. Student must take American Government and Senior Social Studies first semester to meet graduation requirements.

\*Early graduation is at the end of the 7<sup>th</sup> semester.

##### **Dual College Credit:**

1. Students may earn dual credit for courses taken at a college if the student declared in writing, in advance, that this is their intent.
2. Students can not earn dual credit for courses that are offered at the home school.
3. Students will earn elective credit only for courses taken at the college level.

**Independent Study – Grade 12 Only:** *Course Description:* “Independent Study” is a course designed to expand the student’s knowledge of a subject and/or to develop skills to an extent not available in the present course elections. The independent study course must involve only one student and relate to a specific discipline.

##### **Qualifications:**

- The student must have superior grades in the selected field of study. His/her academic success must demonstrate exceptional ability and depth of understanding within the chosen field of study.
- The difficulty, complexity, and quality of the study are of paramount relevance for acceptance.
- The student’s course load and capabilities must permit a more demanding academic endeavor.
- The student’s personal attributes must include a strong sense of self-discipline, responsibility, and task commitment.
- The student must take a minimum of five (5) academic classes.
- Independent Study can be taken only as a sixth class option.
- The student must be a senior.
- Students must make application for Independent Study by May 1<sup>st</sup> for first semester and by December 1<sup>st</sup> for second semester. Applications can be picked up in the Guidance Office.

##### **Procedures:**

- The candidate shall outline his/her proposed study course. This outline should include the purpose, objectives; techniques employed, and predicated outcomes.
- The outline must be approved by an instructor from the appropriate department. This instructor will remain as the independent course study supervisor.
- The teacher approved study plan must then be approved by the Independent Study Team, which is made up of representatives from various departments within the school.
- A course study is to be started at the beginning of the semester.
- Upon completion of the study, the student must give a presentation of his/her study to the Independent Study Team.

**Make-up Work:** Students are allowed a day for a day for completing make-up work when they have an excused absence. When students are gone for vacation, they are required to make up their work and turn it in prior to leaving on vacation. The day for a day rule does not apply when students are on vacation.

**Plagiarism Policy:** Any student found plagiarizing on any assignment will be dealt with in the following manner:

1<sup>st</sup> Offense – 0 for the assignment

2<sup>nd</sup> Offense – 0 for the assignment (whether it occurs in the same class or not) – student will receive an ‘F’ for that six-week grading period, in that class. If a student does receive an ‘F’ for the six-week grading period the percentage grade for that ‘F’ will be recorded as one (1) point below the established passing percentage required in that class. If the student has already earned a lower percentage than that, they will keep the percentage points they earned.

3<sup>rd</sup> Offense – (whichever class it occurs) – student will receive an ‘F’ for the semester, in that class.

Any incidences of plagiarism will be reported to the Assistant Principal and will be put in the student’s discipline file. The plagiarism policy is cumulative over the four (4) years the student spends at Skyview High School.

**University Connection:**

- College eligible (Algebra 2, ACT/SAT taken)
- Juniors and Seniors
- May not take *required* high school courses at university to substitute for classes at Skyview High School
- Not more than 2 periods absent from Skyview (3 periods if taking 2 university classes in the same day)
- Receipts for payment of classes should be given to the counselor.

**Valedictorian Criteria (Implemented for Classes 2016-2018):** Must be a full-time student; have been enrolled in an accredited high school, as recognized by the State of Montana, for the equivalent of a minimum of five consecutive semesters; shall have the highest cumulative grade point average, based on full-time attendance at the end of seven semesters; while in attendance in Billings Public Schools high 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.

**Valedictorian Criteria (Implemented with the Class of 2019):**

1. Starting with the school year 2015-2016, honors and AP classes will be weighted for incoming freshmen. This means that those classes will be awarded an extra point; in the weighted system, an A= 5, a B = 4, and a C = 3. D and F grades will remain D’s and F’s.
2. Incoming (2015-2016) freshmen will fall under the new system for determining valedictorian. The student with the highest weighted grade point average after eight semesters of high school course work will be deemed valedictorian. In the case of a tie, multiple valedictorians will be recognized.
3. In order to maintain a level playing field, all students vying for valedictorian must earn at least 24 credits.
4. A district committee will determine future classes that are eligible for weighted grades.
5. Each high school will be encouraged to explore ways to recognize outstanding achievement in their building. Those students will also be recognized at graduation.

For the purpose of determining valedictorian, GPA will be calculated at the end of eight (8) semesters as follows:

1. All weighted grades will be included first.
2. All non-weighted grades up to 24 credits will be included next.
3. If a student has more than 24 credits, any additional non-weighted A’s will not be included. For example, students who take Honors Geometry in 8th grade or an Early Morning class in high school have the potential to earn more than 24 credits in four years.
4. The student(s) with the highest weighted GPA will be named valedictorian(s).  
In addition, each student being considered for valedictorian must have:
  - Taken all courses required for graduation.
  - Earned at least 24 high school credits.

The transcript is a complete and accurate record of a student's high school course work, therefore GPA and Class Rank will reflect all high school courses taken. The above process will not impact or show on the official transcript as it is to be used only for valedictorian determination.

#### **Middle School Courses Taken for High School Credit:**

The following bullet points will apply to all middle school/elementary students, taking any classes that are eligible for high school credit (Algebra I and Honors Geometry at this time).

- Grades will **NOT** be calculated into the Grade Point Average (GPA) on the high school transcript.
- Grades **will** be calculated in the middle school GPA.
- High School credit **will** be issued to students passing any eligible classes, and both the course name and grade will be reflected on the high school transcript.
- Current eighth grade students who took an eligible for credit high school course will have the GPA calculation for that course removed from the high school transcript so the GPA is not adversely impacted.

#### **High School GPA Calculations & Class Rank**

The following bullet points will apply to all high school students, current and future.

- Grade Point Average (GPA) is based on four years of high school. Grades and credit from eligible classes taken prior to enrollment in high school will be reflected on the transcript, but not calculated in the GPA.
- Incoming freshmen who took an eligible for credit high school course in middle school will have the GPA calculation removed from the high school transcript so the GPA is not adversely impacted. The credit, if earned, will still be awarded. The course and grade will be reflected on the high school transcript.
- Class Rank: In the weighted system, GPA will be rounded to the NEXT TENTH (from .1-.9). For example, 3.10=3.1; 3.11-3.19=3.2. Class rank and percent will be calculated on the rounded GPA. This protocol will compensate for variations in GPA beyond the nearest tenth due to students taking full or extended course schedules.
- Updated transcripts will be available in September 2017; please see your school counselor.
- Please visit with your child's counselor for assistance in completing college scholarships and/or college applications that ask for Class Rank and/or Class Percentile.

If you have specific questions about how this may impact your child, please contact your school counselor or principal for assistance. We appreciate our continued positive support as we continually strive to ensure our students are able to fulfill their academic goals during their time as a student with Billings Public Schools.

**Graduation Academic Recognition:** Students will be given academic recognition at graduation as follows:

Highest Honor: 3.9 or Higher GPA

High Honors: 3.89 -- 3.75 GPA

Honors : 3.74 -- 3.50 GPA

#### **Student Services**

**Counseling:** Counselors work with the student to plan courses and schedules; give academic, vocational, and career guidance, administer tests and interpret the results. They work with students, parents, teachers, and referral agencies to help students solve problems; as well as serve as an advocate and provide relationship counseling. Counselors are available for limited personal and family consultation. A counselor will not break confidence unless it involves danger to the student or to others.

**Homework Help:** You have several options available if you would like to receive additional assistance with your school work.

1. Contact your teacher: Ask your teacher to schedule an appointment for extra help during a student hall or before/after school.
2. Check PowerSchool frequently!
3. Check with your counselor to find out about additional support from peer tutors.
4. Seek Private Tutoring: If you need private tutoring in a subject, go to the Counseling Office. Students/parents are responsible for the expense involved in private tutoring.
5. Lunch Labs are available to provide academic support during lunch time for all students. Labs are located in Math and Science. Teachers will be available in the learning labs to assist students.

**Library:**

- The library is open from 7:15 a.m. to 3:45 p.m. Monday – Friday.
- During the school day, teachers schedule and bring their classes in for various activities. Please schedule by emailing or contacting one of the librarians.
- Please send students with a green library pass. The pass needs to have the student’s name, date, time, and teacher’s signature. If staff are in need of library passes, please let us know.
- Library materials are ordered periodically throughout the school year. Teachers’ requests are welcome.
- Books not available in the library may be requested from other libraries in the district by placing a hold. Inter-library loans from libraries outside the district are available through the librarians.

