

Student Handbook & Day Planner 2019– 2020



***Lewis & Clark Middle School
1315 Lewis Avenue
Billings, MT 59102***



Name _____

Address _____

Grade _____ **locker #** _____

WELCOME TO THE 2019– 2020 SCHOOL YEAR

Welcome to the 2019-2020 school year at Lewis and Clark Middle School. We hope each of you will have many memorable and exciting experiences that will make this school year a positive experience!

This handbook has been prepared to inform you about your school. In it you will find the rules and regulations that we follow here at Lewis and Clark. Read this handbook carefully! Have your parents read it also. If you have any questions, see your teachers, counselors, or administrators. They will be happy to give you the answers you need.

Lewis and Clark Middle School will be whatever we make it! This is your school. Be proud of it! Take good care of it! Remember, all of our actions throughout the year reflect on Lewis and Clark, whether those actions are here at school or in the community. Let's all dedicate ourselves to projecting a positive image of Lewis and Clark and to making our school the best that it can be.

We are committed to building quality relationships with our students and we will provide a safe learning environment with high expectations for all!

“Every Child, Every Chance, Every Day”

Mrs. Sulser
Principal

Jody Sulser

TELEPHONE DIRECTORY

Main Office..... 281-5901
Attendance 281-5913
Counselors..... 281-5909

REPORT CARDS

Lewis & Clark operates on a 6 week grading period. Report cards are issued **two** times a year. The 1st and 2nd semester report cards are mailed to the home the week after the semester ends



1st Semester Report Card—Jan. 10, 2020

**2nd Semester Report Card—May 29, 2020
(mailed)**

CAFETERIA

Breakfast is served daily in the cafeteria from 7:30 a.m. to 8:00 a.m. Student price is \$1.30. Students qualifying for free lunch will also receive breakfast without charge.



Student lunch prices are \$3.00 for a full lunch. Lunch tickets will not be issued. All students will be given a personal account into which they deposit money. From this account, they can purchase lunch or items from the snack bar. When students purchase food items, their account will be charged accordingly. Please make lunch deposits before school in the cafeteria. Lewis & Clark has a “No Charge” policy for lunch.

Students are expected to show good manners, consideration, and courtesy toward others in the cafeteria. They can be friendly and sociable as they talk with their friends, but should remain cognizant of voice level at all times. When students have finished eating they should leave the tables neat and clean. The refuse is to be placed in waste barrels provided for that purpose. Students eating in the cafeteria may either buy their entire lunch or bring lunch from home and eat it in the cafeteria. Parties are not allowed in the cafeteria.

All students are to eat in the cafeteria. Do not leave the school grounds during lunch without permission from the Associate Principal and a written note from your parent.

Students arriving late to the cafeteria will be assigned a tardy. There is no

PARENT - TEACHER CONFERENCES

Parents are invited at any time to call for a conference with any or all of a student's teachers. Appointments to discuss school progress or special problems may be made by calling the counseling office (281-5909). Parent/teacher conferences have been scheduled for October 10th-11th.

SMART PHONES AND OTHER ELECTRONIC DEVICES

Students are encouraged **not** to bring items such as smart phones, cell phones, i-pads etc. However, if they are brought to school they are to be promptly **TURNED OFF**, put in a safe place, and not used until school is dismissed. No explicit music or violent video games are permitted.

The following consequences will occur for violation of this policy:

First Offense: Phone confiscated, phone back at end of the day in the office

Second Offense: Phone confiscated, lunch detention, phone back at end of the day in the office

Third Offense: Phone confiscated, after school detention, phone back after three school days or parent pickup

Fourth Offense: Phone confiscated, one day in school suspension, parent pickup required

Fifth Offense: Parent pick up and conference required, device must be checked in at office daily if brought to school

Further Offenses: Subject to the discretion of administration as per

TELEPHONE CALLS

Telephone calls made during the school day must be kept to a minimum and can be made only when absolutely necessary. If it is necessary for a student to make a call he/she may request the use of the phone in the attendance office.

ICU EXTRA TIME AND SUPPORT

At L&C we believe that the completion and practice of quality assignments is the key to success. Our **students are required to complete all practice assignments** so that they are ready for assessments of their knowledge. Sometimes a student may be in need of extra time and support. If a student falls behind and requires more extra time and support than the advisory period can provide, they will be required to attend a before or after school ICU session until their work is caught up. The morning or afternoon session is determined by the parent's and student's schedule and when the family can provide transportation. **Morning sessions run from 7:15-8:00 a.m. and afternoon sessions run from 3:15-4:15 p.m. Morning sessions run all days of the week and afternoon sessions run Mondays, Tuesdays, Thursdays, and Fridays.**

AFTER SCHOOL FUN

Discover Zone is a free after school program available to any student enrolled at Lewis & Clark Middle School. Discover Zone offers a variety of education, recreation, skill-building, character building, and STEM activities for your student to choose from. Discover Zone meets after school Monday-Thursday, until 5pm. Parents must complete a registration form for their student to attend. Forms are available at the school.

