



SKYVIEW HIGH SCHOOL

Student Handbook

Revised 08/20/2026

Mr. Jay Wahl, Principal

Mr. Robert Bryson, Assistant Principal

Mrs. Jamie Nixdorf, Assistant Principal

Mr. Nathan Wahl, Assistant Principal

Mr. Isaiah Welch, Assistant Principal

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

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Skyview High School

1775 High Sierra Blvd

Billings, MT 59105

(406) 281-5200

<https://bit.ly/BillingsSkyview>

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.

CORE VALUES

We Believe in:

- ❖ A relentless pursuit of excellence
- ❖ Interdependent, mutually accountable collaboration
- ❖ Relationships that value every person's worth
- ❖ Character demonstrated through commitment and courage
- ❖ Passionate sincerity

CORE FOCUS AREAS

- ❖ Loyal to royal
- ❖ To positively impact student learning every day
- ❖ To impact through the power of one

Contact Information

Skyview Administration

Principal, Jay Wahl	406-281-5294
Principal's Secretary, Venetta McGuire	406-281-5295
Asst. Principal, Jamie Nixdorf: Scheduling, Graduation	406-281-5302
Asst. Principal, Rob Bryson: Students last names A-G	406-281-5315
Asst. Principal, Isaiah Welch: Students last names H-O	406-281-5298
Asst. Principal, Nathan Wahl: Students last names P-Z	406-281-5231
Activities Coordinator, Toby Hill	406-281-5312
District Title IX Sexual Harassment Coordinator, Dr. Jeril Hehn	406-281-5000

Skyview Counselors

Guidance Secretary, Treva Nemeth	406-281-5300
Counselor, Abby Elliot	406-281-5305
Counselor, Jamie McIlvain	406-281-5307
Counselor, Logan McKenney	406-281-5308
Counselor, Jennifer Moore	406-281-5309
Counselor, Miranda Schmitt	406-281-5306

School Resources

Receptionist/Main Office, Billy-Jo Hurt	406-281-5330
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Attendance Office:

Secretary, Susan Dirks: last names A-G	406-281-5299
Secretary, Nikki Ecker: last names H-O	406-281-5297
Secretary, Lynette Wichman: last names P-Z	406-281-5296
Registrar, Sandi Carlson	406-281-5301
Activities Secretary, Stacy Brensdal	406-281-5313
(SRO) School Resource Office, Chris Thiel	406-281-5303

Career Center

	406-281-5344
C.C. Director, Fred Petak	406-281-5343
C.C. Associate Director, Melissa Soucy	406-281-5383
C.C. Associate Director, Deni Oltrogge	406-281-5378

Announcements & Staff Directory

Announcements and a complete listing of staff members and departments can be found on the Skyview website by clicking on the "Meet Our Staff" page or going to bit.ly/Skyviewstaff

E-mail Addresses

Staff: Last name initial of first name@billingssschools.org (ex. doej@billingssschools.org)

Students: First name.Last name@billingsstudents.org (ex jane.doe@billingsstudents.org)

Websites

Billings Public Schools: <http://billingssschools.org>

Skyview High School: <https://skyview.billingssschools.org/>

CAREER CENTER SCHEDULES

Monday, Tuesday, Thursday & Friday

Period 1	7:50 – 8:45
Period 2	8:50 – 9:45
Period 3	9:50 – 10:45
Lunch	10:45 – 11:45
Period 4	11:50 – 12:45
Period 5	12:50 – 1:45
Period 6	1:50 – 2:45
Remediation	2:45 – 3:00

Wednesday PLC Schedule

Period 1	7:50 – 8:40
Period 2	8:45 – 9:35
Period 3	9:40 – 10:30
Lunch	10:30 – 11:15
Period 4	11:20 – 12:10
Period 5	12:15 – 1:05
Period 6	1:10 – 2:00

See Below for Career Center Bus Schedule for Departure and Arrival Times

CAREER CENTER BUS SCHEDULES:

M, T, TH, F Morning:

7:00 a.m. Bus Leaves SKYVIEW for CC
7:35 a.m. Bus Arrives at Career Center

MID-MORNING:

11:17 a.m. Bus Leaves SKYVIEW for CC
11:47 a.m. Bus Arrives at Career Center

DAY END:

