



**BILLINGS HIGH SCHOOL
STUDENT HANDBOOK
2020-2021**

2020-2021

“Rich in Tradition, Preparing for the Future”

Dear Students and Parents:

Welcome, Wildcats, to the 2020-2021 school year! The teachers, personnel, and administrators would like to welcome you to Billings High School. It is our hope that you will enjoy this school year and will take advantage of the opportunities that exist here. We hope you will always be conscious of our school's traditions and requirements. We have the reputation of being one of the finest schools in the area. You, students, have the opportunity to attain an excellent high school education. If you will take advantage of this opportunity, you will receive the quality education we are striving to offer. Remember, the school will be whatever you make it. Let us always have the spirit to do the thing which will make it outstanding. All things considered, you the student are the most influential part of determining the kind of school year you will have. We encourage students to get involved in co-curricular and extracurricular activities. These special activities will enhance your time at Billings High School tremendously.

The policies and procedures contained in this handbook are designed to help the school run smoothly so that every student will have a successful year. This information has been carefully prepared in order to partner with students and their families. Please read the following information and keep it for reference for the 2020-2021 school year.

Thank you for the opportunity to partner with you in your child's education. It's GREAT to be a Wildcat!

Sincerely,

Mrs. Jennifer Wilson, Ed. S,
JH/HS Principal

School Mascot

Wildcat

School Colors

Royal Blue and Gold

School Song

On Christian County's western border
Grain and cattle grow.
'Tis the home of Billings High School
Finest place we know.
Alma mater, Alma mater
Blue and gold so true.
Hail to thee, our alma mater
Hail to Billings School.

Welcome To Billings High School

Administration & Staff

Mrs. Cynthia Brandt	brandtc@billings.k12.mo.us	Superintendent
Mrs. Janis Jones	jonesj@billings.k12.mo.us	Superintendent's Secretary
		Transportation Secretary
Mrs. Jennifer Wilson	wilsonj@billings.k12.mo.us	JH/HS Principal
Mrs. Cheryl Thornton	thorntonc@billings.k12.mo.us	JH/HS Secretary
Mr. Ben Abramovitz	abramovitzb@billings.k12.mo.us	Elementary Principal
Mrs. Natalie Verch	verchn@billings.k12.mo.us	Elementary Secretary
Mrs. Dawn Moore	moored@billings.k12.mo.us	School Nurse
Mr. Wes Jones	jonesj@billings.k12.mo.us	Transportation Director
Mr. Ben McClelland		Bus Driver
Mr. James Richerson		Bus Driver
Mr. Jerry Vermule		Bus Driver
Mr. Alby Bos		Bus Driver
Mr. Sam Brown		Bus Driver
Mr. Kendall Tilley	tilleyk@billings.k12.mo.us	Athletic Director
Mrs. Mia Datema	datemam@billings.k12.mo.us	A+ Coordinator
Mrs. Alicia Lear	leara@billings.k12.mo.us	Special Education Process Coordinator
Mr. Sam Brown	browns@billings.k12.mo.us	Maintenance Director
Mrs. Beverly Wilson	wilsonb@billings.k12.mo.us	Custodian
Mrs. Margie Day	daym@billings.k12.mo.us	Custodian
Mr. Bill Regan	reganb@billings.k12.mo.us	Custodian
Mr. Tim Brewer	brewert@billings.k12.mo.us	Technology Coordinator
Mrs. Susan Jones	jonesj@billings.k12.mo.us	Kitchen Manager

Faculty

Lisa Alexander	alexanderl@billings.k12.mo.us	FACS, Health
Tori Amaro	amarot@billings.k12.mo.us	Art
Abby Wallace	wallacea@billings.k12.mo.us	JH/HS SPED
Jesse Baker	bakerj@billings.k12.mo.us	Math, NHS, Drama
Stacie Baker	bakers@billings.k12.mo.us	K-12 Counselor
Albert Bos	bosa@billings.k12.mo.us	Agriculture Education, FFA
John Craig	craigj@billings.k12.mo.us	JH PE
Cathy Combs	combsc@billings.k12.mo.us	Science, HS STUCO
Mia Datema	datemam@billings.k12.mo.us	English, Foreign Language, A+, JH/HS Academic Team
Mark Hawkins	hawkinsm@billings.k12.mo.us	Social Studies
Hanna Holmgren	holmgrenh@billings.k12.mo.us	Science
Lisa McClelland	mcclellandl@billings.k12.mo.us	Library
Robert Oliver	oliverb@billings.k12.mo.us	Social Studies
Kendall Tilley	tilleyk@billings.k12.mo.us	PE
Jason Tutterrow	tutterrowj@billings.k12.mo.us	English, TREND
Shannon Waldo	waldos@billings.k12.mo.us	Music, Choir, Band
Lynn Ward	wardl@billings.k12.mo.us	Business, FBLA, Yearbook
Kelly Harper	harperk@billings.k12.mo.us	Math

Coaches

Kendall Tilley	tilleyk@billings.k12.mo.us	JH/HS Boys Basketball HS Assistant
Randy Towe	tower@billings.k12.mo.us	HS Softball, HS Girls Basketball
Laura McElroy	mcelroyl@billings.k12.mo.us	JH/HS Girls Assistant
Stephanie Bos	boss@billings.k12.mo.us	JH Girls Basketball
Brandi Sullivan	sullivanb@billings.k12.mo.us	JH/HS Volleyball
Sheila Groves	grovess@billings.k12.mo.us	HS Volleyball Assistant
John Craig	craigj@billings.k12.mo.us	HS Baseball
Chase Thomas	thomasc@billings.k12.mo.us	HS Baseball Assistant
Blake Towe	toweb@billings.k12.mo.us	Softball Assistant, SAR Assist.
Dean Heller	hellerd@billings.k12.mo.us	SAR
Joyce Burton	burtonj@billings.k12.mo.us	Archery
Cathy Combs	combsc@billings.k12.mo.us	Archery Assistant
John Feazell	fezellj@billings.k12.mo.us	JH Baseball
Mark Hawkins	hawkinsm@billings.k12.mo.us	JH Baseball Assistant

CONTACT INFORMATION

HIGH SCHOOL OFFICE	744-2551	FAX	744-2720
ATHLETIC DIRECTOR	744-4182		
SUPERINTENDENT'S OFFICE	744-2623	FAX	744-4545
ELEMENTARY OFFICE	744-2552	FAX	744-4357
TRANSPORTATION OFFICE	744-4049		
WEBSITE:	www.billings.k12.mo.us		

NON-DISCRIMINATION STATEMENT

Billings R-IV School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment of its programs, activities, or in any aspect of its operation. Inquiries related to District employment practices may be directed to the Superintendent Cynthia Brandt, 118 W. Mount Vernon, Billings MO 65610; telephone number 417-744-2623. Inquiries related to District programs may be directed to the Title IX Coordinator, Superintendent Cynthia Brandt, 118 W. Mount Vernon, Billings MO 65610; telephone number 417-744-2623. Inquiries related to District programs may be directed to the Section 504 Coordinator, Jennifer Wilson, 118 W. Mount Vernon, Billings MO 65610; telephone number 417-744-2623.