HOMEWORK HELP

Homework BOOST offers free homework assistance to any student attending Lewis & Clark Middle School. Homework BOOST meets Monday, Tuesday, Thursday & Friday 3:30-4:30 p.m. Homework BOOST is staffed by a certified teacher from Lewis & Clark Middle School. Parents must complete a registration form for their student to attend. Forms are available at the school. Please note: Student participation is voluntary, not mandatory.

STUDENTS TO STAY ON CAMPUS

Lewis & Clark Middle School has a closed campus. All students are expected to remain on campus from the time they arrive in the morning until after the 3:10 pm dismissal bell.

TARDY POLICY

All 1st period tardies will be recorded by the attendance clerk in the attendance office. When a student receives his/her 3rd tardy to a class the following consequences will be initiated:

3rd Tardy - Teacher Warning

4th Tardy - Detention With Teacher

5th Tardy - Detention With Teacher

6+ Tardies - Discipline Slip

Student Sent to Office

TRUANCY POLICY

Truancy is defined as absence from school not verified as valid by the parent and the Associate Principal. Truancies include, but are not limited to, leaving the campus without permission, spending time in unauthorized places, and not being in assigned classes. Truancy will involve a conference with the Associate Principal. Parents will be advised of the truancy and the school district attendance officer will be notified. Students will be assigned to either ISS or sent to the Truancy Center at the Lincoln Center.

NURSE/MEDICATION

The services of the school nurse are available only on a limited basis. The school does not dispense medicine of any kind, including aspirin. Any student who needs to take **any** medication during school hours must fill out the Self Administration form. This form requires a physician and parents signature and can be picked up at the attendance office. This applies to all medication, including non-prescription medication such as Tylenol or Ibuprofen. All prescription medications must be left in the main office and the appropriate paper work must be filled out and signed by the parent or guardian. **Students are not to sell, or distribute any medication of any kind to other students.**

APPOINTMENTS

Students who have a doctor or dentist appointment during school hours must bring a note to the attendance clerk before 8:10 a.m. stating the time they are to be dismissed. Students who are late arriving at school in the morning because of an appointment should bring a note from their parents, doctor, or dentist, or have their parent call the attendance office (281-5913).

ATTENDANCE - ABSENCE EXCUSES



Being at school everyday & on time is necessary for success in school and on the job later in life. Be at

school every day, but if and when you must miss, please cooperate by following these routine procedures:

ABSENCES: All absences from school must be verified. Students who are home ill should have their parents call the attendance office (281-5913) and report the absence by 10:30 a.m. On the day the student returns to school after an absence and parental contact has been made, the student will report directly to class. If a phone call was not made by the parent, a note from a parent should be presented to the attendance clerk for a proper admit to class. If no contact has been made with the parent, the student must report to the Attendance Office upon returning to school.

Students who know in advance that they will be absent should bring a note

GETTING ASSIGNMENTS

If a student is absent from school 3 or more days, a call may be made to the attendance office (281-5974) before 9:30 a.m. and books and assignments will be gathered. Parents should make arrangements for the books and assignments to be picked up before 3:30 p.m. Parents can also access assignments on PowerSchool.



STUDENT LOCKERS

Each student will be assigned a locker for individual use. **Students are not to share lockers or combinations with other students.** Each student is responsible for all articles in his or her locker. Students should be sure to check to see that their locker is shut and locked when they leave it. In order to be sure that the locker is locked the dial must be turned one complete turn after the locker door is closed. The administration reserves the right to inspect all school lockers and their contents.

COUNSELORS 281-5909

At Lewis and Clark students are assigned to counselors by grade level and team. Students are, of course, free to consult with any counselor.

The counselor offices are located in the first-floor front hallway just east of the main office. Students and parents are encouraged to seek assistance at any time.

The purpose of counseling is to help students to help themselves, not to give advice. Counseling takes place in a confidential setting in which the counselor and the student discuss the student's problem and work toward a solution. Areas in which a student might like to seek assistance are vocational planning, educational planning, discovering abilities and limitations, solving problems of a personal nature (social-emotional), and many others.

Mr. Brook ~7th grade Counselor
6th grade: Last names beginning with A—K

Mrs. Beaumont ~ 8th grade Counselor
6th grade: Last names beginning with L-Z

STUDENT RECORDS

Address and Telephone Numbers:

Please report in writing any change of address and/or telephone number to the main office. Do this promptly after any change. It is important that the school has this updated information at all times. Merely print your full name and your new address and/or new telephone number, and give this information to anyone on duty at the main office.

Legal Name:

It is necessary that your legal name be on all school records.

Withdrawal from School:

If you and your family are about to move beyond the area served by this school or if for any other reason you must withdraw from enrollment, bring a note from one attendance office. Do this in advance of your withdrawal. You will then receive a drop sheet which you take to be signed by the librarian, your counselor, and each of your teachers. Any fines you owe or refunds due to you should be settled at this time and you will be checked out officially.