**Library Information for Skyview Students:**

- A school ID is issued to each student as a freshman or new student and is required to check out library materials. This ID card is valid for the entire time a student attends Skyview.
- If a student does not have a school ID, a replacement fee of \$1.00 is charged to obtain another library card.
- No fines are charged for overdue books but students must pay for lost or damaged materials.
- Computers are available for accessing the library collection and research purposes.
- All students must adhere to the Board Approved Computer Acceptable Use Policy. Failure to do so may result in loss of computer privileges.
- Students may use the library before and after school and during their lunch period unless an activity has been scheduled in which case the closure will be posted on the door.
- Free printing is available
- A copy machine is available for student use. Copies are 10 cents per page.

**Skyview Library Resources:**

You will find us on the web at: <http://skyviewlib.weebly.com/>

**Library Books**

Click on “Search for a Library Book” and search our K-12 online library catalog.

Books not available in the Skyview Library may be requested from other BPS libraries by placing a hold. Please ask for assistance for placing holds.



**Database Access:**

Databases are on the left hand side of the website.

Printed bookmarks with our databases listed and all passwords are available at the library checkout counter.

**D2 eLibrary - Digital books:**

Digital and audio books are offered for download using your library barcode. This service is open year around.



Looking forward to seeing you! Mrs. Mayhall & Mrs. Barnea and Ms. Botnen

**Lockers:** Student vehicles are not to be used as a locker. Students will not be able to enter the parking lot to retrieve items from their vehicles without administrative approval. Students are responsible for the care of lockers and locks. See Billings Public Schools Search & Seizure Policy and Procedures for further details.

- Lockers are school property and are subject to search at any time when there is a reasonable suspicion of inappropriate contents.
- Students are responsible for keeping valuables/books in their lockers. The school is not responsible for missing/lost/stolen items. The student is responsible for maintaining/cleaning their assigned locker. Diplomas will be

withheld until lockers are cleaned. Students are responsible for the interior and exterior of their lockers. You will be held responsible for removing any stickers, drawings, writing, tape, sticky substances, magic marker, posters, etc. There will be periodic locker checks. Students will be responsible for cleaning their locker or paying a locker-cleaning fee. If your locker is in poor condition, please report it at the beginning of the school year. Students will keep their same locker while attending Skyview. Students could be assessed a fine in the event lockers are not kept clean and in good working condition. We encourage students NOT to share lockers!

### Extra-Curricular Activities

#### Clearance Slips:

1. Clearance slips are required for any school related absence excluding athletics, speech, and drama.
2. The student should present the clearance slip to each teacher as soon as they receive the clearance slip.
3. Make up work/assignments should be completed in accordance with the individual teachers' preference.
4. If a teacher checks the "no" column on the clearance slip, the student should notify his/her sponsor or coach immediately. All clearance slips are to be returned to the coach/sponsor prior to the absence.
5. It is at the discretion of the teacher whether to sign a student's clearance slip if they are currently failing that class.
6. If a student forges a signature or goes on an event he/she is not cleared to attend, the student will not be allowed to attend their next school activity and will receive a school consequence.
7. Students who are failing a class cannot drop the class in order to attend the school activity. Students must drop the class a minimum of one week prior to the event.

Eligibility Rules: School policy and the rules of the Montana High School Association fully govern the eligibility of any and all students with regard to participation in all forms of extracurricular activity.

1. A student must pass four (4) "solid" credited courses to be eligible for the following semester.
2. A student must satisfy Montana High School Association academic eligibility rules.
3. Only the grades of 4E, 4,3,2,1, and P are passing grades. If a student is assigned an "incomplete" in a subject, he/she has not received a passing grade in this subject. "N" and "IN" are not passing grades. The record at the end of the semester is final and scholastic deficiencies may not be made up in any way.
4. 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.

NOTE: An incoming 9<sup>th</sup> grader is automatically eligible to play and practice Semester 1.

Extracurricular activity is defined as any activity offered outside the regular school day and sponsored and supervised by the high school. No credit is granted for extracurricular activities.

MHSA does not allow summer, night, or correspondence courses to count for eligibility.

5. MHSA Handbook

#### **ARTICLE II**

#### **Requirements for Eligibility for Participation in an Association Contest**

#### **Section (2) ELIGIBILITY**

To be eligible to participate in an Association Contest, a student shall meet all of the following criteria:

2.1 A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual presence in the building (bricks and mortar). A home school student is not eligible to participate for an MHSA member school.

Page 10 of the MHSA Handbook

Kids have always had to be enrolled in 20 hours of prepared instruction, the 10 hours of actual bricks and Mortar refers to the growth college enrollment dual credit programs.

**Extracurricular Activities:**

Academic Team – Represent Skyview in academic competitions locally and nationally. Mr. McFate, Rm. 239

ARC Club – Mrs. McKnight, Rm. 213

Art Club – Share artistic talents in their fund raising projects. Mrs. Mysse, Rm. 262

Band – Mr. Roberts, Rm. 264

Boys Basketball – Mr. Morales, Gym

BPA – Mrs. Berry or Mrs. Barta, Rm. 131

Cheerleaders – Tryouts for cheerleaders are held in the spring. Activities Office

Chorus – Sing in concerts, festivals, and perform in groups on special occasions. Mrs. Logan, Rm. 263

Class of 2018 – Ms. Brendahl and Mr. Glasson, Rm. 111

Class of 2019 – Mr. Pierce, Mrs. Ness

Class of 2020 – Ms. Gorder, Ms. Rangitsch, Ms. DeMars

Class of 2021 – Ms. Owen & Mr. Felig

Color Guard – Present flags and colors at home and state events. Mr. Walz, Rm. 230

Cross Country – Call Mrs. Kuhns @ 670-8197

Drama – Mr. C. Hill, Rm. 238

Falconeers – Serve as big brothers and sisters to new students. Mrs. Hofmann, Counseling Center

Football – Mr. Lebsack, Gym

Forensics – Participate in speech and drama activities. Mrs. Gruizenga, Rm. 104

Future Career & Community Leaders of America (FCCLA) – Mrs. Bergum, Rm. 103

Girls Basketball -- Mr. Wilsey, Room 140.

Golf – Marcus Drange, Activities Office

International Culture Exchange – Mrs. Hofmann, Counseling Center

Key Club – Ms. Pfaffinger

Literary Magazine – Mrs. McKnight, Room 215

National Honor Society – Attained for outstanding academics, leadership, and citizenship. Mr. Gilbertson, Rm. 225

Orchestra – Performs at concerts and musical productions. Mr. Schendel, Rm. 264

Prom – Ms. Hoefle

SADD – Students Against Destructive Decisions. Jamie Peterson, Rm. 130

Softball – Mr. Falcon, Rm. 102

Student Council – Ms. Paddock, Rm 201

Swimming – Mr. Walz, Rm. 230

Technology Club – Mr. Woosley, Rm. 258/259

Tennis – Mr. Wohler, Rm. 117

Track (Boys) – Mr. Trollope

Track (Girls) – Activities Office

Volleyball – Mrs. Carle, Gym Office

Wrestling – Activities Office

Yearbook – Mrs. Skokos, Rm. 206/208

**General Regulations:**

1. No student may quit one sport and turnout for another after the season has begun without the mutual consent of the coaches and the athletic director.
2. Participants must travel to and from contests and/or activities away from their home school in transportation provided by the school district. The only exceptions permitted are:
  - A. Injury to a participant which would require alternate transportation.

- B. Prior signed arrangements between the participant's parent/guardian and the principal/athletic director or designee for the student to ride with their parent/guardian.
3. Completion of the activity season is required in order for the student to be eligible for letter or other team or individual awards. (Exception: injury which limits participation.)
  4. An athlete who has been injured and has had medical treatment cannot participate until a signed release from the doctor is presented to the head coach. The release form will be kept on file.
  5. Any display of unsportsmanlike conduct toward an opponent or official, or the use of profanity, obscene or vulgar language or gesture, during practice or contests will result in counseling and/or disciplinary action by the head coach or advisor. Violations may invite suspension/expulsion from the team and/or activity/club.
  6. School-owned equipment checked out by a participant in any extra-curricular activity is his/her responsibility. The loss or misuse of equipment will be the financial obligation of the participant. Participants will not be allowed to continue competition or receive awards until the obligation is fulfilled.
  7. All participants are required to be neat, clean, and well-groomed and will adhere to any grooming or dress code policy established by the school and/or coach/advisor.
  8. A participant is expected to attend all scheduled practices, meetings, contests, and performances, whether or not school is in session. If it is found necessary to miss such, prior arrangements must be made with the coach/advisor. Violations may invite suspension/expulsion from the team and/or activity/club.
  9. As a student-athlete, you are expected to be present in all scheduled classes in order to be eligible for practice or contests on that school day. Prior arrangements must be made with the head coach for any variation. Any unexcused absence (or skip) warrants automatic suspension from that day's extra-curricular participation.
  10. Students in activities/clubs are expected to be present in all scheduled classes in order to be eligible for practice or contests on that school day. Prior arrangements must be made with the head coach for any variation. Any unexcused absence (or skip) warrants automatic suspension from that day's extracurricular participation.
  11. A participant shall not use, consume, possess, transmit, or sell alcoholic beverages, drugs, narcotics, steroids, or any form of tobacco. (Exceptions to the above: a doctor's prescribed medication.)
  12. Participants shall not associate with others possessing or consuming alcoholic beverages, illegal drugs, or taking part in illegal activities.