BILLINGS R-IV SCHOOL CALENDAR 2020-2021

AUGUST 25	FIRST DAY OF SCHOOL
SEPTEMBER 15	1ST TRITERM OF 1ST QUARTER
OCTOBER 6	2ND TRITERM OF 1ST QUARTER
OCTOBER 23	END OF FIRST QUARTER
OCTOBER 26	PARENT-TEACHER CONFERENCES
NOVEMBER 20	1ST TRITERM OF 2ND QUARTER
DECEMBER 11	2ND TRITERM OF 2ND QUARTER
NOVEMBER 25-27	THANKSGIVING BREAK
DECEMBER 23	END OF 2ND QUARTER/1ST SEMESTER
DECEMBER 24	CHRISTMAS BREAK BEGINS
JANUARY 4	TEACHER IN SERVICE
JANUARY 5	SCHOOL RESUMES
JANUARY 29	1ST TRITERM OF 3RD QUARTER
FEBRUARY 19	2ND TRITERM OF 3RD QUARTER
MARCH 12	END OF THIRD QUARTER
APRIL 2	1ST TRITERM OF 4TH QUARTER
APRIL 23	2ND TRITERM OF 4TH QUARTER
MARCH 15-17	SPRING BREAK
MAY 28	LAST DAY OF SCHOOL

SNOW DAYS WILL BE MADE UP ON THE FOLLOWING MONDAY WHEN POSSIBLE

School Hours

Doors Open at 7:30-Students should not be in the building before this time unless they are under the direct supervision of a teacher.

High School Classes Begin at 8:00

High School is dismissed at 3:40 Students should not be in the building after this time unless they are under the direct supervision of a coach or teacher. The four day school week runs from Tuesday through Friday.

ATTENDANCE

There is a direct and positive connection between regular student attendance and student success in school. It is expected that each student will attend classes every day. Only through regular class attendance and a commitment to personal and educational growth can students achieve optimum benefits. This attendance policy is not intended to penalize students who have an occasional illness or who miss infrequently for approved reasons. Its purpose is to emphasize that students are responsible for good attendance. Making good attendance a priority will increase students' opportunities for achievement in school and also help them to prepare for the world of work.

Frequent absences of students from the classroom learning experiences disrupt the continuity of the instructional process for everyone. Make-up work does not contain the benefits of regular classroom instruction. Therefore, good attendance is essential to receive the maximum high school educational experience.

The Billings School District has an attendance policy for the junior high and high school. Students are allowed eight (8) absences per class per semester. Any absences over eight (8) will be considered excessive. **All absences, including those approved in advance by school officials, except those for school sponsored activities, will count against a student's days absent.** (The student should be careful in the use of absences because excessive absences may not be waived by the school attendance committee. All absences should be verified through a doctor's note or other form of verification.) Students with less than a 90% attendance percentage in a semester will be in jeopardy of losing class credit. This used to say missing more than 8 days, however with the longer school day that is no longer correct. Add to that that families don't equate missing partial days with this part of the attendance policy, this just makes it more clear.

Students' attendance will be monitored at each tri-term. Students must maintain 90% attendance to be eligible to participate in any extra-curricular activity or play on any school sports team, attend school dances. Students whose attendance does not meet the 90% requirement may still practice with sports teams or attend activity meetings. Students and parents will be notified weekly via email when their students attendance is at or below 92%. When a student is ineligible, they will remain unable to participate until their attendance is at or above 90%. Students with extenuating circumstances may complete an attendance appeal and provide documentation of absences for consideration of a waiver of this rule.

On the day a student returns to school, they must report to the high school office before school to receive an admit slip. Whenever a student is absent, the school must have a contact from a parent. That contact can be a note brought by the student, a telephone call to the high school office from the parent (417-744-2551), or an e-mail to the high school principal or secretary. Those e-mail addresses are: wilsonj@mail.billings.k12.mo.us or thorntonc@billings.k12.mo.us

Parents may request a waiver of excessive absences from the committee under this policy to the Board of Education. The committee may choose to exempt absences exceeding 8 days/class periods for:

1. Absences for which a doctor's note is turned in to the office
2. Absences due to a verified serious family illness or death in the family
3. Absences due to a verified legal proceeding
4. Absence to a verified college visit
5. Absence to obtain a driver's license
6. Absence for a school-related or affiliated activity
7. Absence determined to be a family emergency by the Principal

If the parent fails to notify the school, the school may contact the parent. Students who return to school without parent communication may be considered truant until the parent can be contacted to verify the absence. Students who leave school during the school day without prior parental consent and without checking out through the appropriate attendance office will be considered truant. Students must have parental consent and check out through the attendance office to be properly excused.

Emails will be sent to parents at each trimester with details of students tardiness and absences. In addition to weekly emails for parents of students whose attendance is at 89% or below, When a student's attendance is at 88% for the semester, parents will be contacted to schedule a face-to-face meeting. Through this contact, school officials will work with parents/guardians to determine the cause of the absences and create an attendance contract in an attempt to rectify attendance issues.

ATTENDANCE PROTOCOL

1. Parents will be notified about their student's attendance at the end of each quarter on the quarterly grade card.
2. In addition to weekly emails for parents of students whose attendance is at 88% or below, parents will be notified of their student's attendance via email at each tri-term grading period.
3. Parents will be notified in writing when their student has obtained an attendance percentage of below 90% for the semester.
4. Parents will be contacted to schedule an attendance meeting when a student's attendance percentage is at 88% or below in order to construct an attendance contract.
5. When a student has obtained an attendance percentage of below 88% and an attendance contract has been put in place and is not being honored, they may be referred to the Juvenile Office or the County Prosecutor may be notified of the absences with documentation of all contacts the school has made.
6. If the child continues to be absent from school or fails to attend the meeting with the attendance committee an educational neglect hotline call may be made.

BELL SCHEDULE

	Students may enter the building at 7:45
Warning Bell	7:55
1st Period	8:00 – 9:00
2nd Period	9:05 – 9:55
3rd Period	10:00 – 10:50
4th Period	10:55 – 11:45
5th Period	11:50 – 1:10
6th Period	1:15-1:50
7th Period	1:55-2:45
8th Period	2:50-3:40
*1ST LUNCH	11:50-12:15
**2ND LUNCH	12:45-1:10

BUILDING SECURITY

The campus of Billings High School is monitored by video surveillance 24 hours a day. In an effort to deter vandalism and increase the level of building security/safety, all students are not to be in the building before 7:30, except under the direct supervision of a staff member. Students are not to be in the elementary hallways without expressed permission from a staff member. Students must exit the building by 3:50 Tuesday through Friday unless under the supervision of a staff member. **NO STUDENT MAY STAY IN THE BUILDING AFTER SCHOOL WITHOUT APPROVAL AND SUPERVISION.**

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, both during and out of school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of

physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

CLASS RANKINGS/HONORS

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected according to the following procedures:

The valedictorian will be the student with the highest weighted grade point average as computed at the end of eight semesters of high school work.

The salutatorian will be the student with the second highest weighted grade point average as computed as the end of eight semesters of high school work.

GPA will be calculated to the nearest ten-thousandth of a point. The GPA will be rounded to the nearest hundredth.

In the case of a tie for valedictorian, co-valedictorians will be honored.

In the case of a tie for salutatorian, co-salutatorians will be honored.