LIBRARY

The Library is located on the first floor across from the main office. Library hours are from 7:40 am to 3:30 pm M, T, Th, and Friday. Library hours are 7:40 am to 2:30 pm on Wednesdays.

Resources include over 9,500 books available for checkout as well as a large digital ebook collection available to read on your personal device. Duration for checkout is three weeks for a maximum of three books. The student is responsible for all materials checked out in his/her name. Students also have access to all other books in SD2 libraries through interlibrary loan.

Many classroom projects and special activities are held in the library throughout the year.

Check out all Lewis Library resources and events by visiting the Lewis & Clark website. Library computers are used for educational purposes only. Use is a privilege, not a right. Students will be responsible for following the Acceptable Use Policy when accessing the district network or using their personal devices at school.

EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY GUIDELINES

Lewis and Clark Middle School encourages its students to broaden their skills, knowledge, and citizenship by participating in school sponsored extra-curricular activities. **In order to participate in such school activities a student must maintain a passing grade in all courses in which he/she is currently enrolled.** However, if a student receives a deficiency (failing grade), he/she may continue to participate as long as there is a grade average improvement. This guideline applies to all interscholastic and instructional athletic teams, musical productions, clubs, and student government. It will be enforced as follows:

1. Each of the five sport seasons is seven weeks long. The first grade check will be on Monday following the completion of two weeks of practice (which is the instructional/non-

competitive portion of the season). Grades will then be checked each Monday for the remainder of that season. Grade eligibility checks for clubs, student government, etc. will be on the same dates.

2. Staff members will keep students and coaches informed as to the students pass/fail status in each class.

3. If a student is deficient (failing in any class), the following will occur:

a. For the first deficiency, the student will be put on probation and given one week to achieve eligibility.

b. If the deficiency is not corrected at the conclusion of one week the student will be allowed to practice but not participate in any contest.

c. Individual cases of eligibility will be reviewed by the coach/sponsor, associate principal, teacher(s), and principal or his designee.

4. A student must be in attendance the last half of the day to be eligible to participate in an activity scheduled for that day or receive approval from an administrator.

5. No student who is suspended out-of-school will be allowed to practice or participate on the days of the suspension.

6. The attendance and suspension rules apply to the previous Friday if there is a Saturday activity.

7. Three unexcused absences from practice will result in the student's suspension from the activity.

8. **ALL** participants in athletic activities must have a parent consent form, a current physical on file in the main office, and have paid the participation fee before being allowed to participate in any activity.

Sport Seasons

**Fall I—Aug. 19th to Oct. 4th
Football, Softball & Cross
Country**

**Fall II—Oct. 7th to Nov 26th
Girls Basketball & Wrestling**

**Winter I—Dec. 9th to Feb. 4th
Boys Basketball**

**Winter II—Feb. 3rd to March 24th
Girls Volleyball**

**Spring—March 23rd to May 19th
Track**

FIRE DRILLS /LOCKDOWN EVACUATION PROCEDURES

The fire alarm is a continuous ringing of bells. Safety demands that the building be emptied quickly, quietly, and as orderly as possible. Each teacher will give students necessary directions in regard to exits. All students should know the directions for fire drills in each of their classrooms. Each class should completely clear the building when the fire alarm sounds. In case of fire or fire drill while classes are passing, students are to use the nearest stairs and the nearest exit.

In case of a Lockdown, teachers will secure their classrooms by locking the classroom door and waiting for safety instructions. On the lockdown command, students not in an assigned classroom will go to the nearest classroom. When we are in a Lockdown situation, **no one except police** will be allowed into the building until it is safe.

In case of an evacuation, Lewis & Clark will relocate all students and staff to the **Elks Lodge at 934 Lewis Ave. 252-8407**

SKATBOARDING & BICYCLING

Skateboarding, longboarding and bicycling are not permitted on school campus at any time. Bikes should be locked up at all times. Longboards and skateboards are to be secured in your locker.



SCHOOL DANCES

All school dances will be held from 3:10 to 4:45 p.m. It is expected that the dress code and school rules will be followed. Only Lewis and Clark students will be admitted. Admission is \$1.