2:45 p.m. Bus Leaves CC for SKYVIEW
3:15 p.m. Bus Arrives at SKYVIEW

Wednesday (Early Out Day) Morning:

7:00 a.m. Bus Leaves SKYVIEW for CC
7:35 a.m. Bus Arrives at Career Center

MID-MORNING :

10:50 a.m. Bus Leaves SKYVIEW for CC
11:20 a.m. Bus Arrives at Career Center

DAY END:

1:45 p.m. Bus Leaves CC for SKYVIEW
2:15 p.m. Bus Arrives at SKYVIEW

Safety Measures at Skyview

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

Student ID: All students are encouraged to have a school ID with them at all times (preferably visible). Replacement IDs can be purchased at the Activities Office for \$5.00.

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

Skyview appreciates the willingness of our former students to come back to school and visit past friends and staff members. However, in order to maintain the integrity of our school day, we only allow those

visits before or after school and not during instructional time. Visitors must check in at the Main Office, get a visitor's pass and inform the Main Office as to which staff members will be visited.

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

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

Activities

Athletic and Performance Eligibility Expectations – Grades Effective Beginning with the 2026–2027 School Year

To be eligible to participate in athletic contests and school-sponsored performances, students must be passing all classes.

- Teachers will update grades on a regular basis.
- An administrator will be assigned to each athletic program and performance activity to monitor grades and attendance.
- If a student is not passing all classes at the time of a grade check, the coach, director, or sponsor will be notified, and the student will be ineligible to compete or perform until the next grade check or until the grade deficiency has been corrected.
- Once the student has raised the grade to a passing level, the student must obtain verification from the teacher by having an Academic Eligibility Clearance Card signed indicating the current passing grade.
- The student will submit the signed Academic Eligibility Clearance Card to the administrator assigned to the activity.
- The administrator will verify the information and notify the coach, director, or sponsor that the student has regained eligibility.

Eligibility is restored only after the administrator has verified the passing grade and notified the coach, director, or sponsor.

Each student is encouraged to participate in one or more of the activities offered at Skyview High School. Information about these activities may be obtained from the activity sponsor or from the Activities Office (Room 110).

Attendance Requirement

To be eligible to practice, compete, perform, or travel with a school-sponsored activity, a student must attend school for a minimum of three (3) hours on:

- the day of the event;
- the school day immediately preceding the event; and
- the school day immediately preceding any required travel day.

Exceptions for medical, dental, legal, family emergency, or other extenuating circumstances may be granted by the administration. Requests for exceptions must be submitted and approved prior to the event or travel whenever possible. Documentation from a physician, dentist, court official, or other appropriate professional may be required to verify the absence.

District Activities Policies

Academics

Registering for Classes: Each year, it is important for students to reflect on their 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.

Students 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.

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

- A. Accreditation of the school where credits were earned
- B. Length, of course, school day and school year
- C. Content of applicable courses

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

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 into the Grade Point Average (GPA) in the middle school transcript.
- ❖ 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 (8th) 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.

Audit Classes: If students choose to audit a class (retake 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 worth credit so it will not be calculated into your grade point average

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

Non-Credit Guidelines: Skyview has a Core Focus: “to positively impact student learning every day.” The purpose of this guideline is to encourage students to take advantage of every learning opportunity at Skyview High School. The non-credit guidelines are as follows:

- Non-credit classes are study hall, early out, late in, and all aide positions.
- Students are only allowed one non-credit class per semester.
- Freshman and Sophomores - students may not take a non-credit course unless there are extenuating circumstances, as determined by the school faculty.
- Juniors - students may not take an early out or a late in. To take a non-credit, a student must have passed all but one class or reached 11.5 credits by the fall of their junior year. At registration time, this equates to passing all classes or having 8.5 credits.
- Seniors - students may be eligible for a late-in, early-out, or non-credit class under the following criteria:
 - Early-out/Late-in/Non-Credit Class Both Semesters: student has earned 17 credits by the fall of their senior year. At registration time, this equates to 14 credits.
 - Early-out/Late-in/Non-Credit Class 2nd Semester: student has 20 credits by the end of the first semester of their senior year.
 - Students must have earned at least 17 credits by the fall of their senior year or 14 credits at registration time.

The school will look at individual stories, and final approval will be granted by the Principal or Associate Principal.

