# Castle Rock Middle School 2018-2019 Student Planner

### "We Are ROCK Solid"

### **WELCOME**

Welcome to Castle Rock Middle School! You are very fortunate to be able to attend Castle Rock Middle School. We feel that our school is one of the very best. Very high standards have been set, and the program that has been planned for you is both exciting and challenging. Take advantage of every opportunity to pursue educational excellence, participate and be active in as many programs as possible.

The information found in this Student Handbook has been carefully prepared to assist you in achieving excellence. You will find that the expectations, respect, and responsibilities that govern our lives here at Castle Rock make it possible for all of us to work together. As a student at Castle Rock, you are expected to know and follow our rules and procedures. I suggest that you become familiar with the contents of your Student Handbook and use it everyday. If you have any questions about the information in this handbook, see your teachers, guidance counselor, administrators, or any other staff member in the building; they will be happy to assist you.

Castle Rock Middle School will be whatever you make of it. Be proud of it. Take good care of it. Become part of it. You have the power to determine your success or failure. Start off on the right foot. Remember: "We are Rock Solid!"

The entire staff joins me in looking forward to a positive, rewarding, and productive school year.

O'Shean Moran Principal

Main Office: (406) 281-5800 Attendance Office: (406) 281-5807

Fax Number: (406) 254-1116 Counseling Center: (406) 281-5804/281-5805

# PLEASE INSERT BPS SCHOOL CALENDAR HERE

#### Mission Statement "Rock Solid"

Inspiring and modeling excellence by providing all students opportunities to grow in their academic, character, and career development within the school and community.

#### Philosophy

The goal of the Billings Public Schools is to provide quality education for youngsters within an environment which promotes the development of self-discipline and the responsible use of freedom. This goal is best realized when the professional staff of each school works to ensure the orderly conduct of the educational program in order to facilitate learning. It is the aim of the Billings Public Schools to strive for student behavior which is within the guidelines of each school's established rules and regulations. guidelines will operate within the broader school district policy provided by the Board of Trustees. School rules and regulations should do the following:

- 1. Promote the objectives of the school.
- 2. Be fairly and consistently applied.
- Protect the rights, safety, and welfare of all persons concerned.

All persons associated with the school have a responsibility for the maintenance of proper school discipline. I am expected to be diligent in my studies and conduct myself in such a way that the rights and privileges of others are not violated. I am required to know and conform to the rules and regulations of the school, to submit to the authority of the school staff, and those provisions of law which apply to the conduct of minors and adults.

#### Whom to See:

Attendance Attendance Secretary Class Schedules Counselors Fees, Fines & Payments Homework Requests Illness & First Aid Library Information Lockers Lost & Found Lunch Information Cafeteria Pre-Arranged Absence Schedules (Activities/Facilities) Withdrawal from School

Main Office Secretary Attendance Secretary Attendance Secretary Library Teacher Associate Principal Attendance Secretary Attendance Secretary Associate Principal Attendance Secretary

**Executive Director of Human Resources** 415 N. 30th Billings, MT 59101 (406) 281-5039

#### **Attendance Procedures**

At Castle Rock, attending school regularly and being on time for classes affect what I learn and are necessary for success in school and on the job later in life. I may be out of class if the teacher issues a hall pass to me.

When it is necessary for me to miss school for a legitimate reason, my parent should call the attendance office of the school by 10:00 AM. The telephone number is **281-**5807. Excused absences include illness, family emergencies, school-sponsored functions, or other absences approved by the school administration. Some examples of unexcused absences (truancy) include:

- leaving the building without checking out in the
- oversleeping, car trouble, "missing the bus"
- not reporting to detention

If my parent/guardian cannot make a phone call that morning, he/she should write a note to the attendance secretary. I will give the note to the secretary when I return to school.

All class work may be made up. I am expected to make up work when I have a suspension. Students will be given full credit for all make-up work when it is turned into the teachers on the first day I return to school after the suspension.

If I know in advance that I will be absent, I will take a note from my parent/guardian to the attendance office two or three days before my expected absence. The attendance secretary will give me a clearance slip to take to my teachers to get homework. The clearance slip may be signed by every teacher whose class will be missed.

If I am absent for more than two (2) days, the Attendance Office will collect my assignments from my teachers and get the needed books from my locker (please call the Attendance Office at 281-5807 by 10:00 AM to request assignments). I will have one day per absence day to make up my missing assignments.