NOTES



Lewis & Clark Middle School

Class Schedule

| 6th Grade Schedule | | |
|--------------------|----------|----------|
| Before School | 7:40 AM | 8:05 AM |
| 1st Period | 8:10 AM | 9:05 AM |
| 2nd Period | 9:09 AM | 10:10 AM |
| WIN | 10:14 AM | 10:44 AM |
| 3rd Period | 10:48 AM | 11:43 AM |
| Advisory | 11:47 AM | 12:17 PM |
| Lunch | 12:17 PM | 12:47 PM |
| 4th Period | 12:51 PM | 1:12 PM |
| 5th Period | 1:16 PM | 2:11 PM |
| 6th Period | 2:15 PM | 3:10 PM |
| All Clear | 3:30 PM | |

Announcements

| 6th Grade Schedule-Early Release Wednesdays | | |
|--|----------|----------|
| Before School | 7:40 AM | 8:05 AM |
| 1st Period | 8:10 AM | 8:56 AM |
| 2nd Period | 9:00 AM | 9:46 AM |
| 3rd Period | 9:50 AM | 10:36 AM |
| Advisory | 10:40 AM | 11:10 AM |
| Lunch | 11:10 AM | 11:40 AM |
| 4th Period | 11:44 AM | 12:30 PM |
| 5th Period | 12:34 PM | 1:20 PM |
| 6th Period | 1:24 PM | 2:10 PM |
| All Clear | 2:30 PM | |

Announcements

| 7th Grade Schedule | | |
|--------------------|----------|----------|
| Before School | 7:40 AM | 8:05 AM |
| 1st Period | 8:10 AM | 9:05 AM |
| 2nd Period | 9:09 AM | 10:10 AM |
| WIN | 10:14 AM | 10:44 AM |
| 3rd Period | 10:48 AM | 11:43 AM |
| Lunch | 11:43 AM | 12:13 PM |
| 4th Period | 12:17 PM | 1:12 PM |
| 5th Period | 1:16 PM | 2:11 PM |
| 6th Period | 2:15 PM | 3:10 PM |
| All Clear | 3:30 PM | |

Announcements

| 7th Grade Schedule-Early Release Wednesdays | | |
|--|----------|----------|
| Before School | 7:40 AM | 8:05 AM |
| 1st Period | 8:10 AM | 8:56 AM |
| 2nd Period | 9:00 AM | 9:46 AM |
| 3rd Period | 9:50 AM | 10:36 AM |
| Lunch | 10:40 AM | 11:10 AM |
| Advisory | 11:10 AM | 11:40 AM |
| 4th Period | 11:44 AM | 12:30 PM |
| 5th Period | 12:34 PM | 1:20 PM |
| 6th Period | 1:24 PM | 2:10 PM |
| All Clear | 2:30 PM | |

Announcements

| 8th Grade Schedule | | |
|--------------------|----------|----------|
| Before School | 7:40 AM | 8:05 AM |
| 1st Period | 8:10 AM | 9:05 AM |
| 2nd Period | 9:09 AM | 10:10 AM |
| WIN | 10:14 AM | 10:44 AM |
| 3rd Period | 10:48 AM | 11:43 AM |
| 4th Period | 11:47 AM | 12:42 PM |
| Lunch | 12:42 PM | 1:12 PM |
| 5th Period | 1:16 PM | 2:11 PM |
| 6th Period | 2:15 PM | 3:10 PM |
| All Clear | 3:30 PM | |

Announcements

| 8th Grade Schedule-Early Release Wednesdays | | |
|--|----------|----------|
| Before School | 7:40 AM | 8:05 AM |
| 1st Period | 8:10 AM | 8:56 AM |
| 2nd Period | 9:01 AM | 9:46 AM |
| 3rd Period | 9:51 AM | 10:36 AM |
| 4th Period | 10:40 AM | 11:26 AM |
| Advisory | 11:30 AM | 12:00 PM |
| Lunch | 12:00 PM | 12:30 PM |
| 5th Period | 12:34 PM | 1:20 PM |
| 6th Period | 1:24 PM | 2:10 PM |
| All Clear | 2:30 PM | |

Announcements

BILLINGS PUBLIC SCHOOLS
2019-2020 School Calendar
Approved 12-17-2018

| JUNE 2019 | | | | | | |
|-----------|---|---|---|----|----|----|
| Su | M | T | W | Th | F | Sa |
| | | | | | 31 | 1 |
| 2 | P | P | P | 6 | 7 | 8 |
| | | | | | | |

| AUGUST 2019 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | P | P | P | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER 2019 | | | | | | |
|----------------|----|----|----|----|----|----|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| OCTOBER 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
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| | | 1 | 2 | | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | P | P | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| NOVEMBER 2019 | | | | | | |
|---------------|----|----|-----|-----|-----|----|
| Su | M | T | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | PTC | PTC | PTC | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | * | * | * | 30 |

| DECEMBER 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | * | * | * | * | * | 28 |
| 29 | * | * | | | | |

| JANUARY 2020 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
| | | | * | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | P | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| FEBRUARY 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | * | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| MARCH 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 | 25 | 26 | 27 | 28 |
| 29 | P | 31 | | | | |

| APRIL 2020 | | | | | | |
|------------|----|----|----|----|----|----|
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| | | | 1 | 2 | 3 | 4 |
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| 12 | * | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| MAY 2020 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | * | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Graduation Date/Times
Sunday, May 24