To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district the three semesters prior to graduation. Valedictorian and Salutatorian honors will be awarded at the end of the 8th semester. Transfer students must attend 5th, 6th, and 7th and 8th semesters to be considered for Valedictorian and Salutatorian honors.

COLLEGE VISITS

We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. Students who wish to be excused to visit colleges should apply for college days before making the college visit. A form for requesting college days may be obtained from the counselor. This form requires signatures from a parent/guardian, principal, and signatures from the proper college personnel involved in the visit. Juniors and Seniors are allowed to miss two (2) days per year. College days are not to be taken after May 1st. The counselor's office will schedule several college visit days at Billings High School and nearby college campuses. Students are encouraged to take advantage of these opportunities as they plan their education beyond high school.

CONDUCT AT EVENTS

Students are expected to conduct themselves in a manner that is respectful and proper. Students who become rude, obscene, and/or disruptive at school functions will be removed from the activity and will receive appropriate discipline. School policies are to be followed at all activities.

DEFACING SCHOOL PROPERTY

Students defacing school property will be expected to pay the cost of any damage and/or replacement. Students losing or misplacing school property will be expected to pay the cost of replacement. Additional discipline for such actions may be considered.

DIRECTORY INFORMATION

Directory Information may be prepared for mass release (school yearbook, school directory, athletic programs, summer school, summer camps, PTA, businesses, churches, etc.) unless parents/guardians or an eligible student indicates that they do not wish the information to be disclosed. Directory information may consist of the following: Name of student (first, last, middle), telephone number, name(s) of parent, stepparent or guardian, mailing address, school, grade, height and weight (athletic programs), graduation date, attendance record, video/photographic images, awards or honors. Please be aware, if a request is made for your child's information to **NOT** be included in Directory Information, then his/her name and relevant information may not be included in such things as athletic programs, graduation press releases, and the yearbook. To request that your child's information **NOT** be included in Directory Information, pick up a form in the office, sign and return. This request must be made during the first 10 days of school.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational records. It also requires schools receiving federal money to provide parents access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students the age of 18 or older.

DRESS CODE

Students are expected to dress in good taste. The school reserves the right to request that students dress in a manner that is acceptable to the best interest of the students. We take pride in the appearance of our students. Your dress affects the quality of the school, and the quality of your conduct. All students are expected to dress and groom themselves neatly and to wear clothes that are suitable for all school activities. The principal may request student attire be changed when needed. Evaluation of dress and appearance will be based on the taste and manner in which the clothing is worn. Evaluation of the purpose and effectiveness of the pupil attire and appearance standards will be a continual process of the school, the student, and concerned patrons.

The school has established appropriate dress standards. These include:

1. Obscene, vulgar, or profane/pictures shall not be worn to school. Clothing containing ads for and/or promotes alcohol, tobacco, and/or drug-related products shall not be worn. Also, clothing with inflammatory or harassing material shall not be worn.
2. Halter tops, tube tops, tops that allow bare midriffs, backless tops, fishnet mesh-style tops, strapless tops, and single-strap tops or shirts to be considered undergarments shall not be worn. Straps on tank tops should be at least one inch wide.
3. Hats, bandanas, other headgear, and sunglasses shall not be worn in the building.
4. Shoes shall be worn.
5. Wallet chains/cords, neck chains/cords, clothing chains/cords, or studded collars/brackets shall not be worn on school property.
6. All clothing worn shall cover all undergarments.
7. .SHORTS—All shorts must be of an appropriate length. The length of shorts will be monitored by the staff and principal. Any students wearing shorts of inappropriate length will call home to get a change of clothes.
8. Trench coats shall not be worn in the building.
9. Any extremism of dress or dress that is disruptive or distracting to the educational process will be dealt with on an individual basis. Examples would include short skirts, low-cut tops, or clothing that is deemed too revealing or sagging.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the criteria listed above, the student will be requested to seek appropriate attire immediately. Repeated violations of the dress guidelines may result in additional disciplinary action, up to and including suspension.*Violators of the above guidelines will be asked to seek appropriate attire immediately. Repeated violations of the guidelines may result in additional disciplinary action.

DROP OUTS

All students who dropout of school for any reason except to attend another school, college or university, or enlist in the armed services will be reported to the state literacy hotline office in Jefferson City. Student's name, mailing address, and telephone number will be shared with the hot line. Upon such notification, the state literacy hotline office shall contact the student who has been reported and refer that student to the nearest location that provides adult basic education instruction leading to the completion of a general educational development certificate.

DRUG /ALCOHOL/TOBACCO/E-CIGARETTE POLICIES

Students and parents should be aware that the Billings Board of Education has specific policies concerning the possession and/or use of these items at school. Students having tobacco products or electronic tobacco products in their locker or in their possession on school premises, school buses, and/or at school-sponsored activities will be suspended for a minimum of three days. Students having alcohol, illegal drugs, counterfeit drugs, prescription drugs, drug paraphernalia, and/or substances purported to be drugs in their locker or in their possession on school premises, school buses, and/or at school-sponsored activities will be suspended for a minimum of 10 days. A second drug/alcohol related offense would result in long term suspension or expulsion per school board policy. Students under the influence of alcohol and/or drugs will also be suspended.

RANDOM DRUG TESTING - GRADES 7-12

It is the desire of the Board of Education, administration, and staff that every student in the Billings R-IV School District refrains from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in Grades 7-12 in violation of this policy to participate in all extracurricular activities, co-curricular activities, and clubs, and to maintain a valid parking permit.

Participation in school sponsored activities and parking on school grounds is a privilege and will be viewed as such. Students involved in all of the aforementioned carry a responsibility to themselves, their fellow students, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol. Each student participating in extracurricular activities, co-curricular activities, and clubs, and those who seek a parking permit will receive copies of the "Activities and Parking Permit Drug Testing Policy" with an "Activities and Parking Permit Drug Testing Consent" form which shall be read, signed, dated by the student, parent, and/or guardian. Students must return the consent form to the high school office within **15** school days of receipt before the student will be allowed to participate in any extracurricular activity, co-curricular activity, or club, or obtain a valid parking permit.

All tests will be conducted at Billings High School. Appropriate personnel will accompany the student to the test at all times. After testing, all parents/guardians will be notified in writing that their child was tested.

Violations: Any student who tests positive in a drug test under the procedures outlined in the policy shall be subject to the following restrictions:

First Offense: Parent conference and student suspension from participation in all extra and co-curricular activities, clubs, and from parking on Billings R-IV campuses for **28 calendar days** (including all meetings, practices, performances, and competitions). During this time is recommended that the parent/guardian obtain a substance abuse evaluation education/counseling for the student. The parent/guardian of the student will be responsible for the costs of this counseling. Students will remain in a class that involves co-curricular activities during the suspension and may participate in classroom activities, but may not participate in any activities outside of the regular school day.

Second Offense: Parent conference and student suspension from participation in all in-season or off-season extracurricular and/or co-curricular activities or clubs (meeting, practices, performances, and competitions) and from parking Billings R-IV campuses for **365 calendar days** from the date of the report of the second offense.

Third and Final Offense: Parent conference and student suspension from participation in all extra and co-curricular activities, clubs, and from parking on Billings R-IV campus **for the length of the student's enrollment** at the Billings R-IV School District from the date of the report of the third offense.