Correspondence Classes (MTDA/BYU):

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. MTDA and BYU classes require the signed approval of the parent, counselor, and Associate Principal prior to the start of the course.

Students enrolled in Billings Public Schools can take online 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 the NCAA and NAIA Clearinghouse to see if MTDA correspondence or university connection classes are accepted.

Home-schooled students can register for MTDA courses through Billings Public Schools.

5th Year Application: Students have the opportunity to attend Billings Public Schools under the following conditions:

- The application is submitted to the Principal or Assistant Principal for final approval. Factors to be considered for accepting a 5th year student include, but are not limited to:
 - Attendance history
 - Behavior history
 - Credit deficiencies

The application for a 5th year is located here: <https://bit.ly/5thyearapplication>

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 cannot 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.

University Connections:

- ❖ College eligible (Algebra 2, ACT/SAT taken)
- ❖ Juniors and Seniors

- ❖ May not take the *required* high school courses at the university to substitute for classes at Skyview High School
- ❖ Not more than 2 periods absent from Skyview (3 periods if taking 2 university classes on the same day)
- ❖ Receipts to the counselor

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 in the 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 that meet the OPI guidelines

College Entrance Requirements (Montana)

1. ACT Math Score – 22 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 – 3 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
- ❖ Financial Literacy - ½ 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.

Early Graduation Criteria:

1. The student must write a letter indicating the need for early graduation, for the reason of enrolling in a post-secondary program in 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. The student must be in good academic standing, have enough credits to graduate, and meet all required coursework.
3. The student must be at the Proficient or Advanced Proficient level in standardized testing.
4. A 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. Students will have to take two English classes and write an additional paper to meet the requirements of the curriculum (essential skills). The student must also find an English teacher to grade and certify the passing quality of the work.
8. Students must take American Government and Senior Social Studies in the first semester to meet graduation requirements.

*Early graduation is at the end of the 7th semester.

Weighted Grades, GPA, Transcripts:

GPA and Transcripts

To ensure accuracy for college admissions and scholarships, Billings Public Schools tracks both weighted and unweighted Grade Point Averages (GPA):

- Transcripts: Transcripts display a student's unweighted GPA to accommodate colleges and scholarships that prefer a traditional 4.0 scale. GPA calculations are rounded to the nearest hundredth (0.01).
- Class Rank: Class rank and percentiles are calculated based upon the weighted GPA.
- Scholarship Reporting: The weighted GPA and class rank will be reported for all standard college application and scholarship purposes (such as the Common Application). The single exception is the Montana University System (MUS) Scholarship; the district reports unweighted GPAs for this specific program to ensure our students receive the most favorable scoring possible.

Valedictorian Selection Criteria

The title of Valedictorian is the highest academic honor bestowed upon graduating seniors. The valedictorian will be the student(s) who takes the most rigorous academic track, resulting in the highest weighted GPA.

Because scheduling limits, course availability, and individual student interests vary, school counselors support academic planning but do not advise students on how to "become" valedictorian. To ensure a completely level playing field across the district, all candidates must meet the following strict structural criteria:

- Credit Threshold: Students must earn at least 24 high school credits, including all specific district graduation requirements.
- Eight-Semester Timeline: The final valedictorian designation is determined at the conclusion of the student's eighth (final) semester.
- The Calculation Math: To prevent the artificial inflation of a GPA through excess non-weighted electives, the valedictorian GPA is calculated using a specific prioritization:
 1. All weighted grades (Approved Honors and Advanced Placement courses where A=5.0) are factored in first.
 2. Non-weighted grades, including non-weighted grades below an A, are added next until exactly 24 total credits are reached.
 3. Any additional non-weighted "A" grades earned beyond the 24-credit mark are excluded from this specific calculation.
- Rounding and Ties: For the purposes of valedictorian determination, the calculated GPA is not rounded. In the event of an exact mathematical tie, multiple valedictorians will be named, honored, and recognized equally.
- Rank vs. Title: Because the valedictorian GPA utilizes a specialized formula for school use, the title of Valedictorian may not always reflect a class rank of 1 on a standard transcript.

A Note on Balancing Rigor and Wellness

While being named valedictorian is an impressive achievement, it represents just one measure of success in high school. Our primary goal is to help every student build a strong academic foundation, pursue deep personal interests, and prepare for future opportunities. We strongly encourage students to challenge themselves appropriately, focus deeply on learning, and choose courses that align with their long-term interests and post-graduation plans, not solely for a rank or a title.