Skyview - 10:00
Senior - 2:00
West - 6:00

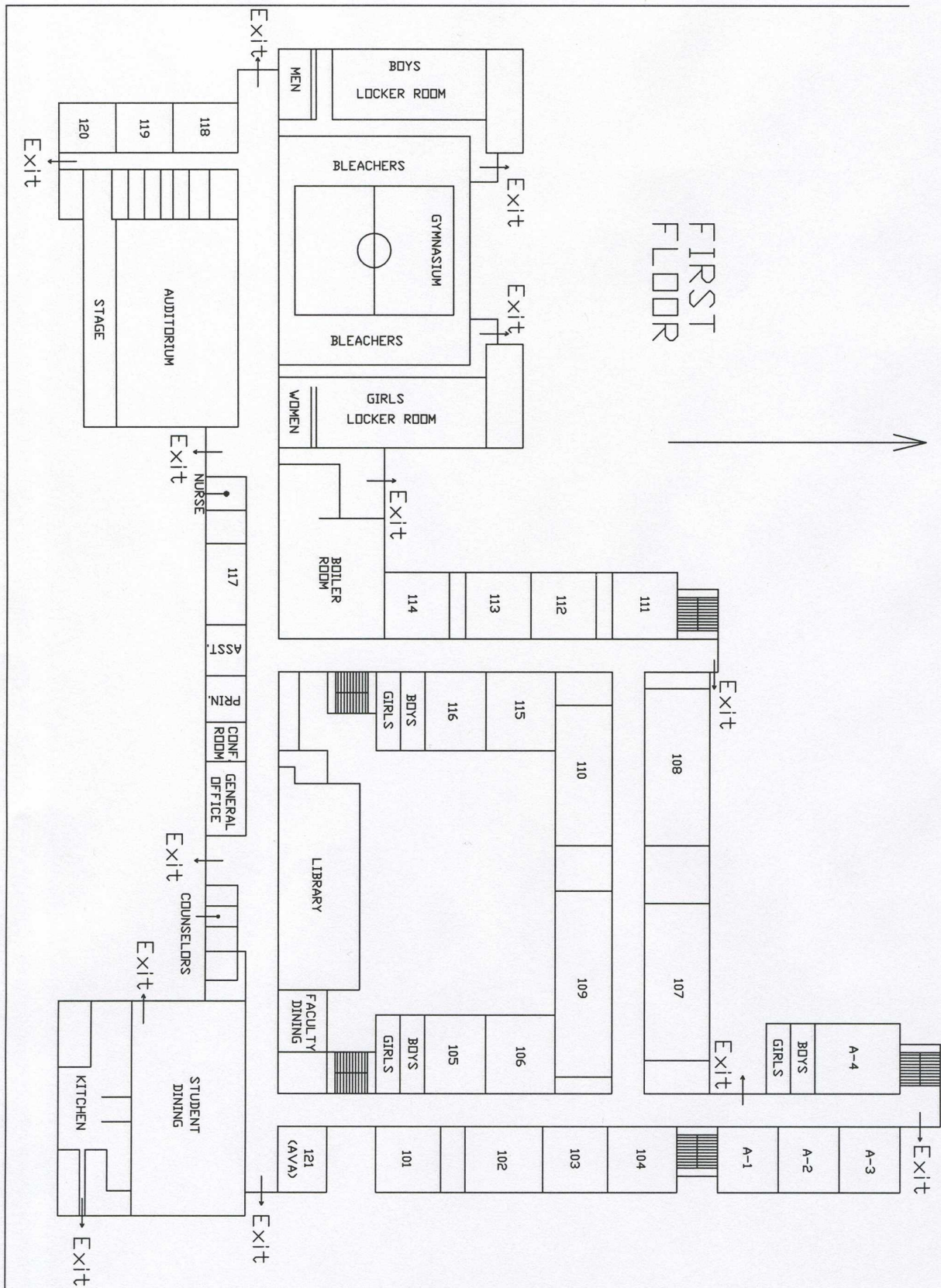
| | |
|--|-------------------------------------|
| | First and Last Day of School |
| | Vacation or Holiday |
| | Elementary End of Trimester |
| | Six-Week Grading Period for MS & HS |

Note: Wed. Nov. 6 is Parent Teacher Conferences for Elem. and PLC for M S & HS



| | |
|-----|--|
| | Last Day of School - May 29th is early release for elementary, middle school and high school. |
| | Wed. Professional Learning Community Meetings - Dismissal 1 hour earlier than normal |
| P | PIR Days - Required |
| P | PIR/TRADE days - March 30th -no district sponsored training; No school |
| SD | 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. |
| PTC | Elementary Parent Teacher Conferences - Elementary early release |
| | High School Semester Testing - HS early release |
| | Middle School Parent Teacher Conferences - MS early release |