**Non-School Sanctioned Activities (Out-of-school activities not offered by the school):**

1. Non-school sanctioned activities should, whenever possible, take place during non-instructional time.
2. Activities sponsored by a non-school entity that take students out of the classroom should demonstrate their educational value.
3. If a student violates the chemical use policy or the Rules for Eligibility, absences for non-sanctioned activities can no longer be waived.
4. Students must abide by the Billings Public School Guidelines for High School and Middle School Activities.
5. Students must satisfy Montana High School Association (MHSAA) academic eligibility rules. Students must pass four "solid" credited courses to be eligible for the following semester.
6. Clearance slips must be completed in their entirety and turned in to the Attendance Office prior to the event. If not, the parent may excuse the absence, but the absence will apply to the 10-day rule.
7. If a teacher does not give approval for the absence, the absence cannot be waived. The parent may excuse the absence, but the absence will apply to the 10-day rule.
8. Absences will not be waived for a non-sanctioned activity if you have been or will be receiving waivers for participating in the same MHSAA sport at Skyview (ex: volleyball, soccer).

**Sportsmanship:** These school activities are here to make the high school experience even better. Research is abundant, stating students who are involved in extra-curricular activities do better in their academic classes.

**Be Loud, Be Proud, Be Positive**



- Cheer for your team, not against the visitors
- Don't get personal in your comments about players, coaches, or officials
  - No profanity, vulgarity, racist or sexist comments

The following guidelines are published in the hopes that high school athletics will be kept within the proper spirit of competition. It is hoped that all Skyview students, athletes, and fans will help continue our tradition of good sportsmanship will all opponents. Your cooperation is appreciated and expected.

The following are not permitted:

1. Artificial noisemakers
2. Antagonistic cheers or chants
3. Confetti
4. Body Painting

<b>Acceptable Behavior at Athletic Events</b>	<b>Unacceptable Behavior at Athletic Events</b>
Applaud both teams during introductions.	Yelling, waving arms, or attempting to distract players during free throw attempts, serves, etc.
Take part in cheers and applaud good performances.	Making derogatory comments of any kind, directed at any individual or group.
Refrain from negative comments about officials, coaches, and opponents.	Booing or heckling an official's decision.
Show respect for public facilities and equipment	Yelling or making comments to antagonize the opponent.
Applaud at the end of a contest regardless of the outcome.	Blaming the loss on officials, coach, or participant.
Encourage surrounding fans to display good sportsmanship.	Use of profanity.
Accept the decisions of contest officials.	Doing separate yells and not following the lead of your cheer staff.
Treat opposing fans with respect and good sportsmanship.	Refusing to give recognition for good performance.
Support your team with positive cheers.	Refusing to follow the directions of game management.
Positive spirit signs and cheers ( <b>must</b> be approved by administration)	
Stand and remove your hat for the National Anthem.	
Wear clothing appropriate for a school event.	
Big flags are allowed at outdoor events only. Flags must be kept in front of the home crowd, never on the opposing side.	

Failure to comply with these rules 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.

**General Information**

**Board Procedure 3120-P2 – Student Attendance**

**Introduction**

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

**Rights**

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

**Responsibilities**

Students have the responsibility to participate in the educational opportunities given them. Parents are responsible for supporting the policies and programs of the School District, including seeing that students attend regularly and are to class(es)

on time. The school has the responsibility to provide a significant curriculum, competent teachers, and adequate facilities and programs. The school also has the responsibility to maintain accurate records and practice diligence in reporting of attendance records.

### **Attendance Policy - Grades 9-12**

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

### **Excused Absences**

Excused absences are categorized as follows:

- Illness
- Medical appointments which cannot be scheduled outside the school day
- Participation in school activities
- Bereavement
- Verifiable family emergencies
- Necessary absences approved by the parent

### **Unexcused Absences/Truancies**

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

- Leaving the building without checking out
- Excuses such as oversleeping, car trouble, missing the bus, and being late from lunch
- Disciplinary suspensions
- Incarcerations

Truancy, defined as an absence from school not verified as valid by the parent &/or building administrator. Absences which are unexcused or not cleared within 48 hours are also considered truancies. Chronic truants will be reported to legal authorities as prescribed by law.

### **Parent (or Guardian) Responsibilities**

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

### **Checking Out of School**

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

### **Suspensions**

Suspended students may not participate in extracurricular activities while on suspension. One- day suspension usually will cover a 24-hour period. Suspensions are counted as days absent from school. Parents will be notified of all suspensions. Students who are absent as a result of a suspension are responsible for the work missed.

### **Limit on Total Absences**

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

### **Board Policy 3416 – Administering Medicine to Students**

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.

### **Board Policy 3520 – Student Fees, Fines, and Charges (Refer to 3600-F3)**

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

The Board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or for any course or activity taking place outside normal school functions. The Board may waive fees in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing collection of fees and asks the Superintendent to make annual reports to the Board regarding fee schedules. The Board also may require fees for the actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The District may withhold a student's grades or diploma until restitution is made. A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

**Abuse of Teachers:** MCA 20-4-303. Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

**Bulletin Boards/Posters:** Posters and bulletins will be displayed only in designated areas of the school. All materials must be approved by an administrator or the activities director before posting. Posters, including campaign signs, must be of good taste and add to the school environment in a positive way. Posters and signs that include put-downs, suggestive phrases, references to illegal activities, and bedroom or bathroom humor will be removed. All four sides of the poster must be secured to the designated bulletin board or acceptable wall with blue tape or stick pins. An individual organization that sponsors the posted signs is responsible for removing them once an event is done. A poster should not remain for more than ten school days unless approved by administration. Students who deface/destroy signs are subject to disciplinary action.

**Change of Address/Status:** Please notify the Registrar's Office (406-281-5301) promptly of any address or phone number changes. This is critically important should we need to contact parents in the event of an emergency. Whenever possible, we would like to have e-mail addresses of parents.

**Emergency/Emergency Drills:** In a building of this size, it is necessary for all students to be knowledgeable about emergency procedures. Classroom teachers will explain procedures for practice drills.

**STUDENTS: WHAT TO DO IF...**

**...the alarm goes off during passing periods** – Evacuate the building and report to your teacher's safety zone for the following class period.

**...the alarm goes off during lunch** – Evacuate the building and report to 4<sup>th</sup> period teacher's safety zone.

**...the alarm goes off before school** – Evacuate the building and report to 1<sup>st</sup> period teacher's safety zone.

**Excusing an Absence:** There are several procedures that will allow the student to be excused. Contact the Attendance Office at 281-5297 or 281-5299.

1. When a student will be absent, the parent or legal guardian should call the Attendance Office before 10:00 a.m., if possible. Those names will then appear on the excused list and students may return to class without an admit from the Attendance Office.
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 Attendance Office. If the parent is contacted and excuses the student with the Assistant Principal's concurrence, the student will be given an excused admit to class.
3. When it is necessary for a student to leave the building during school hours, **he must check out in the Attendance Office in order to be excused.** The parent will be called to verify the excuse. Parents are urged to arrange doctor and dental appointments during study halls in order to minimize loss of class time. Students not checking out will be marked unexcused.
4. When it is necessary for an absence to be excused in advance, as for trips or other special requests, the student will be given a clearance slip to be taken to each teacher and returned to the Attendance Office, Coach, or Sponsor. Make-up work should be arranged ahead of time with the teachers.

**Graduation Ceremony Guidelines:** Skyview takes pride in a dignified graduation ceremony. We believe that every graduate deserves his/her moment of uninterrupted time on stage when receiving his/her diploma. The following guidelines have been established for our graduation ceremony.

1. Clothing:
  - a) No tennis shoes
  - b) No sandals for boys
  - c) No blue jeans
  - d) No cut-off shorts
  - e) No shirts without collarsStudents who arrive at graduation lineup in inappropriate dress will be asked to either change their attire or leave and not participate in the ceremony.
2. Decorations: No decorations on graduation caps and gowns are allowed. Students will be asked to remove decorations. If students refuse, they will not be allowed to participate in the graduation ceremony.
3. Alcohol/Drugs: Any student that arrives at the ceremony under the influence of alcohol or drugs will be removed from graduation and held by security until parents are able to pick them up after commencement.
4. Noise makers of other distractions: No balloons, fireworks, noisemakers, air horns, beach balls, or confetti will be allowed at the graduation.