#### Eagle PRIDE

The mission of Eagle Pride is to promote and celebrate our students' academic excellence and behavior. As part of this mission we hope to create a school environment where academic achievement, continuous improvement, and citizenship are promoted and recognized. With this belief in mind, we have developed an academic program to increase student performance. Our objective is to motivate all students to improve academically, not just reward already successful academic achievers. We believe this component of Eagle Pride develops a positive "academic attitude" with our students. Students will be rewarded with various items, opportunities, and discounts. The higher the grade point average, the greater the reward. To recognize the academic achievement of our students, they will have the opportunity to earn the following:

- 1. Special award (for example: PE bag, water bottle).
- Various special activities throughout the year.
- 3. Discounts at local businesses.

#### Report Cards

Report cards will be issued six times a year in all subjects and are distributed the week following the end of the six week grading period through a designated class period. Report cards will be sent home with the students on the following dates:

Six-Week Period	Report Cards
8/23-10/5	10/12/18
10/8-11/20	11/30/18
11/26-1/11	1/18/19
1/15-3/1	3/8/19
3/4-4/12	4/23/19
4/15-5/31	6/7/19 (mailed)

#### Honors Tea

Eighth grade students are honored for achieving honor roll (3.5 GPA and above for two consecutive semesters in 7th grade, and the first semester of 8th grade) by attending the Honors Tea.

#### Awards Ceremony

In the Spring, an Awards Ceremony is held to recognize outstanding student achievements. A major component of this ceremony is the Presidential Award for Educational Excellence (3.5 GPA plus 85% in Math and Reading on the national assessment). Additional awards include the Spirit of Castle Rock Award, Billings Heights Exchange Club Student of the Month, YMCA Principal's Award, Elks Student of the Year, and American Legion Students of the Year.

#### Clubs/Activities at Castle Rock

At Castle Rock Middle School, we highly encourage the participation in Clubs and Activities. As a student who participates in clubs and activities, you will be provided an opportunity to explore a variety of activities and meet new friends. Please check with your counselors for a schedule of activities and clubs.

#### Clubs/Activities

Honor Roll	Math Club	Spelling Bee		
Merit Roll	Geography Bee	Student Council		
IQ Club	Fly Fishing Club	Technology Club		
Book Club	Math Counts	Lego Robotics Club		
Builder's Club	Native Nations Club	Card Club		
Card Club	ReAct Club	Yearbook		
Shock2 Club	T.E.D. Club			
Ambassadors of Compassion				

#### **Music**

Solo and Ensemble Festival, Jazz Band/Jazz Rock Band, Silhouettes, Morning Orchestra

#### Athletics

Cross-Country	Football	Softball	Wrestling
Basketball	Volleyball	Track	_

#### Billings Public School 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, t-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 no shorter than 5 inches above the middle of the knee cap; low necklines, sheer, strapless, bare midriff or bare back design will not be permitted. No halter tops, or spaghetti straps. Bra straps and all undergarments 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 are 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 it 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 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 consequences: Change to appropriate clothing of the student's, or from the school's collection; Parent notification to bring appropriate clothing to school; or disciplinary consequence.

Discipline: It is the responsibility of building administration, operating under administrative guidelines, to determine the appropriateness of student clothing and accessories, especially as clothing, apparel, accessories—particularly group or gang related ones—may vary and change from year-to-year. 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 schools collection;
- Parent notification to bring appropriate clothing to school;
- 3) Disciplinary consequence.

#### Castle Rock Tardy Policy

A student is tardy when he or she enters the room and has missed instructional time.

#### Tardy Policy:

**1st, 2nd, 3rd Tardy**: Teacher warning (marked in Powerschool by teacher).

**4th Tardy**: Parent phone call, 1/2 hour detention with teacher, 24 hour notice is provided.

**5th Tardy**: Parent phone call, 1/2 hour detention with teacher, 24 hour notice is provided.

**6th Tardy**: Referral slip to office. One hour after school in ISS room, administration, counselor, and parent meeting.

#### Note:

- Students will be considered absent, not tardy, if they are over five (5) minutes late for class. This will result in disciplinary action.
- Students who have no tardies for the quarter will receive special recognition.
- Students will be given a fresh start each semester. If students abuse the tardy program, the 6th tardy may result in being placed on the Step Plan.