13th St. W

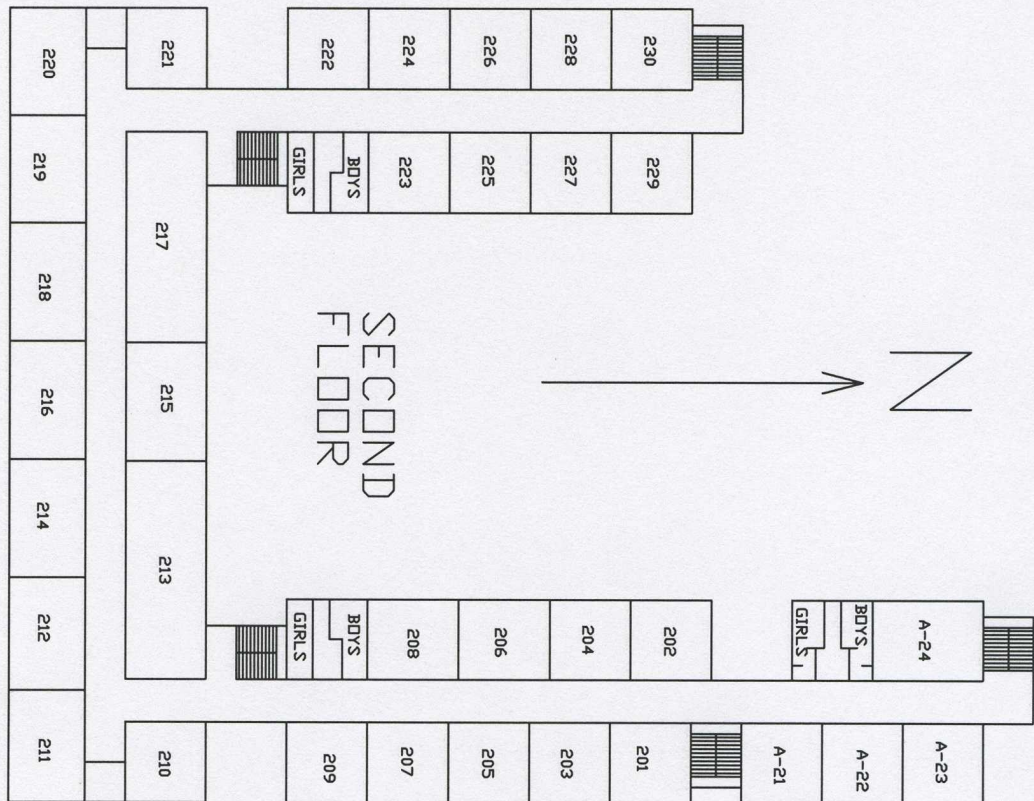


Lewis Ave.

14th St. W

13th St. W

Lewis Ave.



BILLINGS PUBLIC SCHOOLS

District Student/Parent Handbook

Mission Statement

"Billings Public Schools Community strives to inspire, educate, and empower students to be responsible and innovative global citizens who achieve their full potential."



We believe:

...about students

All students are valued and respected
Students learn in diverse ways and at different rates
Personal responsibility is the basis for successful learning and positive behavior
Student success is achieved through shared responsibility
Positive relationships lead to higher achievement, mutual trust, and a safe school environment



...about home & community

Parents and families have the greatest influence on, and responsibility for, their student's learning and behavior
Positive role models are essential for learning
Community engagement strengthens learning and promotes a sense of pride in ownership

...about the District

District decisions will be based on what is best for students
High expectations lead to high achievement
A highly effective staff creates an environment for student success
Efficient and transparent resource management is essential for the successful operation of the school district
Embracing diversity and culture contributes to a strong learning community
Responsible change promotes progress
Students should have access to equitable learning opportunities

*Katie Nordstrom, Title IX Non-Discrimination Coordinator
Billings Public Schools
415 North 30th Street
Billings, MT 59101
(406) 281-5039*

BILLINGS PUBLIC SCHOOLS' EXPECTATIONS, CONSEQUENCES, AND POLICIES

In addition to this Lewis & Clark Middle School handbook of procedures specific to our school, the following ***Student/ Parent Handbook*** establishes the obligations of all students in the Billings Public Schools. It is your obligation as a student in our district to know the contents of both and to understand that both the district's ***Student/Parent Handbook*** and the school's student handbook are enforceable as the "law" of the school district.

Violations of District policy will be dealt with through discipline assigned by our building administrator(s) as agents of the Board of Trustees. And, the protections afforded by District policy will be provided to you by District administration and staff.

The following District policies and procedures are found in this handbook. In addition they may be located by accessing the District's website at www.billingschools.org where all of the District's policies are located.