**Illness at School:** If you become ill at school, you must get permission from the teacher to report to the Attendance Office. There, it will be determined whether you should be sent home, return to class, or be permitted to rest in the office. If this procedure is not followed and you have not properly checked out, you will be considered truant for all classes missed.

**Parental Responsibility:**

1. Parents have a duty to assist school officials in enforcing standards of student conduct and attendance.
2. The principal may request the student's parent to meet with the principal to review the school board's standards of student conduct and the parent's responsibility to participate in disciplining the student and maintaining order, and to discuss improvement in the child's behavior.
3. Any school official has the right and the responsibility to speak to any child at any time without parental permission.

**PowerSchool for Parents:** You can access PowerSchool for Parents in two ways:

1 – Billings Public Schools Webpage: <http://www.billingsschools.org/>

In the left menu, under 'site shortcuts', click the PowerSchool for Parents link.

2 – Skyview High School Webpage: <http://billingskyviewhigh.com>

In the right menu, under 'Extra Information', click [PowerSchool for Parents](#) to access the log-in page or [PowerSchool Help for Parents](#) to access user tips.

**Required Reading Disclosure:** Required readings are a part of our district curriculum. Objections to assigned readings should be brought to the teacher's attention in writing, using the District Form, as alternate assignments may be available. If an objection is submitted, the teacher will then select the alternate reading option from the appropriate course/grade level on the District-approved reading list so as to provide the student with an independent study opportunity. This reading list is available on the District webpage.

**Video Cameras and Digital Cameras (Includes Camera Phones & Film Cameras):** Students must remember to respect the privacy of all students when using these devices in public. Therefore, students are not permitted to bring video cameras or digital/film cameras to school without prior approval from a teacher or administrator for use in the completion of a class assignment or project. The use of video cameras, digital cameras, cell phone cameras, or film cameras on campus should be related to a specific assignment or project from the student's class, Skyview club, or athletic team. Student's cameras and tapes are subject to confiscation and viewing if administration suspects the camera is being used for activities inconsistent with district or school policies including the disruption of the educational environment. Inappropriate use includes the violation of privacy rights that may occur by videotaping or photographing students or adults without prior permission.

**Visitors/Volunteers/Chaperones:** Visitors are not allowed in schools except for official business.

- All visitors and volunteers must sign in and sign out at the Main Office upon their arrival and departure. Visitors and volunteers will wear a visitor's badge with current date at all times while in the building or on campus.
- Unfamiliar persons and/or persons not wearing a visitor's badge will be directed to the Main Office. Visitors, volunteers, and chaperones may also be asked for identification.
- Out of respect for the learning environment, visits to observe a classroom and/or visits by parents/guardians wishing to see their student in a classroom during the school day must be arranged through the Principal's Office.
- Volunteers must submit a background check. The form is to be submitted two (2) weeks prior to volunteering at the school or chaperoning any activity/event. Approval of all volunteers and chaperones is subject to the approval and discretion of administration.
- **SCHOOL AGE VISITORS & RECENT GRADUATES** are not allowed in the building or on campus at any time during the school day. Special visitation requests must be cleared through the Principal's Office.

**Withdrawal from School:** A student withdrawing from Skyview must have a parent make contact with the Registrar's Office in person or by phone. Withdrawal forms may be attained from the student's counselor. The withdrawal form requires the student to obtain withdraw grades from all of his/her teachers on the last day he/she will be attending classes (not required for withdrawal during the summer). If recent grades in progress are available on PowerSchool, those grades may be used by the registrar in lieu of having withdrawal grades written in by the teachers. The completed form must then be returned to the Registrar's Office to obtain the necessary paperwork to enroll in a new school. The student must turn in all books and supplies

issued by the school and satisfy all pending fines in the Main Office in order for official transcripts to be released. Official school documents will be sent to a new school when a request from that school is received.

### **Registration/Scheduling**

#### **Board Policy 2050 – Entrance, Placement, and Transfer (condensed)**

19 Year Olds: The district will not assign or admit any person who has reached age 19 on or before September 10 of the year to be enrolled.

#### **Board Policy 2413 – Placement of Students from Non-Accredited, Non-Public Schools**

##### **Grades 9-12**

Requests for transfer of credit or grade placement from any non-accredited, nonpublic school shall be subject to examination and approval before being accepted by the District. The examination and approval process shall be accomplished by a building principal or the principal's designee. The school administrator may direct that appropriate District staff administer a District assessment/diagnostic assessment for additional student performance data. The school administrator may consider this data and any other data or documentation presented by the non-accredited, nonpublic school in determining placement of the student. A counselor and/or staff member from each subject area in which credit is being requested may be consulted as needed. The District will approve high school credit only from home schools that have met all requirements specified in Montana law. Credit from home schools will be accepted only when a like course is offered in the District. School transcripts will record courses taken in non-accredited, nonpublic schools by indicating the title of the course, school where the course was taken (school name, home school, etc.), and a grade of "P" (passing). Only those courses taken in a school accredited by a state or regional accrediting agency will be used to calculate class rank. The appropriate building principal will determine acceptance of credits and the student's grade assignment.

#### **Board Policy 2413-P1– Instruction Placement of Students from Non-Accredited, Nonpublic Unaccredited Schools and Alternative Education Placement**

Course work from unaccredited schools and alternative education programs will be evaluated according to guidelines established by the Superintendent. Level 1: Placement decisions will be made by the principal. If the parent/guardian disagrees with the placement decision of the principal and the matter cannot be resolved at the building level, then the parent/guardian may file an appeal. Level 2: The procedure of filing an appeal requires the parent/guardian to submit in written form the following things: 1) the nature of the complaint; 2) the remedy requested; 3) the signatures of the party making the complaint, 4) the date of the complaint. The appropriate Executive Director of Elementary or Secondary Education will act as the hearing officer for the appeal procedure. The Superintendent will receive the recommendation of the Executive Director and make a decision to sustain, modify, or reject it. Upon notice of the Superintendent's decision, if the parent/guardian is not satisfied, he/she may make written appeal within 10 days to the Board of Trustees. Level 3: Upon receipt of the request for appeal, the Board will place the matter on its meeting agenda for a hearing not later than its next regularly scheduled meeting. A decision will be made and reported in writing to all parties within (30) thirty days of that meeting. Alternative Educational Setting Students demonstrating a lack of progress in earned credits toward graduation or whose behavior/attendance history indicates different educational needs can be placed in an educational center or program other than their home attendance boundary area by their school principal in accordance with administrative regulations. Alternative placement will be done as part of an effort to meet educational needs and to stimulate a change for re-establishing progress toward a meaningful education. Alternative placements might include, but are not limited to: Adult Basic Education, Nite Owls, Evening High School, Career Center, Correspondence Classes, Young Families, Homeless Shelter, Summer School, Crossroads, or other District programs. Referral will be done for students who might have special needs qualifying them for Special Education or Procedure 2413-P1 Page 2 of 2 Section 504 services as part of the Rehabilitation Act of 1973 thereby allowing them to take advantage of the Community Based Vocational program. Students may also be referred to outside agencies and programs such as Job Corps. Implementing Policy 2413 Placement of Students from Non-accredited, Nonpublic Schools Cross References: Policy 6430 Development of Administrative Procedures Legal References: Procedure History: Issued by Superintendent on: February 28, 2005 Presented to Board on: March 21, 2005

**Counseling Mission:** Skyview Counselors believe that our students are high-achieving learners who will graduate to be college and career ready. They are prepared to meet the challenges and high expectations of the 21<sup>st</sup> century. All students participate

in a rigorous curriculum for self-directed personal growth supported by the comprehensive school-counseling program. In our practice, we promote the foundation for life-long learners and productive citizens by way of providing curriculum in the areas of academic, career, and personal/social life skills. We advocate for our students; in collaboration with their parents and staff. We offer initial crisis intervention with assistance to referrals to outside services. We are mandatory reporters in cases of abuse or felony issues.

**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:

- Cannot be used for a replacement grade
- Will not be calculated into your grade point average
- Will not be worth credit

(Definition of **Audit** = to attend a course **without** working for or expecting to receive formal credit.)

**College Prep & Entrance Requirements:** In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the following College Preparatory Program and Entrance Requirements for students who wish to enter a unit of the Montana University System.