DUAL CREDIT

Dual credit courses are offered through Drury University. Through the dual credit program, students have the opportunity to earn college credit at a reduced cost while completing high school credits. The following requirements pertain to the participation in Dual Enrollment Classes:

1. Any Billings Junior or Senior with a grade point average of 3.0 may sign up to take dual credit classes. A Junior or Senior with a grade point average of 2.5-2.99 must have written permission from the principal to take dual credit courses.
2. Sophomores may request to take dual credit courses in the second semester of their sophomore year. They must have parent permission, an overall grade point average of 3.0 or higher, and principal permission.
3. The student/parent is required to pay all dual credit course fees including tuition, books, and lab fees failure to do so will cause a loss of credit.
4. If a student drops a dual credit class they are required to enroll in a class at Billings High School. They will be required to make up the work that has previously been assigned in the class.
5. Students who fail a dual credit class will not be allowed to take dual credit classes the next semester.

DUE PROCESS

All students are entitled to due process. This means there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. Some of the procedures are outlined below:

1. *Short Suspension*- An administrator has the right to suspend a student from school for up to ten (10) school days. In such a case, the administrator will conduct an informal hearing with the student and all other appropriate parties. The student will be given notice of the charges) against him/her and the opportunity to present his/her version of the incident. If the student denies the charges, he or she will be given an explanation of the facts which form the basis of the proposed suspension. If the administrator elects to suspend the student, the student will be told the dates and duration of the suspension. The parent of the student will be notified in writing of the suspension. The superintendent or his designee may revoke or modify a suspension.
2. *Long Suspension*- The principal may request the superintendent of schools to suspend a student for a period of time not to exceed 180 school days. Should this recommendation be made, the student and his/her parent will be notified of this in writing. Part of this notification will include instructions on due process and appeal procedures.
3. *Expulsion*-The principal and/or superintendent may request the Board of Education to expel a student. Should this recommendation be made, the student and the parent will be notified in writing. Part of this notification will include instructions on due process and appeal procedures.
4. *Weapons*-Students who are determined to have brought a weapon as defined by the Safe Schools Act to school shall be expelled from school for a period of not less than one year. The superintendent of schools may modify the expulsion requirement on a case-by-case basis.

ELECTRONIC/COMMUNICATION EQUIPMENT

Students are not to have electronic devices such as radios, IPODS, beepers, laser pointers, etc. at school for personal use. Personal laptop computers may not be connected to the district's network, nor attempted to be connected. Such items are attractive targets for theft and may also interfere with the educational process.

All cell phones should be stored in purses, bags, pockets, or lockers and kept out of sight and turned off or in silent mode (non-vibrating) from the time students enter the building until they exit at the end of the day Students may use cell phones during lunch break and with permission in the High School Office. **Cell phones should not be visible except for the above circumstances.** Students will leave cell phones in the classroom when leaving during class times.

Students who choose to use personal laptops/devices as part of a class or school assignment/project should bring the equipment to the principal's office and leave it there until needed. Students who do not follow these guidelines will have their equipment confiscated and returned at a later time. Repeated violations will result in disciplinary action ranging from ASD to suspension.

Instructional times are defined as the time spent in a classroom or passing time during periods 1-8. Advisory time is included as instructional time. This includes the use of restrooms, water breaks, etc. during a class period.

Non instructional times are defined as:

Lunch

Students **may NOT** use their cell phones at any time during the school day to:

- Take pictures
- Record Audio
- Record Video

Cell phones are strictly forbidden in the following locations:

- Locker Rooms
- Restrooms
- Other District Schools (i.e. during A+ tutoring time)

EMERGENCY DRILLS AND PROCEDURES

The district conducts emergency drills regularly during the school year. The signals for such drills will be a set of tones and/or verbal instructions over the intercom system.

EXTRACURRICULAR ACTIVITIES

Participation in the various organizations and activities is strongly recommended to all students. There are various methods and requirements for selection and membership particular to each organization but all must conform to rules approved by the Billings R-IV Board of Education.

Extra-curricular activities at Billings R-IV Schools include but are not limited to: *Student Council, Future Farmers of America., Family, Career and Community Leaders of America, Future Business Leaders of America, National Honor Society, Science Club, Spanish Club, TREND, Academic Bowl, Speech, Band, Yearbook, and Fellowship of Christian Athletes, Archery, Student Air Rifle.*

Billings R-IV Schools offers a variety of sports for students. The following sports are offered at the varsity and junior varsity level: *girls' volleyball, softball, girls' basketball, cheerleading, boys' basketball, baseball, cross country, track, and golf.* The following sports are offered at the junior high level: *volleyball, girls' basketball, cheerleading, boys' basketball, cross country, track, and baseball.*

Billings High School is a member of the Missouri State High School Activities Association and, as such, requires students involved in extracurricular and interscholastic activities to meet and uphold certain eligibility standards. Students must be in attendance at least four clock hours in order to participate in any school sponsored activity or MSHSAA activity that night unless PRIOR permission is obtained from the principal. Students must also be present on Friday for at least four hours in order to participate in Saturday or Sunday events.

Per MSHSAA guidelines, all student athletes are required to ride the bus to away competitions unless prior permission is obtained from the High School Office in cases of

emergency. Likewise, student athletes may only be signed out after an away competition by a parent or guardian except in cases of emergency and only with prior approval from the high school office.

Parents and students whose attendance is at 92% or below will be notified via email week Students' attendance will be monitored at each tri-term. Students must maintain 90% attendance at tri-term to be eligible to participate in any extra-curricular activity or play on any school sports team, attend school dances. Students whose attendance does not meet the 90% requirement may still practice with sports teams or attend activity meetings. Students and parents will be notified if their attendance does not meet the requirement at each tri-term. When a student is ineligible, they will remain unable to participate until their attendance is at or above 90%. Students with extenuating circumstances may complete an attendance appeal and provide documentation of absences for consideration of a waiver of this rule.

Students can and will be disciplined for their behavior at extracurricular activities if their behavior warrants such an action. A student attending any extracurricular school function is as subject to school rules and regulations as if he were sitting in a classroom. This holds true for away activities as well as home activities even when you drive to an away activity. Students are not to loiter outside on school grounds, in the hallways, or on the parking lot during an extracurricular activity. If it becomes necessary for an administrative official to ask a student or students to leave the school grounds, said student may be barred from attending all extracurricular activities (home and away) for a determined period of time and may be subject to disciplinary actions.

A signed Citizenship Card is required in order for students to participate in any extracurricular activities.

GRADE REQUIREMENTS FOR PARTICIPATION

The following rules shall apply to all students involved in any type of extra-curricular activity:

- An "F" at any tri-term will make the student unable to practice or play in games until the failure is corrected and a passing grade is established.
- A student with an "F" for a quarter/semester will be ineligible to play in games for 15 school days.
- A student must meet all MSHSAA requirements
- A student must be in attendance for a minimum of four clock hours on the day of competition or the Friday before a weekend competition, and not be serving ISS or OSS in order to participate.