Contents of *Student/Parent Handbook* of Board Policies and Procedures

Policy 3120 Attendance Policy and Removal of Student during School Day
Procedure 3120-P1 Compulsory Attendance
Procedure 3120-P2 Student Attendance and Removal of student during the school day
Policy 3200 Student Rights, Responsibilities, and Code of Conduct
Policy 3201 Freedom of Expression
Policy 3202 Student Publications
Policy 3203 Student Dress
Policy 3203-P1 Student Dress –Gang Activity or Association
Policy 3204 Searches and Seizure
Procedure 3204-P1 Searches of Students and their Property
Procedure 3204-P2 Video Surveillance
Procedure 3204-P3 Video Surveillance - School Buses/Vehicles
Policy 3205 District-Provided Access to Electronic Information, Services & Networks
Procedure 3205-P1 Acceptable Use Procedure
Policy 3210 Harassment, Intimidation, and Bullying
Policy 3220 Equal Educational Opportunity
Policy 3230 Non-Discrimination and Anti- Harassment
Policy 3235 Student Drug and Chemical Use and Abuse (*on Billings Public Schools website*)
Policy 3240 Tobacco Free Schools
Policy 3250 Gun-Free Schools
Policy 3255 Bomb Threats and Threats of Hazardous Substances
Policy 3300 Student Discipline: Consequences for Violations of Student Code of Conduct
Policy 3350 Student Discipline: Due Process
Procedure 3350-P1 Detention
Procedure 3350-P2 Suspension and Expulsion
Policy 3416 Administering Medicines to Students
Procedure 3416-P1 Administering Medications to Students
Policy 3431 Emergency Treatment
Policy 3520 Student Fees, Fines, and Charges (*on Billings Public Schools website*)
Policy 3600 Student Records
Form 3600-F1 FERPA Annual Notification
Procedure 3600-P1 Student Records
Procedure 3600-P3 Withholding Records
Procedure 3600-P5 Special Education Records

BILLINGS PUBLIC SCHOOLS' EXPECTATIONS, CONSEQUENCES, AND POLICIES

The following list is a summary of a few important policies. Your good behavior and your respect for the feelings of others will insure that you will have the best possible school and learning environment for a successful year.

EXPECTATIONS

STUDENT DRESS POLICY



Students are expected to come to school and all activities clean, well-groomed, and wearing clothes that appropriately cover the body and do not cause distractions or create a health or safety issue. This basic dress code encourages students to “dress for success” and to come to school properly prepared to participate in the educational process. Students are expected to manage their personal appearance in a manner that does not disrupt teaching and learning, promote vulgarity or obscenity, advertise illegal substances, tobacco, alcohol, advertise weapons or violence, or express double meanings that are inappropriate. All students are expected to wear comfortable, safe, and appropriate clothing in P.E. class (sweats, shorts, athletic shoes, tee shirts).

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to the following:



Hats, sunglasses, bandanas, and visors will not be worn inside the building.

Students are not to wear outerwear jackets in the classrooms. Basic sweatshirts and sweaters are permitted.

Shorts and skirts are expected to be at least fingertip length or 5 inches above the middle of the knee cap, whichever is longer; low necklines, sheer, strapless, bare midriff or bare back design will not be permitted. No halter tops or spaghetti straps.



Bra straps and all under garments should not be exposed.

Destroyed and distressed pants must not have holes in places that expose undergarments..

No clothing that could be considered pajamas or slippers will be worn to school.

Pants must be secured at the waistline and may not hang down exposing undergarments.

Footwear must have a sole that would be appropriate for walking outside in any weather condition in case of an unexpected evacuation of the building.

Any style of clothing, jewelry, accessories, personal items, electronic equipment, grooming, or tattoos that is associated with gang membership will be prohibited.

Clothing, jewelry, contact lenses, and other body accessories that could constitute a health problem, a hazardous situation, or a distraction will be prohibited. This includes, but is not limited to, wallet chains, chains attached to clothing, and wristbands.

Writing and drawing on other students' skin, clothing, locker, or other personal belongings is prohibited.

Gang Activity or Association

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

- exhibit antisocial behavior often associated with crime or a threat to the community;
- interact together to the exclusion of others;

- claim a territory or area;
- have a name;
- have rivals/enemies, and/or
- create an atmosphere in which the well-being of students, staff, or any other person is adversely affected by undue pressure, behavior, intimidation, overt gesture, or threat of violence.

Failure to cooperate with the dress code policy will result in one or more of the following:



- Change to appropriate clothing of the student's or from the school's collection.
- Parent notification to bring appropriate clothing to school
- Disciplinary consequence.

(See Policy 3203 and 3203 P-1)

BULLYING

Lewis & Clark has “Zero” tolerance for bullying, harassment and intimidation on school property, to or from school, on a school bus or other school vehicle, at school-related functions or activities, or by electronic communications.



1. “Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe or repeated and that:

- (a) causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property.

Bullying Cont...

- (b) creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- (c) substantially or materially disrupts the orderly operation of a school.

2. Bullying includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school sponsored organizations or groups.

Students who violate this policy will face disciplinary action. Depending upon the severity of the offense, consequences will range from detention, to in-school suspension, short term suspension, or expulsion.



(See Policy 3210 and the Harassment/Intimidation/Bullying Incident Reporting Form)

SEARCHES

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. Reasonable 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 and safe educational environment.

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, parking lots), as well as personal effects left there by students, without notice or consent of a student.

The School District 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. The School District also uti-

lizes video surveillance to ensure the health, welfare, and safety of all staff, students, and visitors.