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

Grade Scale & Course Symbols:

A – Excellent	S - Satisfactory
B – Above Average	U - Unsatisfactory
C – Average	IN – Incomplete
D – Below Average	N - No Credit
F – Failure	> - Accelerated/Enriched
P – Pass	* - Non-GPA Course

Final Exams: All courses will have a final exam or culminating activity at the end of the semester. All students are required to complete the exam/project and be present in class on the day of the final. Any extenuating circumstances must be discussed in advance with the Assistant Principal.

Challenging a Course: Proficiency is defined as mastering content at 80% or better and projects at 70% or better. At the discretion of the District, a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required, and, provided that the course meets the District's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Examples of acceptable coursework include, but are not necessarily limited to, those delivered through correspondence, extension, and distance learning courses, adult education, summer school, work study, specially designed courses, Summit Learning content/projects, and challenges to current courses.

PowerSchool for Parents: You can access PowerSchool for Parents at the link below:

<https://powerschool.billingsschools.org/public/>

Graduation Academic Recognition:

Students graduating 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

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/assignment 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.

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum, Billings Public Schools continues to follow Senate Bill 99 as well as board policy 2310 procedure 2 which states that when selecting materials, teachers, and administrators must review their content and consider the issues of violence, profanity, prurient subject matter, cultural concerns, and historical accuracy in the selection process. Objections to lessons and/or materials must be brought to the teacher's attention in writing, using the District Alternative Material Request Form. Alternatives may be available within district guidelines. If an objection is submitted, the teacher will then select an alternative option from the appropriate course/grade level guidelines to provide the students with an independent study opportunity as allowed by state law and local policy. The approved reading list, courses, and units of study are available on the District webpage under curriculum.

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

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

Health Enhancement Injury Policy: If a Health Enhancement student has an injury that 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 2nd 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.*

Academic Integrity:

Department Policy on Academic Integrity and AI

- ❖ “Learning to think and work independently is an essential part of the educational process.” Skyview High School’s policy can be summarized simply: “As a student, you are responsible for your own work and you are responsible for your actions.” (adapted from Cal Poly)
- ❖ Outside of specific approved uses below, students, in Skyview English courses, are prohibited from using any and all Artificial Intelligence (AI) tools (e.g. ChapGPT or DALL-E) or essay writing services (e.g. Chegg or Course Hero) to guide, brainstorm, draft, or create student work related to any assessment, including, but not limited to, written projects, essays, timed writes, and other tasks that should be the original work of the student. Any unapproved use of Artificial Intelligence tools or essay writing services will count as a violation of Skyview English Department’s Academic Integrity Policy. (Adapted from College Board’s 22-23 Policy)

Approved Uses

- ❖ Assignments per teacher's discretion
- ❖ Peer analysis and feedback
- ❖ Essay criticism
- ❖ Pattern Identification in writing

Academic Integrity Protocol

- ❖ The Academic Integrity policy for English courses is cumulative over the four (4) years the student spends at Skyview High School.
- ❖ Student’s assignment meets 2 or more criteria (with teacher discretion):
 - AI Detector = 85% or higher
 - Little to no revision history in Google Docs
 - No prewriting completed, and/or inconsistent prewriting completed
- ❖ Offense 1: Student given the opportunity to redo the assignment and resubmit for full credit. The student must complete a conference with their teacher about the offense in question, and contact home will be made. Failure to conference or redo the assignment will result in a zero earned.
- ❖ Offense 2: Student earns a zero on the assignment. Notify student, parents, and administration.
- ❖ Offense 3: Student earns a zero on the assignment. The administrator and teacher will set up a parent conference if deemed appropriate.

Make-up Work

Students are allowed a day for a day for completing make-up work when they have an excused absence. Teachers may extend this policy depending on the situation and/or assignment involved.

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.

Withdrawal from School

A student withdrawing from Skyview must have a parent make contact with the student's Counselor or Assistant Principal to begin the process. 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.

Attendance

Attendance Policy

Pursuant to state law, the Board authorizes the Superintendent to adopt procedures implementing compulsory attendance regulations throughout the District. These procedures shall be published in student handbooks annually. ([Reference-Policy 3120](#))

Securing and completing makeup work is the student's responsibility. Participation in fraudulent attempts (fake note or call) in order to secure an excused or waived absence may result in one day of In-School Suspension or Out-of-School Suspension.