#### **College Prep Program**

1. English – 4 credits
2. Mathematics – 3 credits, including Algebra, Geometry, and Algebra 2 (Students are encouraged to take a math course in their senior year.)
3. Science – 2 credits, including 1 credit of Earth Science, 1 credit of Biology, Chemistry or Physics.
4. Social Studies – 3 credits, including World History, U.S. History, and U. S. Government/Senior Social Studies elective.

**Note: U.S. Government and Senior Social Studies may not be taken in the same semester. If a senior student chooses to take government and another senior social studies class during the fall semester, one of these classes will be considered an elective. That student is still required to take a senior social studies class second semester.**

5. Health Enhancement – 1 credit
6. Two additional credits from:
  - Above mentioned courses (2 additional credits)
  - Foreign language (preferably 2 consecutive years)
  - Visual – performing arts
  - Vocational education units which meet the OPI guidelines

#### **College Entrance Requirements (Montana)**

1. ACT Math Score – 18 minimum  
ACT Composite Score-22 minimum  
SAT 920 total minimum

**Or**

2. 2.5 Grade Point Average (GPA) and math through Algebra 2

**Or**

3. Standing in the upper half of the graduating class

**Graduation Requirements:** To graduate from Skyview High School, a student must have a total of 21 credits, including at least 7 semesters of attendance. These credits must include the following required classes:

English – 4 credits

Mathematics – 2 credits

Science – 2 credits

Biological Science – 1 credit

Physical Science – 1 credit  
Social Studies  
World History – 1 credit  
U. S. History – 1 credit  
U. S. Government – ½ credit  
Senior Social Studies – ½ credit  
Visual or Performing Arts – 1 credit  
Practical Arts – 1 credit  
Physical Education/Health – 1 credit

**Graduation Coursework:** The overall difficulty of students' coursework in high school is an indicator of their academic preparation for post-secondary education. It has been proven that the high school curriculum is the most influential determinant of a bachelor's degree (4 year degree). The minimum requirement for graduation from Skyview High School is 21 credits, 14 credits of required coursework and 7 credits of electives.

At Skyview High School, we do not believe that a student is properly prepared for post-secondary training at the four-year college level, two-year college level, college of technology level or apprenticeship level if they choose to take the minimum requirements.

#### **Correspondence Class**

1. Students can acquire a maximum of **two credits** (4 classes) utilizing a correspondence/online program offered by an **accredited educational** agency.
2. Correspondence/online courses cannot replace courses that are offered by the district with these exceptions: a) the student needs to recover credit in failed classes, or b) due to a conflict in the student's schedule that cannot be resolved.
3. Correspondence/online courses require the signed approval of the parent, counselor, and school administrator prior to the start of the course.

**Montana Digital Academy:** Students enrolled in Billings Public Schools can take on-line classes via Montana Digital Academy (MTDA) when students have conflicts in their schedule or need the opportunity to recover classes that were failed.

#### **Credit Options:**

\*Maximum of one credit – per student per year (freshman through junior year)

\*Maximum of two credits – per student per year (**senior year only**)

**Online Information /Course Availability:** <http://www.montanadigitalacademy.org/faq>

**Withdrawal/Failure:** Enrolled students who receive a withdrawal/ failure from a traditional high school course must wait until the following semester to enroll in MTDA.

**\*\*Check with NCAA and NAIA Clearinghouse to see if MTDA correspondence or university connection classes are accepted.**

Home-schooled children can register for MTDA courses at a Billings high school.

**Health Enhancement Injury Policy:** If a Health Enhancement student has an injury which takes them out of PE/Fitness Conditioning for a period greater than 6 weeks, that student must drop the course and take it at a future date. Students will be placed into a study hall class if the injury occurs after the 2<sup>nd</sup> week of the semester.

- If an injury occurs 12 weeks into the semester in H.E. 1, students will continue adding in grades earned in the classroom in addition to doing alternative assignments in place of the physical activities.
- If an injury occurs 12 weeks into the semester in Activities/Fitness Conditioning, students will be required to do alternative assignments in place of the physical fitness/activities.



*In order for a student to receive credit in any Health Enhancement class, the minimum requirements of the curriculum must be met.*

**Minimum Requirements Include:**

1. Dressing out for PE/Fitness Conditioning
2. Being able to actively participate in warm-up activities (jogging, dynamic and static stretching)
3. Being able to actively participate in games/activities (soccer, volleyball, basketball, etc.). *Walking in PE class does not meet the minimum requirements of the curriculum.*
4. Being able to perform the Bench Press, Squat, and Clean movements in Fitness/Conditioning classes. *Doing only "upper body" or "lower body" workouts does not meet the minimum requirements of the curriculum.*

**Registering for Classes:** Each year, it is important for you to reflect on your academic accomplishments and plan for the upcoming year. Plan seriously. Choosing courses is one way of saying who you are and where you are going. You are registering for courses, not specific teachers or lunch periods. If you need a schedule change, please see your counselor a minimum of one week prior to the start of the semester. It is the general practice of Billings High Schools to allow students who meet enrollment standards to enroll in the courses and programs of their choice.

You will register for courses once a year. Each fall, you will be informed of the curriculum offerings for the coming semester. At this time, you will be carefully advised and assisted by your counselors and teachers in completing your course selections for the coming semester. Time for selection and possible revision of course selections will be provided, but all course decisions will be final as of an announced date. It is from your course selections that the final determination for the number of sections per subject and district requirements for the hiring of teachers is made.

**Supervised Out-To-Work:** A school day of pupil instruction shall be at least 6 hours for grades 4-12. Because of this state law and because the Office of Public Instruction's insistence upon Billings Public School's adherence to the law:

1. Students are to be enrolled in and actively attending six periods a day, and
2. Seniors will be released from school only if they are enrolled in and actively attending a supervised work program for one (1) period per day. A student desiring a release from school to work may submit an application to his/her respective counselor. The decision to release will be based on family hardship, a good attendance record, eligibility, and the accumulation of sufficient credits to graduate on schedule.

**Withdraw from a Course:** A student who drops a course or withdraws from school after the seventh week of any semester will receive a failing grade in that course. Please see your counselor for the correct paperwork.

### **Student Conduct**

**Board Policy 3200 – Student Rights, Responsibilities, and Code of Conduct**

The District recognizes that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The District expects students to exercise these rights reasonably and to avoid violating the rights of others or disrupting the education environment. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies, procedures, rules, or handbooks, including but not limited to those listed below, on school premises or at any school function or activity. School premises means all property owned, leased, or used by the School District for instruction or student activities.

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

1. Respect and work cooperatively with fellow students and school staff;
2. Be punctual and regular in school attendance;
3. Respond positively and promptly to direction by faculty or staff members;
4. Refrain from fighting or other abusive behavior directed toward any student, faculty or staff member. Harassment, intimidation, bullying, hazing, discrimination, and retaliation against students or staff members is not allowed and will not be tolerated (see Board Policy 3210);
5. Refrain from the use of profanity or vulgarity;
6. Avoid encouraging or assisting another student to take action that would subject a student to suspension or expulsion;

7. Refrain from possession or use of explosives, dangerous chemicals, or weapons on school property or at a school function;
8. Refrain from engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity, including but not limited to making a bomb threat, even if only a hoax;
9. Refrain from damage to or theft of school or personal property. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property is a violation of this policy;
10. Refrain from unauthorized entry into or misuse or damage of school property. Scooters, bicycles, roller-blades, and skateboards cannot be used or ridden on school property;
11. Be responsible for willful damage or destruction of school property;
12. Refrain from using, possessing, distributing, purchasing, selling tobacco, or e-cigarettes or look-alike products on school premises and at school functions;
13. Possession, use, purchase, sale, and/or distribution of illicit drugs, controlled substances, look-alike drugs, drug paraphernalia, contraband, and alcohol on school premises or during any school-sponsored or school-related activity are strictly prohibited. Students who are under the influence of such substances will not be permitted to attend school or school-related activities or functions and will be treated as though they had such substances in their possession;
14. Avoid disruption, on or off school property, of the educational process or school-related activities, functions, and programs;
15. Refrain from allowing any bodily substance to make physical contact with another person. Bodily substances include, but are not limited to: feces, sperm, urine, blood, and saliva;
16. Refrain from possession, sale, transfer, or use of a weapon on school premises or at school-related activities and functions, which is anything that is which is used, can be used, or could reasonably be considered to threaten or cause bodily harm, or intimidate another person, regardless of its primary function; "Weapon" can also include a bomb, an object meant to look like a bomb or other explosive, or a toxic or hazardous substance or material;
17. Obey directives from staff members or school officials; obey rules and regulations governing student conduct;
18. Do not forge any signature or make any false entry or attempt to authorize any document used or intended to be used in connection with any operation of a school;
19. Do not plagiarize or cheat;
20. Do not gamble for money or other valuable consideration; and
21. Do not make or abet in a bomb threat, even if only a hoax. Do not make or abet in a threat of a hazardous substance, even if only a hoax. A "bomb threat" means communicating or otherwise indicating by any means, whether verbal or non-verbal, that a bomb or an object intended to look like a bomb or explosive has been or will be placed on school property or at a school event, including events that are to take place after school hours. A "threat of a hazardous substance" means communicating or otherwise indicating by any means, whether verbal or non-verbal, that a hazardous or toxic substance has been or will be placed on school property or at a school event, including events that are to take place after school hours. A "hazardous or toxic substance" means any material or other thing, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

All students who attend the District's schools, programs, or activities shall comply with the written policies, procedures, rules, and handbooks of the schools, shall pursue the required course of studies, and shall submit to the authority of the Superintendent, principals, other administrators, teachers, or other designees of the District. Violation of any of these expectations is a violation of school policy and will result in discipline.