Students' attendance will be monitored at each tri-term. Students must maintain 90% attendance to be eligible to participate in any extra-curricular activity or play on any school sports team, attend school dances. Students whose attendance does not meet the 90% requirement may still practice with sports teams or attend activity meetings. Students and parents will be notified if their attendance does not meet the requirement at each tri-term. When a student is ineligible, they will remain unable to participate until

their attendance is at or above 90%. Students with extenuating circumstances may complete an attendance appeal and provide documentation of absences for consideration of a waiver of this rule.

HIGH-DEMAND OCCUPATIONS INFORMATION

Students will be provided with information about high demand occupations that require more than a high school diploma but less than a four year degree. This information can also be found online, in the Counselor's Corner on the school website and in the Guidance Office.

FINALS

A final written exam or project covering course objectives will be administered in all classes at the end of the first semester and second semester. These finals will be weighted in accordance with unit/chapter finals but will be comprehensive. To reward students for good attendance, behavior, and citizenship, students may be exempt from a class final if:

1. They have a minimum semester grade of 93% in the class.
2. They have been tardy to the class no more than 3 times.
3. They must have an overall school attendance of 90% or higher.

First semester finals will be administered the week of December 14-23 . Hours 1,3,5 will give finals on Tuesday and Thursday. Hours 2,4, 7 will give finals on Monday and Wednesday. Second semester finals will be administered the week of May 17th -27th. Hours 1,3,5, will give finals on Tuesday and Thursday. Hours 2,4,7 will give finals on Monday and Wednesday.

No final exams will be given early, unless prior permission is obtained from the principal. Students who qualify for finals exemption have the alternative of job shadowing or participating in school sponsored activities. Students may also choose to take the final in any class to help improve their grade. In this case, the score on the final will only be recorded if it improves their grade.

FOOD/BEVERAGES

All food shall be consumed during scheduled meal times. Students are not to have food or beverages in classrooms. No food may be brought in for breakfast. Students may bring their own items for lunch. These items must be kept in lockers until time to be consumed. There will be no student access to refrigerators or microwaves, please keep this in mind when bringing your lunch.. Students may have water in a clear container (no glass, fast food cups, or non-clear containers). Consequences for such violations may range from confiscation to suspension.

FUNDRAISING

Fundraising for student activities shall be held to a minimum and must have prior approval from the administration. Sponsors of student activities are required to deposit all collected funds daily at the principal's office. Sponsors shall obtain a receipt from the secretary for such funds. Sponsors shall maintain records and issue receipts for any funds collected from students and/or adults. At no time shall any sponsor maintain a private or "petty cash" fund.

GANG INFORMATION

A “gang” means any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engage in a pattern of criminal gang activity. The “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to, the same criminal gang. No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing that is evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for membership in any gang
 - b. Requesting any person to pay for “protection” or otherwise intimidating or threatening any person
 - c. Committing any illegal act or violation of school district policies
 - d. Inciting another person to act with physical violence upon any other person

GRADES AND GRADING SCALE

Grades are based on the 4.0 system. Grades will be earned based on the following percentages:

Percent	Grade	GPA	Percent	Grade	GPA
93-100%	A	4.00	73-77%	C	2.00
90-92%	A-	3.67	70-72%	C-	1.67
88-89%	B+	3.33	68-69%	D+	1.33
83-87%	B	3.00	63-67%	D	1.00
80-82%	B-	2.67	60-62%	D-	0.67
78-79%	C+	2.33	Below 60%	F	0.00

Courses which have been designated as Weighted will earn one additional grade point for a letter grade of “C” or better. Weighted courses are: all dual credit courses, English IV, Physics, and Human Anatomy,

Academic dishonesty such as plagiarism, cheating, attempting to cheat, or other types of academic dishonesty will not be tolerated. Consequences will range from loss of grade/credit and/or disciplinary action up to suspension.

GRADE CLASSIFICATIONS

For the purpose of defining student progress towards graduation and determining the grade level of a student for testing and other programs (i.e. class rings) the following shall apply:

If at the beginning of the fall semester a student has 0-5 credits earned, they will be classified as a freshman for that year.

If at the beginning of the fall semester a student has 5.5 - 12 credits earned, they will be classified as a sophomore for that year.

If at the beginning of the fall semester a student has 12.5 - 18 credits earned, they will be classified as a junior for that year.

If at the beginning of the fall semester a student has 18.5 - 26 credits earned, they will be classified as a senior for that year.

GRADUATION REQUIREMENTS

English	4 units
Social Studies.....	3 units
Mathematics.....	3 units
Science.....	3 units
Physical Education.....	1 unit
Fine Art.....	1 unit
Practical Art.....	2 units
Personal Finance.....	1/2 unit
Health.....	1/2 unit
Electives.....	8 units
TOTAL.....	26 units

GUIDANCE PROGRAM

Counseling services include: assistance with educational planning, interpretation of test scores, career planning, helpful study techniques and habits, and/or any assistance and guidance when students need someone with whom to talk. If a student wishes to come by and set up an appointment with the counselor, this can be done before or after school or between classes.

HALL PASSES

No student may leave a classroom unless excused by the teacher. Any student not in class must have a pass. It should not be necessary for a teacher to give students passes to go to their lockers or to the restrooms on a frequent basis. Students will leave their cell phones in the classroom, with their supervising teacher, when they leave class for water or bathroom breaks. NO more than ONE Parking Lot Pass per week may only be obtained only from the High School Office.

HEALTH SERVICES

The school nurse will administer minor first aid in the health office located in the center hallway. If a student becomes ill or injured, they should get a pass from a teacher to visit the nurse. **Should a student become ill at school they must check in with the school nurse before contacting their parents.** For this reason it is very important that the school have every student's emergency information form on file with the nurse so that parents may be contacted quickly if necessary. If medication is to be taken at school it must be kept in the Nurse's office in its original container and a written note is required from a physician stating dosing information

No student with a contagious disease, lice, scabies, or impetigo will be permitted to attend school. In questions of health matters, proof of no disease rests with the parents of a child and shall require at least written a statement by a physician, nurse practitioner, or physician's assistant. As provided by Missouri Law, the Billings R-IV Schools will report the name of any parent who neglects or refuses to permit a non-exempt child to be immunized against polio, measles, diphtheria and rubella to the Missouri Division of Health.

HOMEWORK

It is the student's responsibility to complete all homework assignments. A zero for any missing homework assignment will be recorded in the grade book. If a student is absent one day, he/she is given one day to turn in the missed work, two days absent, two days to turn in assignments, etc. An assignment made prior to a student's absence may be due upon their return to school.

HONOR ROLL

Honor roll students will be recognized at the end of each quarter. Both A and B honor roll students will be posted. To make the "A" Honor roll, students must have no grade lower than an A-. To make the "B" Honor Roll, students must have no grade lower than a B-.

INSURANCE

School insurance is available to all students. Purchase of this program is optional. If interested, parents may request insurance enrollment forms from the office.

LEAVING SCHOOL

Students are expected to remain in school for the entire day. Students are considered “at school” as soon as they disembark from the bus or drive their vehicle onto school property. Should it be necessary for a student to leave school during the day, the following conditions must be met:

1. A contact with a parent/guardian is required. This can be a verified note, telephone call, or email. Parents may also come to the high school office in person to check out their child
2. **Students will not be permitted to leave campus during lunch unless a parent appears in person to sign them out.**
3. Students may not sign out during Remediation and Extension time unless approved through the principal’s office prior to Advisory.
4. The student must sign out in the high school office on the form provided there. Should the student return during the day, they must sign back in at the high school office.
5. Failure to follow these procedures will result in the student being considered truant from school and subject to disciplinary measures.