Excusing an Absence

When your student is going to be absent, first and foremost, contact the secretaries in the Attendance Office at 281-5299 (A-G), 281-5297 (H-O), or 281-5296 (P-Z).

Limit on Total Absences ("Ten Day Rule")

If a student accumulates 11 or more total absences (excused and/or unexcused) per class period during a semester, he/she is in violation of the absence limit. If the student is passing the class, he/she will receive a credit; however, the letter grade will be reflected as a "P." Students who are failing will not receive credit. ([Reference-Policy 3120](#))

A student may petition to regain their previous letter grade for individual classes if they do not violate the attendance policy in any class during the subsequent semester. Students will need to complete an attendance violation appeal within two weeks prior to the end of that semester. Appeal forms are located in the attendance office.

Seniors in violation of the absence limit during their final semester, who are seeking to regain a letter grade during that semester, will be required to complete an appeal form and serve an hour of “make-up time” and/or supervised community service for every missed class period exceeding 10 days. “Make-up time” must be completed within a week of graduation and prior to the end of school.

Definitions:

Absences counted against the 10-day absence limit:

- ❖ Excused Absence (E): Absence that is pre-approved/cleared by a parent/guardian
- ❖ Unexcused Absence (A): An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make up work missed during unexcused absences at the teacher's discretion. A student with excessive absences may be cited for truancy by police according to Montana State Law (M.C.A. 41-5-103)
- ❖ Suspension: (X) Out of School Suspension
- ❖ Illness: (I) Any absence from school without a note from a doctor
- ❖ Attendance Policy Violation: (AV): Skipping out of a class early or showing up to a class 5 minutes after the tardy bell
- ❖ Early Out: (EO): Leaving early from school and excused by parent/guardian

Absences not counted against the 10-day absence limit:

- ❖ Activity-Related Absences (O): When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office. Students are required to make up all work that is missed to gain the necessary skills taught in the course.
- ❖ Medical Absence: (M) An absence that is medically cleared through written documentation from a licensed physician.
- ❖ Bereavement (W): An absence due to a death in a student's immediate family.
- ❖ College Visit (W): An absence due to a college visit (Max days 2) and verified through written documentation from the visited institution. These will be approved by the Assistant Principal.
- ❖ Deans (D): An absence that does not fall into any other category, approved by an assistant principal or administrator due to extenuating circumstances.
- ❖ Counselor: (C): An absence that is in the Counseling Center.
- ❖ Nurse: (N): An absence that is in the Nurse's Office.

Securing and completing makeup work is the student's responsibility.

Illness at School: 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 or returned to class. We do not have a place to rest, AND we do not have a full-time nurse. If this procedure is not followed and you have not properly checked out, you will be considered truant for all classes missed.

Tardy Policy:

- ❖ Consequences for tardies that exceed the 3 can include detention assigned.
- ❖ Any tardy after 5 minutes will count as an attendance policy violation up to 29 minutes. in that class.

- ❖ Missing half the class or more will be considered an absence and if not excused will be an unexcused absence.

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

Truancy - Consequences

- ❖ 2 full lunch detentions will be assigned for each unexcused class (one for the class that was missed, one for the consequence); attempt to notify parent and counselor.
- ❖ A minimum of 1 day suspension will be assigned for 4+ unexcused classes in a day; attempt to notify the parent and counselor.
- ❖ Consequences for excessive unexcused classes may result in a suspension hearing and/or possible loss of credit.
- ❖ Referrals will be recorded in the student's behavior log.

Skyview Student Code of Conduct

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

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

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.

Searches:

The goal of search and seizure with respect to students is to meet the educational needs of children and ensure 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 of 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 materials. The School District also utilizes 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.

A student on school property or at a school-sanctioned event does not have the right of refusal to be searched.

(See Policy 3204 & 3204 P-1 through P-3 of district handbook)

Hall Passes: Students must have a hall pass to be anywhere outside of class. One student will be able to use the classroom hall pass at a time. Students will need to sign out and in on the hall pass signout form upon exiting and returning to their designated classroom.