#### Medication

The school nurse or school staff does not dispense medication of any kind, including over-the-counter medications. Over the counter medications may be kept at the attendance office with the appropriate form on file. If I need to take medication during school hours, I will notify the nurse or attendance. I will leave my prescription medicine in the attendance office in the original container with only the required number of doses to be taken at school, and will go to the office at the prescribed time to take my medicine. My parent or guardian must sign a parent permission slip for the school to store my medication.

#### **School Grounds and Appointments**

I understand that I am to remain on school grounds from the time I arrive in the morning until school is dismissed in the afternoon. If I need to leave school for an appointment, I will bring a note to the school on the morning of the appointment and give it to the attendance secretary. If I arrive to school late because of a morning appointment, I will bring a note to school and check in with the attendance secretary. A parent or guardian must sign me out at the attendance desk to clear me to leave the building. If I choose to leave campus without permission, I realize there will be disciplinary action.

#### Visitors

My parents and authorized adults are always welcome to visit the school. It is helpful that all parents make an appointment prior to their visit. Before entering the building, they will be asked to show their ID. All visitors are asked to report to the main office before going anywhere else in the building. All visitors will sign the Visitor's Log and be issued a visitor's badge which needs to be worn. To avoid disruptions, we do not allow students to bring student visitors to school.

#### Before & After School

I do not need to come to school earlier than necessary. If I need extra help, or have questions on an assignment, I am encouraged to sign in outside the cafeteria in the morning (7:40-8:00 AM) to see my teachers. Teachers are also available after school. I need to be out of the building by 3:25 PM unless I am staying for activities under the supervision of a teacher, or I am waiting for the bus to arrive.

#### <u>Buses</u>

Students are asked to stand behind the designated yellow lines while waiting for their bus. Disciplinary behaviors on the bus will result in consequences both with the bus company and at school.

#### Lunch

I will be assigned to one 30-minute lunch period during the school day. I will be responsible for depositing my breakfast or lunch money before school in the cafeteria, and can choose from a hot menu or the salad bar. Castle Rock uses a keypad for purchasing meals. Students must know their student ID number. While in the cafeteria I will wait courteously with others and will not "cut" in line. I may eat my lunch only in the cafeteria and realize that it is important that no food or drink leaves the area. When we have finished eating, my friends and I will take responsibility for cleaning our table area and taking our trash to the garbage cans.

## Restaurant/takeout delivery orders are not allowed to be received at school.

Castle Rock has a closed campus, which means I cannot leave for lunch unless it is a very special occasion. I must bring a note, or my parents must call and I must be gone with my parent only for the lunch time. I may take one friend with me for lunch. My friend must also bring a parent note to be excused at lunch time. The school needs to be notified the day before, or the morning of.

#### **Telephone**

As a Castle Rock student I may use the phone located at the main desk, or in the classrooms with teacher permission. If I call home from a school phone, I will be sure to leave a message! This way, my parents won't wonder why the school called.

#### Counseling/Social Services

My student counselors provide counseling and informational services to individual students and small groups. They provide group guidance in a number of classes throughout the year. There are two counselors on our staff. Parents, too, may request a meeting with school counselors concerning problems related to their children by calling 281-5800.

Ms. Toney 281-5804 6th & K-Z 8th Grade Mr. Virostko 281-5805 7th & A-J 8th Grade

#### **Library Media Center**

The library media center offers students and faculty a wide variety of resources including print, electronic, and non-print media, picture files, and access to materials from other libraries. We are encouraged to use these resources whenever possible. The library media center opens each school day at 8:00 a.m. and closes at 3:30 p.m. I may use the library before and after school if I wish, but once regular classes are in session, I will need a pass signed by a teacher to come to the library. Upon leaving the library to return to class, I will have the librarian note the time and sign the pass. I understand that a book may be checked out for a TWO week period of time and renewed if no one has reserved it. I will do my best to return books on or before the due date since other students may need them

#### <u>Lockers</u>

Because I expect my locker to be treated with respect, I will respect the lockers of others. This means I:

- will keep my combination to myself.
- will not write on lockers & will clean the outside of my locker should it become dirty or marked.
- will only use my own assigned locker.
- will not keep valuables or money in my locker. If it is necessary to bring a large sum of money to school for some reason, I will deposit it in the office during the day.
- realize that my locker is the property of the school district and, under certain circumstances, may be inspected by school authorities.
- will talk with my home base teacher should any problems arise.
- will be financially responsible for any mistreatment of my assigned locker.