**Board Procedure 3203-P1 – STUDENT DRESS / GANG ACTIVITY OR ASSOCIATION (condensed)**

The Billings Public School System recognizes that a student's choice of dress and grooming habits demonstrates personal style and preference. The District has the responsibility to insure 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, employees or others.

Elementary, middle, and high schools will establish written dress codes that will be distributed and/or explained to students at the beginning of each school year. Additional dress codes may be established by classroom teachers with approval from the building administrator. In order to maintain a positive and safe learning environment, students are prohibited from the following while on school grounds or while attending school activities:

1. Wearing or possessing clothing, jewelry, accessories and other personal materials, electronic equipment such as pagers, cell or camera phones, or other communication devices, or grooming in a manner which by its nature denotes membership in a group or gang advocating threats, violence, intimidation, drugs, illegal activities, or any other disruptive behavior.
2. Implying gang membership or affiliation by written communication, marks, drawing, paint, design or emblem upon any school property, personal property, or on one's person.
3. Wearing clothing that carries derogatory, obscene or sexually suggestive statements, connotations, or graphics; advertises alcohol, tobacco or drugs; or endorses or promotes any illegal activity.
4. Wearing clothing or accessories that are distracting to the learning process, unsafe, unhealthy or disruptive.

It is the responsibility of building administration, operating under administrative guidelines, to determine the appropriateness of student clothing and accessories, especially as clothing, apparel, accessories and particularly group or gang related ones may vary and change from year to year.

#### **Gang Activity or Association**

For the purpose of this procedure, a gang is an unauthorized group of three or more people who demonstrate a majority of the following traits:

1. Exhibit antisocial behavior often associated with crime or a threat to the community;
2. Interact together to the exclusion of others;
3. Claim a territory or area;
4. Have a name;
5. Have rivals/enemies; and/or
6. Create an atmosphere in which the well-being of students, staff, or any other person is adversely affected by undue pressure, behavior, intimidation, overt gestures or threat of violence.

#### **Extracurricular Activities**

Students involved in extracurricular activities will adhere to the coaches' or sponsors' dress codes, as long as the codes are deemed reasonable by school administrator(s). Coaches or sponsors must establish written dress codes and distribute them to each participant prior to the start of the activity.

#### **Board Policy 3204 – Searches and Seizure**

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools

#### **School Property and Equipment and Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of a student. This applies to vehicles parked on school property. The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

#### **Students**

School authorities may search a student or a student's personal effects in a student's possession when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

#### **Seizure of Property**

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

#### **Law Enforcement Agencies**

The District will cooperate with known or identified legal representatives of the Billings Police Department, Sheriff's Office or

Probation Office. When a law enforcement officer comes to a school and properly identifies himself and his purpose, the administration will cooperate with him by promptly making available those students requested for interview at school, or upon the production of an arrest warrant to be taken into custody by the law enforcement officer. It shall be the responsibility of the law enforcement officer to notify the parents or guardian of the students interviewed and/or taken into custody. In addition, a good faith attempt shall be made by school personnel to notify the parents or guardian.

#### **Board Procedure 3204-P1 – Searches of Students and Their Property (condensed)**

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

#### **Searches upon Individualized Suspicion**

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

#### **Searches of School Property**

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

#### **Administrative Searches**

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

1. There is a recognized problem, such as drug use or possession of weapons in the school, and other methods of addressing the problem have not been effective.
2. The problem has been acknowledged and recognized by the building principal and the parents of students attending there. The principal or other administrator may involve parents using whatever means of communication is customary in that school.
3. Parents and student have been given written notice that administrative searches will take place, the reason for the searches, and the procedure to be followed.

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

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

#### **Administrative Search Procedures**

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

B. Alcohol Consumption Sensor

Procedure for Administering an Alcohol Consumption Test:

- a. A student who is believed to be under the influence of alcohol while attending school or attending a school-sponsored event should be escorted by the appropriate school official to a secure location in the building.
- b. The appropriate school official should confront the student about the suspected consumption and notify the student that the alcohol detection test will be administered.
- c. The alcohol detection test should then be administered.
- d. If the presence of alcohol is detected, the student's parent or guardian should be notified to transport the student home.
- e. Disciplinary action should be taken in accordance with School District policy. Law enforcement may be notified.
- f. Refusal by the student to comply with the above procedures will be treated as defiance. The consequences for the defiance will be the same as being under the influence of alcohol.
- g. If the parent/guardian disputes the results, they can have a test done at their own expense by an outside agency within four hours, at an agreed upon site. The student will not be allowed to return to school until the test results are provided to the school.

**Seizure of Property/Parental Notification**

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

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

**Board Procedure 3204-P2 – Video Surveillance**

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 policies, procedures, rules, and 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 state and federal laws related to record maintenance and retention.

Video recordings may be with sound.

**Board Procedure 3204-P3 – Video Surveillance - School Buses/Vehicles (condensed)**

Security cameras on a school bus not only provide a safeguard against illegal entry, vandalism and as a means to monitor behavior but also protect students and school bus drivers from being wrongly accused of participation in illegal or unacceptable behavior.

Video recordings may be with sound.

**Board Policy 3205 – District Provided Access to Electronic Information, Services and Networks**

**General**

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

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

**Curriculum**

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

#### **Acceptable Uses**

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

#### **Warranties/Indemnification**

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

#### **Violations**

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

#### **Board Procedure 3205-P1 – District-Provided Access to Electronic Information, Services and Networks for Students**

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

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

1. Engaging in illegal activities;
2. Sending or displaying pornography, offensive messages, offensive language or other offensive media;
3. Use of racist, harassing, insulting or threatening communications;
4. Using district resources for campaigning or promotion of candidates or ballot issues;
5. Wasting technological resources for non-educational purposes (i.e., interactive games, p2p file sharing, downloading games, shareware or freeware, streaming audio & video, excessive printing);
6. Disclosing personal information outside the network;
7. Posting of images or personal information;
8. Accessing and/or changing files, systems or folders without authorization;
9. Trespassing in and/or changing other user's files, folders or documents without their permission;
10. Using the network for buying, selling, personal profit or gain;
11. Sharing passwords or logging on as another user without their permission;
12. Transmitting viruses, Trojan horses, worms or other destructive files;

13. Posting to bulletin boards, web logs (blogs), chats or instant messaging (IM), unless specified under curriculum or as approved by the supervising teacher or administrator;
14. Engaging in gambling or betting;
15. Plagiarizing and violating copyright laws;
16. Using personal electronic devices unless approved by a teacher or administrator for educational purposes (i.e., cell phones, MP3 players, PDAs, cameras);
17. Attaching devices to the network without prior approval from the supervising teacher or administrator;
18. Attaching personal equipment, such as laptops, to the district network, installing district software on it or having district personnel maintain it without permission from the Director of Technology; and
19. Transmitting anonymous communications.

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

**Board Policy 3210 – Harassment, Intimidation, and Bullying (condensed; also refer to Board Policy 3200)**

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

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

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

**Definitions**

- A. “Harassment”, “intimidation”, and “bullying” means any threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication or threat directed against a student or students regardless of the underlying reason for such conduct that:
  1. Causes a student physical or mental harm, damages a student’s property or places a student in reasonable fear of harm to the student or the student’s property;
  2. is sufficiently severe, pervasive or persistent as to interfere with or limit a student’s ability to participate in or benefit from access to educational opportunity or benefit; and/or
  3. Substantially disrupts the orderly operation of the school.
- B. “Hazing” means an act against a student or coercing a student into behavior that creates risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, team, club or organization, or for any other purpose.
- C. “Retaliation” means an act or communication intended:
  1. as retribution against a person who has reported an incidence of bullying, harassment, intimidation, hazing or other prohibited discrimination; or
  2. to improperly influence the reporting, investigation, or discipline that results from an incident of bullying, harassment, intimidation, hazing or other prohibited discrimination.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or social contact toward a complainant, or any complainant’s or witnesses’ relatives, friends, or associates. Generally speaking, retaliation is taking revenge for a perceived wrong; in this context, it could include intimidation, teasing, seeking the sympathies of students, sarcasm, or even disingenuous apologies.