Lunch Procedures/Expectations: 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 chairs, or sit on another student's lap. Students may and are encouraged to eat in a classroom with teachers when they have permission from that teacher, and the teacher is present. Student use of any gym during any lunch period is not allowed unless accompanied by a staff member.

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:**

School dress code will apply. *Students who arrive at the graduation lineup in inappropriate dress will be asked to either change their attire or leave and not participate in the ceremony.*

2. **Graduation Cap Requirements:**

- ❖ Top edge of the board only, 1 1/2" around the top edge.
- ❖ Design cannot extend past the edge dimensions or underneath.
- ❖ Must be flat – nothing over 1/8" high.

- ❖ Nothing hanging down.
 - ❖ No lights.
 - ❖ Nothing deemed to be:
 - Profane
 - Sexually suggestive
 - Explicit images
 - Offensive
 - No references to Drugs, Alcohol, or Tobacco
 - ❖ No Altering the tassel.
 - ❖ If something is deemed inappropriate, you will be provided with an alternate cap.
 - ❖ Line leaders and staff will be checking caps one final time at graduation.
3. Alcohol/Drugs: Any student who 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. Noisemakers or other distractions: No balloons, fireworks, noisemakers, air horns, beach balls, or confetti will be allowed at the graduation.

Dress Code:

Billings Public Schools respects students' rights to express themselves in the way they dress. All students who attend BPS are also expected to respect the school community by dressing in a professional manner appropriate for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them. This policy is intended to provide guidance for students, staff, and parents.

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 to the learning of others 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, drugs, drug brands, tobacco, alcohol, advertise weapons or violence, or express double meanings that are inappropriate or promote gang activity as determined by Policy 3203.

All students are expected to wear comfortable, safe, and appropriate clothing in P.E. class (sweats, shorts, athletic shoes, tee shirts). Specific courses or events may require specialized attire, such as sports uniforms or safety gear that may differ from the dress code.

Students who are attending class or working in other school buildings in the district must abide by that building's dress code.

The administration at each school reserves the right to determine what constitutes appropriate dress.

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

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

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.

Students and staff are strongly encouraged to wear Skyview clothing and our school colors. Each Friday is "Falcon Friday" where everyone wears as much blue and silver as possible.

Electronic Device/Cell Phone Policy:

Billings Public Schools recommends students NOT bring cell phones or electronic devices to school and takes no responsibility for devices that are lost or stolen, even when those devices are placed in a classroom caddy or other storage system during the class period. Also, be aware that the school can revoke any student's cell phone privileges and require the phone to be turned in upon arrival and not returned until dismissal as a result of a student's failure to use the phone appropriately while on campus.

- No cell phones or other personal electronic devices use is allowed during class time, educational or otherwise. All cell phones should be put into the school provided phone storage spot during class time. Devices can only be used before and after school, during passing time or at lunch.
- Parents can call the office and messages will be relayed to students.

Suspension/Detention:

In-School Suspension (ISS) - In-school suspension is a temporary assignment to the Assistant Principal's office or ISS room during the regular school day. Students assigned ISS will remain in the ISS room or Assistant Principal's office the entire day without benefit of the 5 minute passing period or lunch freedoms. The referral will be recorded in the student's behavior log.

Out-of-School Suspension (OSS) - Out-of-school suspension is a temporary suspension from school attendance at Skyview High School. The referral will be recorded in the student's behavior log.

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

- ❖ 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.
- ❖ Student's assigned out-of-school suspension (OSS) will serve the suspension at the Journey Center or at home (as directed by the school's administration) and may not come onto District #2 school property for any reason or to any school-sponsored activity off of school property during the suspension. This includes any weekend days covered by the assigned suspension.

- ❖ Students are responsible for the content of work missed even though full credit may not be awarded for assignments given on the specific dates of the suspension.

Journey Academy- Journey Academy is a School District #2 program that has been designed as an alternative placement for District #2 high school and middle school students who have been taken to a Due Process Hearing. The goal of this program is to allow students who have had major disciplinary issues in their home school to continue their education and work toward graduation. This program is housed at the Lincoln Center. Journey Academy uses computer-based classes and direct instruction by certified staff members. Classes are assigned based on each student's individual graduation needs and the schedule they had been assigned at their home school. All students are expected to have consistent attendance, to be on time, to behave appropriately and to make adequate academic progress. Students who fail to meet these expectations may result in additional semesters at the Journey Academy or they may be taken to an Expulsion Hearing before the Billings Public Schools Board of Trustees.