Students are not authorized to leave the school campus at any time during the school day. The office must receive parental notification prior to the student’s signing out. Students will not be permitted to leave the school campus without the prior permission of the principal and/or school secretary. No student will be permitted to leave the school campus without prior parent or guardian contact.

LIBRARY

Library hours are from 12:00 pm until 3:20 pm. Students will be admitted to the library by class or by permits issued by teachers. Students must sign in and out when visiting the library.

LOCKERS

The school provides hall lockers for the use of students. Students will be assigned a locker. Students may not trade lockers without permission from the High School Office. Students should use the lockers for books, materials, and personal belongings. Students are advised not to bring valuables or large amounts of money to school. Lockers are the property of the school and are subject to periodic searches. Students that tamper with or damage their locker will be subject to disciplinary action. Students should store all personal belongings and backpacks in their lockers. Backpacks are not permitted in classrooms.

LUNCH

Hot lunches are served in the lunchroom each day. Free and reduced price meals shall be served to those students who are eligible as determined by the family size-income federal government scale. All students will receive applications for free and reduced meals in their yearly enrollment packet. Proper forms may be picked up in the high school office.

Student Lunch Prices for the 2020-2021 School Year:

Breakfast- \$2.20 Reduced Price Breakfast- \$0.30

Lunch- \$2.90 Reduced Price Lunch- \$0.40

Additional Milk \$0.60

During lunch, all students are expected to go to the cafeteria. They are expected to practice good manners at all times. They are to return plates and silverware to their designated locations and leave their table area clean. Students are not to leave the cafeteria without permission, nor take food or drink out of it.

Per District Policy, students may charge up to \$20 for school meals. Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. The district will make reasonable efforts to collect delinquent debts, including turning over unpaid meal charge balances to a collection agency.

MAKE-UP WORK

A student will be allowed to make up missed work for full credit if their absence has been verified by a parent or is school related. Students are also permitted to make up work missed during out of school suspensions of ten (10) days or less. Previously assigned work due on the day of a student's absence may be considered due on the day of the student's return to school. Students will be allowed time upon their return to school to complete missed work, generally one day for each day missed. Students are expected to stay current with daily assignments once they return to school.

MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP/LAUNCH). The district will accept all grades and credits earned through district-sponsored virtual instruction. Billings students may request to participate in the Missouri Course Access and Virtual School Program (MOCAP). All requests should be made in writing to the High School Principal. For further information, see Board Policy. (This is what was in last year's handbook. I anticipate we will have a few students request virtual instruction.) <https://mocap.mo.gov/districts.html> MOCAP requirements and guidance can be found here

MISSOURI OPTIONS PROGRAM

The Missouri Option Program is designed to target students who have the capabilities to complete Missouri High School Graduation Requirements, but for a variety of reasons lack the credit needed to graduate with their class and are at risk of leaving school without a high school diploma.

The program is specifically designed for students who are 17 years of age or older and are at least one year behind their cohort group. Students in this program take classes at the Scott Regional Technical Center. When students have completed this program they will receive a Billings High School Diploma and may graduate with their class.

MISSOURI SCHOOL VIOLENCE HOTLINE INFORMATION

Anyone may report any threats to students, teachers, or schools to the School Violence Hotline. The telephone number is 1-866-748-7047.

NOTIFICATION SYSTEM

Billings uses a rapid notification system that allows the school to contact all parents within minutes. Implementation of this system allows us to communicate reminders about school events, absenteeism, and school cancellations due to weather with parents. It is very important that parents notify the office should their contact information change so that this communication is not interrupted. The district periodically tests the information system. Please contact the office if any changes are needed.

OFFICE PROTOCOL

The office is a place where school business is conducted. Students should come to the office only to conduct school business. Students are allowed to use the office phones at any time to contact parents. Students are not to use personal cell phones except for during approved times. Students are expected to maintain an attitude of business and quiet whenever they are in the office.

PROGRESS REPORTS

Progress reports are sent home with students at the 3rd and 6th weeks of each quarter. All grades will be updated by Friday afternoon to reflect students' current grades through Wednesday of that week. Parents may access these grades via the Parent Portal. For more information or to set up a Parent Portal account, please call the High School Office.

PROMOTION/RETENTION

Junior high students who fail English, history, science, and/or math for the year must repeat that class and pass it before they can take the next higher grade. Only 2 of the core courses can be repeated in summer school. Junior High students who fail more than two of these courses will be eligible for retention. Students who fail one or more courses for the year will not be eligible to participate in the 8th Grade Promotion Ceremony. However, they will

receive their Certificate of Completion when they successfully complete all Summer School courses.

High school students must have twenty-six (26) credits to graduate. Students may earn up to 28 credits. Students must complete all graduation/promotion requirements set forth by the Billings School Board and the State of Missouri in order to participate in graduation/promotion ceremonies.

RECORDS AND TRANSFERS

Parents wanting to review their child's file should make an appointment with the teacher, counselor, or principal. Adequate time should be scheduled so that test data and other pertinent information can be explained.

When a student is transferring to another school, records will be forwarded after a release of records has been received. All school materials should be returned and all fees should be paid when withdrawing.

REPORT CARDS

Report cards will be issued to parents at parent/teacher conferences after the first quarter. Report cards will be emailed home and a paper copy will be sent with students at the end of the second and third quarter. End of the year report cards will be sent electronically and mailed home. Grade cards will be held in the event that a student has an outstanding charge for lunches, library books, textbooks, and/or for disciplinary action.

Tri Term Grade checks will be sent home with the student and electronically the third and sixth week of each quarter. These reports should be signed by a parent and returned to the student's advisory teacher. Individual teachers may send detailed grade reports home at these times as well. These will be signed and returned to the sending teacher.

SAFE SCHOOLS ACT

Billings R-IV Schools has adopted and implemented the Safe Schools Act which was passed by Missouri's 88th General Assembly in August of 1996. A description of the Safe Schools Act is given to all students during registration. In order to make Billings R-IV Schools a safe environment for learning, the school administration and the Billings R-IV Board of Education reserve the right to utilize in-school suspension, out of school suspension and expulsion.

SCHEDULE CHANGES

1. Unless special circumstances warrant, no schedule changes are to be made after the first full week of the semester has been completed.
2. All schedule changes are to be made during a conference with the counselor or in some cases the high school principal.
3. Unless special circumstances warrant, students will only be allowed one schedule change conference per semester.

4. Second semester schedule changes may be made only under one or more of the following conditions:
 - a. The student has enrolled in a semester class the first semester and desires to enroll in a class second semester other than the one he indicated at the beginning of the year. (Note: a student will probably not be permitted to drop a required class to enroll in an elective class second semester).
 - b. The student was enrolled in a class first semester in which he/she has already passed the second semester, and must enroll in another class to receive credit. The student has failed the second semester of a required class in the past and needs to add that class.
 - c. The student has failed a specific first semester class during the current school year and/or in the teacher's opinion will have difficulty passing the second semester. A senior needs to add a specific class to satisfy or help satisfy a graduation requirement. Very special circumstances exist that would, in the opinion of the high school principal, warrant a schedule change.
5. Any student fitting one or more of the aforementioned categories should contact the high school counselor.