#### <u>iPods, Cell Phones, Hand-held Electronic Game</u> <u>Devices, Laser Pens, Skateboards, Coats, Hats,</u> Squirt Guns

Students are encouraged not to bring items such as iPods, cell phones, hand-held electronic game devices, laser pens, skateboards, etc. to school. If at school, these items will be placed in my locker before the 8:10 bell and will remain there until after the 3:10 bell. Cell phones, or other electronic devices, will be turned off. Electronic devices are used only when a teacher in a classroom has given permission to use them for an academic purpose. Students may not use their technology in the halls or lunch. The school will not be responsible for the loss or replacement of these items. Students texting each other, or parents texting their children, is a distraction from instruction. If there is an emergency, please call the main office to contact your child. Skateboarding is not allowed at any time on school grounds. Students cannot have laser pens/lights, squirt guns, firecrackers, etc. while at school. Students are not allowed to wear hats, coats/jackets to class for any reason. Backpacks, shoulder bags, purses, etc. are to remain in lockers from 8:10 AM to 3:10 PM. Drawstring nylon bags are acceptable to take clothes to/from P.E. We do allow students to wear hats during the school day on "Hat Day", which is the first Tuesday of each month.

#### General Behavior Expectations

Castle Rock students are expected to show excellence, respect, and responsibility at all times. You are expected to respect the authority of administration, staff, and all adults in the building. This means you will be courteous, use an appropriate tone of voice, and follow directions immediately, without argument. You are also expected to treat your peers with respect and politeness. Please do not call others names, spread rumors, push in the halls, make fun of another student, or be unkind in general. We all have a responsibility for making Castle Rock a safe and enjoyable place to be every day. Excellence, respect, and responsibility are the Castle Rock standard and apply to all areas of life at Castle Rock. The Castle Rock standard on the next page includes, but is not limited to, the areas and expecta-

#### **EXTRA-CURRICULAR ACTIVITES**

	<u>START</u>	END
Cross-Country	8/20/18	10/8/18
Football	8/20/18	10/8/18
Softball	8/20/18	10/8/18
Girl's Basketball Wrestling	10/15/18 10/15 /18	12/7/18 12/7/18
Boy's Basketball	12/10/18	2/5/19
Volleyball	2/4/19	3/26/19
Track	3/27/19	5/21/19

#### **EXCEPTIONS—Continue Level II Infractions**

There are certain behaviors that are more severe and will not be tolerated at Castle Rock Middle School. These behaviors include, but are not limited to:

#### 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 a long-term suspension 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 a long-term suspension 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 a long-term suspension 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 a long-term suspension 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 a long-term suspension 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.

# <u>USE OR POSSESSION OF TOBACCO</u> <u>PRODUCTS</u> (Vapor products are considered a tobacco product.)

- 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 a long-term suspension 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

<u>Consequence</u>: Maximum suspension allowed by law, 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, ALCOHOL, OR PARAPHERNALIA

<u>Consequence</u>: Maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities will be contacted.)

#### POSSESSION OF A WEAPON, WHICH INCLUDES KNIFE/FIREARM OR ANY OTHER OBJECT CONSIDERED TO BE A WEAPON

<u>Consequence</u>: Maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities may be contacted.)

#### **ASSAULT**

<u>Consequence:</u> One day out-of-school suspension to maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities may be contacted.)

#### <u>EXPLOSIVES/FIREWORKS</u>

<u>Consequence</u>: One day in-school suspension to maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities may be contacted.)

#### **BOMB THREATS**

<u>Consequence</u>: Maximum suspension allowed by law, with possible recommendation to the Board of Trustees for expulsion. (Legal authorities will be contacted.)

<u>NOTE</u>: Depending on the severity of the offense, an administrator may advance to any level of disciplinary action that is warranted to promote and ensure an orderly and safe educational atmosphere in the school.