- D. “Persistent” may consist of repeated acts against a single student or isolated acts directed against a student or a number of different students.
- E. “HIB” means harassing, intimidating, bullying, hazing and/or retaliatory conduct that is prohibited by this District policy.
- F. “Electronic Communication” is defined in 45-8-213, MCA, and includes any communication by any electronic device or other means including but not limited to text messaging, sexting, email, or use of social networking.
- G. “Sexting” means sending sexually explicit messages or photographs by way of electronic communication, such as sending a text message with a sexual image.
- H. “Staff Member” includes but is not limited to teachers, specialists, coaches, administrators, board members, volunteers, custodians, and any others employed or authorized by the superintendent, school board, or district.

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

#### **Board Policy 3250 – Gun-Free Schools**

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school premises or at a school-related function or activity, except as provided below, shall be suspended or expelled for a period of not less than one calendar year unless modified by the Superintendent on the basis of facts determined through the hearing process, as set forth in the District discipline policies below.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922(q), students and other authorized persons may bring unloaded firearms onto school property for use in instructional activities that have prior written permission of the District Superintendent. At the conclusion of the activity, the firearms must be immediately removed from school property. No student shall possess any firearm, without authorization, on school premises, on the way to and from school or school activities, or during intermission or recess, or any school function or activity. Violation of this provision shall result in discipline up to and including expulsion. All students charged with violation of this procedure shall have the right to a hearing.

The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or which can reasonably be considered, or looks like, a firearm. The Superintendent shall develop a process to notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building or on school premises. In addition, the District will refer for possible prosecution a responsible adult of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school. The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law.

This policy in no instance applies to law enforcement officers and other officials provided for in law.

The Superintendent may grant persons and entities advance permission to possess, carry, or store a weapon in a school building.

#### **Board Policy 3300 – Student Discipline: Consequences for Violations of Student Code of Conduct**

The Board grants authority to a teacher or principal to hold a student to strict accountability for conduct:

1. In school;
2. On, or within sight of, school grounds before, during, or after school hours;
3. At a school function or activity;
4. On the way to or from school, school functions or activities;
5. During intermission or recess;
6. Out of school conduct as defined below; or
7. At school functions and activities.

The Board grants authority to a building administrator to impose on students under their charge any disciplinary measure, other than expulsion or corporal punishment, that is appropriate and in accordance with policies, procedures, rules, and handbooks on student discipline. The Board authorizes teachers/adult supervisors of students to implement their classroom disciplinary interventions or remove students from classrooms with a referral to the building administrator for disruptive behavior.

Out-of-school conduct which is recognized to be within the jurisdiction of the school includes acts which:

1. Tend to demoralize other students in the school;
2. Are detrimental to the overall good order and best interests of the school;
3. Produce a negative effect on the discipline, function, or general welfare of the school;
4. Adversely impact the physical or emotional safety and/or the care for and wellbeing of the school's students, staff, or property; or
5. Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or any educational function.

#### **Disciplinary Measures**



This District may assign consequences to any student for disobedience or misconduct. For the purpose of this Policy, "disobedience or misconduct" means a student's failure to obey or a student's improper behavior, including without limitation violation of school policies, procedures, rules and handbooks, laws and regulations, applicable to schools, and any behavior damaging to the school environment.

Disciplinary measures include, but are not limited to:

1. Expulsion;
2. Suspension;
3. Detention, including Saturdays;
4. School community service;
5. Loss of student privileges;
6. Loss of bus privileges;
7. Notification to juvenile authorities and/or police; and
8. Restitution for damages to school property.

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force that District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense, or as otherwise allowed by law.

#### **Dance Rules & Regulations:**

1. The dance time is from 8:30 p.m. to 11:00 p.m.
2. The doors will close at 10:00 p.m. No one will be admitted after 10:00 p.m. without a late pass, which can be obtained from the Assistant Principal's offices.
3. Once you leave, you will not be allowed to return.
4. Guests
  - a) If you bring a guest to a school dance, your guest must be enrolled in a high school setting.
  - b) Your guest must bring a valid student I.D. (must be currently enrolled). If the guest does not have an I.D., they will not be admitted.
  - c) Within one year after graduation from Skyview, a student in good standing may attend the dance via a permission slip.
  - d) Other graduates, only if enrolled in college, with an ID, 1 (one) year after graduation or no older than 19.
  - e) Guests who have dropped out of school will not be admitted.
  - f) One guest per student.
5. Dances are school functions sponsored by school organizations. All school rules concerning use of drugs, alcohol, or tobacco apply.
6. No sexually suggestive, grinding, or mosh pit dancing will be allowed.
7. If you are kicked out of a dance for any reason (inclusive but not limited to: MIP/Substance/Paraphernalia violation, inappropriate behavior of any kind), you will not be allowed to attend the next school dance.
8. Appropriate dress is required.

**Discipline Violations and Consequences:** Discipline violations may carry over from other schools and/or districts.

1. **Assault (Initiating aggressive physical or verbal contact with another student who does not respond in defense)** – A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption of the educational process. Initiating aggressive physical or verbal contact with another student who does not respond in defense. ***Verbal, written, or electronic threats of physical injury will be treated as assault.***
  - (a) **Fighting or promoting a fight (Physical altercations that involve two or more students)** – Students who instigate fights but are not actively involved (that is, students who carry rumors, encourage other students to fight, record a fight on camera or cell phone, carry information back and forth between two individuals who subsequently fight) are subject to disciplinary action. Students are expected to report an assault or fight to school personnel.

2. **Assembly Disruption** – Assemblies are held for the education and enjoyment of students and faculty. Give every courtesy to the speaker and to the program. It is the responsibility of each student to maintain high standards of conduct. Acceptable conduct is defined as behavior that does not disrupt the performance or the audience's enjoyment of the performance. Violations will result in a denial of assembly privileges and may be cause for further disciplinary action.
3. **Civility/Profanity, Inappropriate Language and Gestures** – Use of profane language/abusive language is not acceptable in the school setting and consequences will be applied appropriately. Included will be inappropriate gestures, swearing, profanity, cursing, spitting, and/or suggestive comments meant to intimidate and/or embarrass, directed toward students. Use of profane/abusive language towards staff members will result in a Short-Term Suspension to Long-Term Suspension.
4. **Disruption of the Educational Process** – Interruption of the lesson, or causing other students to be distracted from an assignment or class work. Dress or behavior that distracts from the school environment. Conduct as determined by school administration which materially and substantially interferes with the educational process.
5. **Electronic Devices** – While on school property or while attending school-sponsored or school-related activities, students may possess and use personal telecommunication devices including, but not limited to, cellular phones, personal digital assistants and other such devices that emit audible signals, vibrate, display a message, or otherwise summon or deliver a communication to the possessor provided that such devices do not pose a threat to academic integrity, disrupt the learning environment, compromise personal safety, or violate the privacy rights of others. **Students in possession of personal telecommunication devices and other related electronic devices (e.g., iPods) shall observe the following conditions:**
  - Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity (e.g., cheating) or violating confidentiality of the privacy rights of another individual. Examples include text messaging answers or questions and taking pictures of students without permission.
  - Devices shall not be used for illegal purposes or activities that violate school or district rules or procedures, laws, or statutes.
  - Devices may be turned on and operated before, between classes, and after the regular school day and during the student's lunch break.
  - Students who violate this policy may be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator or teacher may confiscate the device.
  - Students are responsible for telecommunication devices they bring to school. The District shall not be responsible for loss, theft, or destruction of telecommunication devices brought onto school property. Students shall comply with any additional rules developed by the school or the district.
6. **Extortion** – Deliberate act of acquiring money from other by intimidation, harassment or threat; misuse of power. Students who deliberately obtain money or property by threat of violence or forcing someone to do something against their will.
7. **Firearms** – It is a violation of Montana State Law for any student to carry on to or possess on school premises, school provided transportation, school facilities, and/or on non-school facilities being used by the school district, any firearm or dangerous weapon.
8. **Forgery and Misrepresentation** – Intentional misrepresentation of another on a written document or during a phone call. Includes soliciting another to forge a signature or make a phone call.
9. **Insubordination** – Willful defiance – Choice on the part of the student to refuse to do as instructed by the teacher or other adult. The teacher or adult has informed the student that was disobedient and has provided opportunities for obedience or change of behavior.
10. **Lying to Administrator, Staff, or Other Adult** – Intentionally falsifying information, refusing to identify oneself or deliberately withholding information.
11. **Prohibited Items at School** – Students at Skyview shall not have in their possession any item that is deemed a safety concern to themselves or others. Such items shall include but not be limited to: skateboards, laser pointers, pornography, or any item that disrupts the educational process.