SCHOOL CLOSINGS

In case of inclement weather or other emergency situations, announcement of school closings will be made through the school notification system. Information will also be supplied to local television and radio stations. As soon as the decision is made, the media will be notified. Generally, a decision to cancel school will be made by 6:00 AM. Unscheduled early dismissals due to equipment failure or weather may also be necessary. If it becomes necessary for school to be dismissed early, parents will be notified through the same methods as for a school weather cancellation.

SCOTT REGIONAL TECHNICAL CENTER

SRTC is a regional vocational-technical school designed to provide occupational training for junior and senior students in area high schools. High school students will receive three units of credit per year for a half-day program at SRTC. **SRTC meets five days weekly. Students who are accepted to Scott Regional Technical Center are expected to attend 5 days each week.** Participating students will return to Billings High School to earn four credits at the high school.

Programs offered are:

Auto Collision and Repair	Auto Technology
Business Technology	Construction Technology
Child Care Careers	Computer Maintenance/Networking
Culinary Arts	Diesel Technology
Graphic Communications	Health Occupations
JROTC	Machine Tool Experience
Welding Technology	Work Experience

In order to apply for the SRTC program, students must have a 2.0 grade point average and at least 90% attendance. Students who do not meet the qualifications may apply and request special consideration from the Board of Education.

While attending SRTC students must:

1. Report to the high school office each morning to check in and order lunch.
2. Refrain from horseplay on the bus while travelling to and from SRTC. Students who lose the privilege to ride the bus will not be allowed to transport themselves to SRTC and will be required to remain on the Billings School campus.
3. Maintain the required grade point average (2.0).
4. Maintain at least 90% attendance.
5. Maintain good citizenship and have no more than 10 days of OSS.

SEARCHES BY SCHOOL OFFICIALS

School lockers and desks are the property of the district and are subject to periodic inspection without notice. Students or student property, including vehicles parked on school property may also be inspected in accordance with Board of Education policy. Lockers, backpacks, purses, vehicles, etc. may be searched using drug dogs. If a school official initiates a search of a student or their property based upon information given by another individual, the official shall make a reasonable effort to notify the parent or legal guardian that such a search was conducted.

SEXUAL DISCRIMINATION AND HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. A school environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the district staff to harass another staff member or student or for a student to harass another student or staff member through conduct or communications of a sexual nature.

SPECIAL EDUCATION

The Billings R-IV School District will be responsible for providing free appropriate educational services to children age three (3) to twenty-one (21), with the following disabilities: autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. These services are to begin no sooner than the child's 3rd birthday and end at the child's 21st birthday. Students will be allowed to participate in one graduation ceremony either with their graduating cohort or the year in which they turn 21.

SUPERVISION

Students shall be responsive to all faculty members at all school functions, on trips and at school functions away from school. The sponsor has the authorization to call legal and/or medical authorities when misconduct or injury occurs on any school sponsored trip.

TARDINESS/LATE ARRIVAL

Students are expected to be in class in their assigned seat when the tardy bell rings. Students with more than 3 tardies will be subject to disciplinary measures. Those measures will include lunch detention, after school detention, in-school suspension, and out-of-school suspension. For definition purposes, a student is considered tardy to class if they are less than 25 minutes late to class. They are counted absent from class if they are 25 minutes or more late.

Students are expected to arrive at school and be in their 1st period class by 8:00. Students who arrive at school earlier should report to their 1st hour class by 8:00 for announcements. Students arrived after 8:00 must report to the high school office to sign in and receive a note to class. Students failing to follow this procedure may be subject to disciplinary measures.

TECHNOLOGY USE

All students must sign a technology usage agreement with the school. Students violating its rules will be suspended from using the school's technology. Additional disciplinary actions may be imposed.

All students in the Billings School District will have the opportunity to experience learning through the use of computers and other technology. Students are expected to use this technology in a responsible manner. Students who choose to use the technology in an inappropriate manner may have those privileges revoked. Additionally, parents and students should know that for students there is no expectation of privacy on computers and other technology they may use at school.

The district has established a web page, Facebook page, and Twitter account to provide parents with up-to-date information about happenings in the various buildings. Parents are encouraged to participate and may do so by going to the link on the district's web page (www.billings.k12.mo.us).

TELEPHONES

There is a telephone in the high school office for student use during passing time. Students should not use the telephone during class time. If a student receives a phone call in the office, a message will be delivered between classes unless an emergency exists. The use of cell phones by students in the building is not permitted except as permitted in the cafeteria during lunch or before and after school.

TESTING

The guidance counselor conducts a systematic program of group testing for students at Billings. The current listing of group tests given and grade to which they are administered may be obtained from the counselors' office.

TRANSPORTATION AND PARKING

Students riding school buses should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at their designated stop. All school rules and regulations are in effect when students ride the bus. Any violation of rules, disruption, or failure to comply with any request of the bus driver will result in prompt disciplinary action as such misbehavior may affect the safety of others. Students who participate in school-sponsored activities are expected to ride district-provided transportation to all such activities. Students may be permitted to ride home with their parent, provided the parent, in person, informs the sponsor/coach of the activity of their intent to take their son/daughter home from the activity. This must be done immediately following the activity.

Students attending the Scott Regional Technical Center shall ride the school bus to Vo-Tech every day. Students driving personal vehicles to SRTC without prior permission from the principal will be disciplined. This discipline may include assignment to ASD, suspension, and in the case of continued violation of this policy, removal from the SRTC program.

Parking on school property is a privilege. Students who do not drive safely, park correctly, register their vehicle, or in any way disrupt or threaten the safety of other students, will lose their parking privileges. Students are not to be in the parking lot nor leave school without permission from the Principal's office after their arrival to school, regardless of the time of their arrival.

VERBAL HARASSMENT

No student shall use words or actions, verbal, written, or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

VISITORS

Visitors with proper business to conduct at the school shall be welcome at the school after they check in at the principal's office. All visitors will be required to produce a form of photo identification. Visitors are required to wear identification badges. Students are not permitted to bring visitors to school during regular school hours. The Billings R-IV School District reserves the right to deny any student and/or parent access to the school or access to school-related functions (prom, dances, athletic events, etc.).

VOCATIONAL-TECHNICAL SCHOOL

Juniors and seniors may request to attend the Scott Regional Technical Center in Monett during spring pre-enrollment. Current requirements and forms are available in the Guidance Office. Students attending SRTC must always use district-provided transportation to and from SRTC unless express permission is given by the Principal in advance. Students are expected to obey the rules and regulations of both Billings and SRTC. Failure to obey rules or maintain requirements for attendance may result in removal from SRTC and assignment to classes at Billings. Any discipline received from either school will be honored by the other school.

Students may request to attend Monett GO CAPS. Current requirements and forms are available in the Guidance Office. Students attending GO CAPS must provide their own transportation to and from their placement. Students are expected to obey the rules and meet all requirements for the GO CAPS program. Failure to do so may result in removal from the program and assignment of classes at Billings School campus.