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

#### Detention/Suspension

If I am sent out of a class, I will be sent to the ISS room. While there I will complete all work given. I know that I will be expected to make up all work or missed assignments because of my behavior and or any days missed because I don't make any effort to return to class. During a suspension, the school will put together all assignments given during an out-of-school suspension. The student can hand in all assignments on his/her first day back at school for full credit. If assignments are handed in after that 1st day, reduction in grades are subject to teacher discretion.

#### Language

As a student at Castle Rock, I know that the use of improper or profane language in school and/or at school activities is prohibited.

#### Extra-Curricular Activities

Castle Rock Middle School encourages its students to broaden their skills, knowledge, and citizenship by participating in school sponsored extra-curricular activities.

**Boys' Athletics:** Boys in the sixth, seventh, and eighth grade have the opportunity to compete in cross country, wrestling, and track. Seventh and eighth grade boys can also compete in basketball. In addition to the interschool competitive program above, all boys at Castle Rock can participate in an instructional basketball program. Boys will practice, learn basic skills, and play games on Saturdays.

*Girls' Athletics*: Girls in the sixth, seventh, and eighth grade have the opportunity to compete in cross country, volleyball, and track. Seventh and eighth grade girls can also compete in basketball. In addition to the interschool competitive program, all girls at Castle Rick have the opportunity to participate in an instructional program in basketball and volleyball. Girls will practice, learn basic skills in both sports, and play games on Saturdays.

#### Eligibility Guidelines

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 improvement in the student's performance from the previous week. This guideline applies to all interscholastic and instructional athletic teams, musical productions, clubs and student government. It will be enforced as follows:

- Each of the five sport seasons is seven weeks long. The
  first grade check will be on Monday following the completion of three weeks of practice (which is the instructional/non-competitive portion of the season). The next
  grade check will be after each week until the end of the
  season..
- Grade eligibility checks for clubs, student government, etc. will be on the same dates. Staff members will keep students and coaches informed as to the student's pass/fail status in each class.
- 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.
   Parents will receive a call from the teacher.

- 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 activity. Coaches will call parents regarding this second deficiency.
- Individual cases of eligibility will be reviewed by the coach/sponsor, teachers, and an administrator.

#### **Participation Guidelines**

- No student who is suspended out-of-school will be allowed to practice or participate on the days of the suspension. Students who spend time in ISS will be allowed to practice, but not participate in any game/concert.
- The suspension rules apply to Friday and Saturday activities.
- 3. Three unexcused absences from practice will result in the student's suspension from the activity.
- 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.
- Attendance: Students must attend the last half-day of school on the day of a game or an activity, or receive approval from the principal to participate in an activity on that day. This also applies to Saturday games.

In addition to this Castle Rock Middle School handbook of procedures specific to our school, a district level **Student/Parent Handbook** is included here. It is your obligation as a student in our district to know the contents of both and to understand that both the district's **Student/Parent Handbook** and the school's student handbook carry the weight of and contain adopted policies of the school district. Violations of district policy will be dealt with through disciplinary actions assigned by our building administrator(s) as agents of the Board of Trustees. And, the assurances afforded by district policy will be provided to you by district administration and staff. Both <u>rules</u> and <u>assurances</u> are contained in the district's **Student/Parent Handbook**. The following policies and procedures are found in the district's **Student/Parent Handbook**. In addition, they may be located by accessing the district's website at: www.billings.k12.mt.us and clicking on **District Policies**.

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

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

Policy 3120 Attendance Policy and Removal of Student during School Day

Procedure 3120-P1 Compulsory Attendance

Procedure 3120-P12 Student Attendance Form 3210-F1 Equal Educational Opportunity

Policy 3200 Student Rights & Responsibilities

Procedure 3200-P1 Student Due Process Rights

Procedure 3200-P2 Freedom of Expression

Procedure 3200-P3 Student Publications

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

Procedure 3205-P1 Acceptable Use Procedure

Procedure 3224-P1 Student Dress-Gang Activity or Association

Policy 3225 Sexual Harassment

Policy 3235 Video Surveillance

Procedure 3235-P1 Video Surveillance Policy 3250 Student Discipline

Procedure 3250-P1 Hazing

Procedure 3250-P2 Student Conduct

Procedure 3250-P5 Gun-Free Schools

Procedure 3250-P6 Detention

Procedure 3340-P1 Chemical Use Policy

Form 3600-F1 FERPA Annual Notification

SD #2 Weapon's Contract