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.



When a search produces evidence that a student has violated or is violating a law or District policies, procedure, rules, and handbooks such evidence may be seized and impounded by school authorities and disciplinary action may be taken.

(See Policy 3204 & 3204 P-1 through P-3)

ACCESS TO ELECTRONIC INFORMATION, SERVICES, NETWORKS

The District provides electronic equipment and networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. 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.

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 have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers.

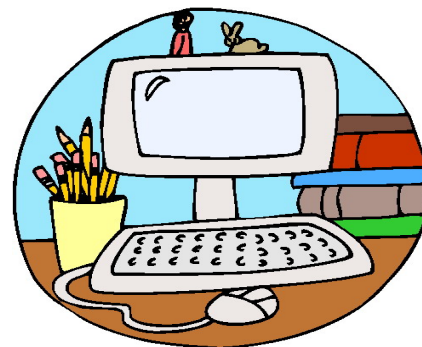
The District reserves the right to monitor, inspect, copy, review, and store, at any

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.

(See Policy 3205)



TEXTBOOKS

Although textbooks are furnished by the school, students are responsible for them and must pay for lost or damaged books. New books are expensive (up to \$150). Students should have a cover on every textbook in order to protect the book and avoid paying payment of fines due to excessive wear and tear. Fines for textbooks will be as follows:

- a. Loss of book- value of new book
- b. Willfully damaging book-value of new book
- c. Broken back-1/2 the value of new book
- d. Cover torn off- 1/3 value of new book
- e. Water damage- 1/4 to 1/2 value of new book
- f. Undue soiling- 1/5 to 1/2 value of new book

*Report cards will be held until assessed fines have been paid. (See Policy 3520)

“Any teacher or principal shall have the authority to hold any pupil to strict accountability for any disorderly conduct in school or on the way to or from school, or during intermission or recess.” Mont. Code Ann § 20-4-302

CONSEQUENCES **FOR MAJOR** **MISBEHAVIORS**

NOTE: Depending on the severity of the offense, an administrator may impose any level of disciplinary action that is warranted to promote and ensure an orderly educational atmosphere in the school and eliminate health and safety risks.

***Consequences are cumulative during time in Billings Public Schools!**

***All out-of-school suspensions will be served at the Truancy Center!**

STEALING OR EXTORTION

- A. Detention/partial day in- school suspension
- B. One-day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending an administrative hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

VIOLATION AGAINST PROPERTY

- A. Detention/partial day in-school suspension
- B. One-day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending an administrative hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

FIGHTING

- A. Detention/partial day in-school suspension
- B. One-day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending an Administrative Hearing which may lead to a recommendation to the Board of Trustees for expulsion.

- D. Referral to School Resource Officer or other law enforcement personnel.

SEXUAL/RACIAL HARASSMENT THREATS/ INTIMIDATION/ BULLYING

- A. Detention/partial day in-school suspension
- B. One-day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending an Administrative Hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

USE OF OBSCENE LANGUAGE, BEHAVIOR, OR THREATS TO A STAFF MEMBER

- A. Detention/partial day in-school suspension
- B. One-day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.
- C. Emergency suspension pending an Administrative Hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

USE OR POSSESSION OF TOBACCO PRODUCTS INCLUDING ELEC-



TRONIC DEVICES AND CIGARETTES

- A. Detention/partial day in-school suspension
- B. One-day in-school suspension to ten days out-of-school suspension to be served at the Truancy Center.

- C. Emergency suspension pending an Administrative Hearing which may lead to a recommendation to the Board of Trustees for expulsion.
- D. Referral to School Resource Officer or other law enforcement personnel.

SALE OF DRUGS OR ALCOHOL

An Administrative Hearing with possible recommendation to the Board of Trustees for Expulsion. (legal authorities will be contacted) *NOTE: Placebo or over-the-counter drugs sold as illegal drugs are subject to above consequences.

USE OR POSSESSION OF DRUGS OR ALCOHOL, OR PARAPHERNALIA

*1st offense 5-day Out-of-School Suspension

*2nd offense - Administrative Hearing with possible recommendation to the Board of Trustees for Expulsion.

*Law Enforcement will be contacted.

POSSESSION OF A WEAPON

WHICH INCLUDES KNIFE/FIREARM OR ANY OTHER OBJECT

CONSIDERED TO BE A WEAPON

An Administrative Hearing with possible recommendation to the Board of Trustees for Expulsion.

*Law Enforcement will be contacted.

ASSAULT

1 day out-of-school suspension to an Administrative Hearing with possible recommendation to Board of Trustees for Expulsion.

*Law Enforcement will be contacted.

EXPLOSIVES/ FIREWORKS

1 day in-school suspension to an Administrative Hearing with possible recommendation for Expulsion.

*Law Enforcement will be contacted.

BOMB THREATS

An Administrative Hearing with possible recommendation to the Board of Trustees for Expulsion.

*Law Enforcement will be contacted.