12. **Public Displays of Affection (PDA)** – Any inappropriate display of affection is prohibited on school grounds or at school-sponsored events. Hugging, kissing, and/or grinding are prohibited. Consequences will be dependent on the severity of the infraction.
13. **Tobacco/Smoking Regulations** – Skyview promotes and maintains a smoke-free and tobacco-free environment; therefore, students are prohibited from using tobacco products, including e-cigarettes or having tobacco or lighters in the possession at any time during the school day or at any school-sponsored activities. Before and after school, students are not to use tobacco products adjacent to the school grounds.
14. **Trespass** – Students are not to enter or remain on any school district campus without proper authorization. Violators may be subject to disciplinary action, suspension, and/or expulsion and arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.
15. **Vandalism** – Damage, destruction, or defacement of school property, (e.g., tagging, skateboarding, damaging structure). This includes school district property and personal property.

**Dress Code:** Clothing is to reflect respect for the district policies regarding sexual harassment, intimidation, and safety, as well as school position and philosophy promoting an atmosphere of tolerance.

Clothing is to reflect respect for the working atmosphere that defines a school; therefore, the following guidelines apply:

- Undergarments and the areas usually covered by them should not be exposed.
- Clothing must be substantial enough to cover the midsection.
- Clothing advertising alcohol, drugs, or tobacco is prohibited as is clothing that is sexually explicit.
- Clothing worn to school should be distinguishable from lounge and sleepwear, costumes and disguises.
- Stretch, lycra spandex or nylon tights, leotards, biker pants, or underwear worn as an outer garment are strictly prohibited. The outer layers of clothing must meet dress code requirements. Leggings, jeggings, and tights ARE NOT pants and must be worn with dress code appropriate shorts, skirts, dresses, or pants.
- Shoes must be worn.

**Electronic Device Policy:** Cell phones/IPods/CD Players are not allowed during instructional time unless permitted by your classroom teacher. Electronic devices will be allowed before and after school, during hall passing, and lunch time. Personal device volume must be at a level that can only be heard through ear bud.

**Hall Conduct:**

1. No running or horseplay in the halls or on campus.
2. Respect the rights of teachers and students in classes.
3. Pick up all trash in your area before you leave your area.
4. Use appropriate language.

**Hall Passes:** Students must have a hall pass to be anywhere outside of class. Staff members are expected to send any student back to class who does not have a hall pass.

**Lunch Procedures/Expectations:** The Commons is in continuous use during 4<sup>th</sup> period for student lunches. Students are to be in the Commons only during their assigned lunch period. Students are expected to use appropriate manners and language during lunch and will pick-up and dispose of all litter when finished eating. For the safety of all, students will not throw any objects or food, sit on the tables, lean back in their chair, or sit on another student's lap. Out of respect for classes in progress and for student safety, loitering in academic wings is not allowed during lunch periods. Student use of any gym during any lunch period is not allowed unless accompanied by a staff member.

**Skateboards, Water Guns, Air Horns, Stink Bombs, Pepper Mace:** Items such as skateboards, water guns, air horns, stink bombs, pepper mace will be confiscated. Students using these items on school grounds or at school functions are subject to

disciplinary action to include a minimum of a warning and loss of the item to a maximum of long-term suspension. The school is not responsible for lost, stolen, or broken items.

**Student Parking:** Student parking is provided on school property for students who do not abuse the privilege of driving to and from school.

**Suspension/Detention:**

**In-School Suspension** – In-school suspension is temporary assignment to the Assistant Principals’ office during the regular school day. The rules of conduct for in-school suspension are the same as for detention except students ARE expected to work on school assignments. Students are considered absent when assigned to in-school suspension.

**Out-of School Suspension** – Out-of-school suspension is temporary suspension from school attendance. A student is considered absent and the days count against the ten-day policy. Students are **not allowed on the campus or at school events** while suspended. Students suspended over weekends will not be allowed to attend weekend school district activities.

**Academic Detention** – Academic detention will be held during first and second lunches. Students will be allowed to eat lunch in the detention room. It is the responsibility of the student to arrive for detention with academic work; i.e. math, science, social studies, English, etc. Students will not be admitted without academic work! It is recommended that students work on subjects that they are struggling with during detention (this is not an option).

**Detention Rules**

1. You must be in your seat by **11:15(1<sup>st</sup> lunch) or 12:20(2<sup>nd</sup> lunch)**.
2. You must bring academic work or a BOOK to read. There will be no drawing or reading of magazines during detention.
3. Detention ends promptly at **11:45(1<sup>st</sup> lunch) or 12:50(2<sup>nd</sup> lunch)**.
4. All students are to study independently and there will be no talking.
5. Hats are not allowed in the Detention Center.
6. Students will be allowed to eat lunch in detention.
7. If you are not in your seat by 11:15 or 12:20, you will be asked to leave and will be assigned 2 detentions.
8. Failure to attend detention will result in additional detention.
9. Use of electronic devices and/or cell phones is prohibited and will result in additional consequences.
10. If you are asked to leave detention because of behavior, you will be assigned 2 additional detentions.

**Skipped Detentions**

1. The first unexcused absence from regular detention will result in rescheduling of two more detentions. **ADDITIONAL UNEXCUSED ABSENCES FROM REGULAR DETENTION WILL RESULT IN SUSPENSION. SUSPENSION WILL FOLLOW THE SECOND AND ANY SUBSEQUENT UNEXCUSED ABSENCES FROM DETENTION.**
2. The detention monitor will refer students who break detention rules to the appropriate Assistant Principal. Students who are sent out of the detention room for rules infractions will, in most instances, be **SUSPENDED**.
3. Given extenuating circumstances, the Assistant Principals will dismiss detention at their discretion.

**Tardy Policy:** A student is tardy when he/she is not in the room when the tardy bell has finished ringing. Students who are tardy any period of the day are to report to class and the teacher will mark the student tardy on the attendance sheet.

- Tardy 1 & 2 – Warning by classroom teacher
- Tardy 3 – Warning and phone call home by teacher
- Tardy 4 – 1 hour detention
- Tardy 5 – 2 hours detention and kept out of class for that period (if teacher chooses)
- Tardy 6–9 – In-school suspension for that class period. A grade of zero for that class period. Counts towards the student’s 10 days of the attendance rule in that class.
- Tardy 10 – Truancy Center for a day

Further tardies: Consequences for additional tardies will be handled on an individual basis by the Assistant Principals.

**Board Policies**

**Board Policy 3220 – Equal Education 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.

#### **Board Procedure 3600-F1 – FERPA Annual Notification**

##### **Notification to Parents and Students of Rights Concerning a Student's School Records**

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record shall include: basic identifying information; academic transcripts; immunization records; and attendance records. The cumulative record may include: intelligence and aptitude scores; psychological reports; achievement test results; participation in extracurricular activities; honors and awards; teacher anecdotal records; verified reports or information from non-educational persons; verified information of clear relevance to the student's education; information pertaining to release of this record; and disciplinary information. The Family Educational Rights and Privacy Act (FERPA) grants parents or guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

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

Parents or guardians of students less than eighteen (18) years of age and students older than eighteen (18) years of age have the right to inspect and copy the student's permanent record. Parents, guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

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

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

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

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

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

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

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

Throughout the school year, the District may release directory information regarding students, limited to: name; address; gender; grade level; birth date and place; names and addresses of parents or guardians; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in school.

*Any parent(s) or guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal on or before the student's first day of school.*

Military Recruiter Access to Information

The United States Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both the No Child Left Behind Act of 2001

and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. However, a secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent.

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Access to Other Board Policies, Procedures, and Forms**

Please visit <http://billingschools.org>. The following Policies and Procedures can be located under the drop down menu from the "School Board" tab.

Board Policy 2050 – Entrance, Placement, and Transfer  
Board Procedure 2050-P1 – School Attendance Areas  
Board Policy 3141 – Discretionary Nonresident Student Attendance Policy  
Board Policy 3201 – Student Freedom of Expression  
Board Policy 3202 – Student Publications  
Board Policy 3203 – Student Dress  
Board Procedure 3204-P3 – Student Dress-Gang Activity or Association  
Board Policy 3210 – Harassment, Intimidation, and Bullying  
Board Form 3210-F1 – Harassment, Intimidation, and Bullying Incident Reporting Form  
Board Policy 3600 – Student Records  
Board Procedure 3600-F3 – Form Letter to Montana Schools – Withhold Records  
Billings Public Schools Athletics and Activities – Code of Conduct