Academic Detention - Academic detention will be held during lunch or after school. The referral will be recorded in the student's behavior log. It is the responsibility of the student to arrive for detention with academic work; i.e. math, science, social studies, English, etc. Teachers have the option and are encouraged to go to detention and check-out students to work on critical concepts during the duration of the assigned detention(s).

Detention Times

Full hour of lunch
1st half or 2nd half of lunch

Detention Rules

1. Students must be in their seat by their assigned time.
2. Students must bring academic work or a book to read.
3. Cell phone expectations still apply to detention.
4. Use of electronic devices (including listening to music) is prohibited and will result in additional consequences.
5. Vending machines and having food delivered to detention are prohibited.
6. Students are not allowed to sleep in detention.
7. If students are not in their seats by the required time, they will be asked to leave and will be assigned 2 additional detentions.
8. Students who fail to attend detention will be assigned additional consequences (see below).
9. Students asked to leave detention because of their behavior will be assigned additional consequences (see below).
10. The first unexcused absence from regular detention will result in the rescheduling of 2 additional detentions. Additional unexcused absences from regular detention will result in suspension. Suspension will follow the second and any subsequent unexcused absences from detention.
11. 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.
12. Given extenuating circumstances, the Assistant Principals will dismiss detention at their discretion.

Voice or video recording outside of approved educational use is prohibited; students are not allowed to take pictures, videos, or voice recordings of other students or staff without consent of all those being recorded (This includes TikTok, SnapChat and other social media video platforms). At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of others.

Inappropriate Use of Social Media

It is not always easy to determine if social media is school-related or a personal issue. This translates into a greater level of responsibility and accountability for everyone. If social media use causes a disruption to the educational process, the school may become involved. Law Enforcement will be notified as needed. This could include disciplinary action such as a parent conference, detention, in-school suspension, Journey Center/out-of-school suspension, or an Administrative Due Process Hearing.

If you experience or observe any form of bullying or behavior that is potentially dangerous to you or others, please report the behavior immediately. You can tell a parent, a Senior High School staff member, or a trusted adult. Billings Public Schools provides an anonymous service called SAFER MT that will alert school officials immediately 24 hours a day. You can use this service by clicking the link on the Billings SD2 website or the Billings West High Website.

Although submitting anonymously is an option, investigations are more efficient and follow up with the submitter can occur when the submitter chooses to leave their name when filling the report. Regardless of the incident, the confidentiality of the submitter is always taken seriously.

Bullying

Billings Public Schools 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.

Bullying, as defined by the Anti-Bullying Alliance, is:

- "The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online."

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, out-of-school suspension, or expulsion.

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

Dance Rules & Regulations:

1. The dance time is from 8:30 p.m. to 11:00 p.m.
2. One guest is allowed per student.
3. Any guest not attending Skyview High School must be approved by an Assistant Principal prior to the dance.
4. Guests who have dropped out of school will not be admitted.
5. Guests who have already graduated from high school may be allowed only if they are no older than 19.
6. Guests must bring a valid student I.D. If the guest does not have an I.D., they will not be admitted.
7. Dances are school functions sponsored by school organizations. All school rules concerning use of drugs, alcohol, or tobacco apply.

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 advocates 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.

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 21st 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 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.

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

1. Contact your teacher: Ask your teacher to schedule an appointment for extra help during a student hall or academic intervention time during lunch. Before/after school is also available for additional help from teachers.
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 expenses involved in private tutoring.

Library:

- ❖ The library is open from 7:00 a.m. to 3:30 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.
- ❖ Teachers can send students with a green library pass. The pass needs to have the student's name, date, time, and teacher's signature.
- ❖ Library materials are ordered periodically throughout the school year. Students' 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:

- ❖ Students' IDs are requested to check out books.
- ❖ 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

Skyview Library Resources: You will find us on the web at <https://sites.google.com/billingsschools.org/skyview-library/home>

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 to place a hold.

Database Access: Databases are near the top of the website. Printed bookmarks with our databases listed and all passwords are available at the library checkout counter.

SORA~D2 eLibrary - Digital books: Digital and audio books are offered for download using the student ID. This service is open year-round.

General Information

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.

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.

Equal Education Opportunity ([Reference - Policy 3220](#)):

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.