Both of these programs are five day per week programs. Students who are allowed to attend must commit to attend these programs five times per week.

WITHDRAWAL PROCEDURE

A student withdrawing from school must complete a student withdrawal form available in the principal's office. Failure to do so could result in records, transcripts, etc. not being released. Eight days of absence without notification from parents will result in the student being dropped from the rolls and potential failure of classes.

Student Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense, which may result in disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation or at a school activity whether on or off school property. It is the policy of the Billings R-IV School District to report all crimes occurring on school grounds to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with the law. Such records shall be made available to teachers and other employees with a need to know, and shall be provided within five (5) business days of receiving the request, in accordance with state law, to any school district in which the student subsequently attempts to enroll. A "serious violation of the district's discipline policy as one or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation, or at any school activity that is required by law to be reported to law enforcement.
3. Any offense that results in an out-of-school suspension for more than 10 days.

PENALTY(S) FOR VIOLATION OF BHS STUDENT CONDUCT CODE

After-School Detention/Lunch Detention

Lunch Detention will be held in a supervised classroom. Students will report to the Lunch Detention Classroom and will be escorted to the cafeteria to pick up their lunch. Students will then complete class work or read while in lunch detention. Students will not be allowed to use cell phones or talk while in lunch detention. A lunch detention writing assignment will be furnished for students who do not bring something to work on.

After School Detention (ASD)

ASD will be held every Monday, Tuesday, Wednesday, and Thursday from 3:15 pm. until 4:15 pm. The building principal will assign ASD. Students will be supervised by the Principal or other designated personnel. Each student is responsible for having his/her own work to do the entire ASD period. **Students will be required to be on time and write ASD rules!** Students who are absent the day of their assigned ASD will be re-assigned the next scheduled ASD. Students that miss one day of ASD will be re-assigned two days of ASD for each day missed. Any misconduct by the student will be grounds for automatic dismissal from ASD and an assignment of Out of School Suspension.

In-School Suspension (ISS)/Saturday Detention

Students who are assigned ISS/SD for any disciplinary problem will be allowed to make up work for full credit when arrangements are made by the student to obtain assignments from his/her teachers at the time of the suspension. Specific procedures/rules for ISS/SD are given to the student at the time of the suspension. Students may not attend school-sponsored activities while serving ISS/SD.

Out-of-School Suspension (OSS)

Students who are assigned OSS for ten (10) days or less will be allowed to make up work missed for credit. Students receiving suspensions of more than 10 days may only receive credit for missed work if a waiver is given by the Board of Education after an appeal is made by the student and/or parent.

Being on or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug related activity defined by school policy as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. In addition to the consequences specified here, school officials will notify law enforcement as required and document violations in the student's discipline file pursuant to law and Board policy.

1. Arson (Starting or attempting to start a fire or causing or attempting to cause an explosion.)

First Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

2. Assault

a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury, physically injuring another person.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

b. Attempting to kill or cause serious physical injury to another, killing or causing serious injury to another person.

First Offense: expulsion.

3. Automobile/Vehicle Misuse (Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on school property.) All vehicles parked in the school parking lot are subject to visual inspection by administration and/or the School Resource Officer.

First Offense: Suspension or revocation of parking privileges, ASD, in-school suspension, or 1-10 days out-of-school suspension.

Second Offense: Revocation of parking privileges, ASD, in-school suspension, or 1-180 days of out-of-school suspension.

4. Bullying and Cyberbullying (“Bullying” means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. “Cyberbullying” means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not

limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.)

First Offense: ASD, In-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

5. **Bus Misconduct** (Any offense committed by a student on transportation shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.)

6. **Cell Phone Violation** (Willful use of a cell phone by a student during unauthorized time.) Students should have phones off and out of sight except during lunch.

First Offense: Principal/student conference and phone held in office until the end of the day. Students may pick it up after school.

Second Offense: 2 days lunch detention and parent called to pick up phone.

Third Offense: 2 days ASD, or 1 day ISS and parent called to pick up phone.

Fourth Offense: 2 days ASD, or 2 days ISS and parent called to pick up phone.

Subsequent Offense: 1 day ISS for each subsequent offense and parent called to pick up phone. Student may be prohibited from bringing phone to school or may be required to surrender phone to the office each day.

7. **Dishonesty** (Any act of lying, whether verbal or written including forgery including academic dishonesty.)

First Offense: Nullification of forged document, principal/ student conference, lunch detention ASD, in-school suspension, 1-10 days out-of- school suspension.

Subsequent Offense: Nullification of forged document, lunch detention, ASD, In- school suspension, 1-180 days out-of-school suspension or expulsion.

8. **Disrespectful or Disruptive Conduct or Speech** (Verbal, written, pictorial or symbolic language or gesture directed at any person and that is rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.)

First Offense: Principal/Student conference, lunch detention, ASD, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: ASD, In-school suspension, 1-180 days out-of-school suspension or expulsion

9. **Drugs/Alcohol**

a. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs imitation controlled substances or drug-related paraphernalia, including controlled

substances, unauthorized inhalants and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substances Act. All vehicles parked in the school parking lot are subject to visual inspection by administration and/or the School Resource Officer.

First Offense: 3-180 days out-of- school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

10. **Extortion** (Threatening or intimidating any person for the purpose of obtaining money or anything of value)

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

11. **Failure to Meet Conditions of Suspension**

Coming within 1,000 feet of any public school district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy is viewed as a serious violation of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1 -180 days out-of-school suspension, or expulsion.

12. **False Alarms** (Tampering with emergency equipment, setting off false alarms, making false reports communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.)

First Offense: Restitution, lunch detention, ASD, principal/student conference, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

13. **Fighting (see also assault)** (Mutual combat in which both parties have contributed to the conflict either verbally or by physical action)

First Offense: 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

14. Hazing (Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team, including but not limited to a grade level, student organization or school sponsored activity. Hazing may occur even when all the students involved are willing participants.

First Offense: ASD, In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion

15. Public Display of Affection (Physical contact which is inappropriate for the school setting including but not limited to kissing and groping.)

First Offense: Principal/Student conference, lunch detention, ASD, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: ASD, In-school suspension, 1-180 days out-of-school suspension or expulsion.

16. Sexual Harassment

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include but are not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, lunch detention, ASD, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include but are not limited to touching or fondling of the genital areas, breasts, or undergarments regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

17. Tardy (Students who are less than 25 minutes late to class will be considered tardy. When a student accumulates their fourth tardy total they will be called to the office. Consequences for being tardy are as follows:

4th-6th tardy: 1 to 5 days lunch detention.

7th-10th tardy: 1 to 4 days ASD.

Over 10 may result in ISS or Saturday School Assignments

18. **Technology Misconduct**

Attempting regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Any violation of the Student Technology Use Agreement by student.

First Offense: Principal/student conference, loss of user Privileges, lunch detention, ASD, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

19. **Theft** (Theft, attempted theft or willful possession of stolen property)

First Offense: Return of or restitution for property, Principal/student conference, lunch detention, ASD, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property, 1-180 days out-of-school suspension.

20. **Threats** (Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.)

First Offense: Principal/student conference, lunch detention, ASD, in-school Suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: ASD, In-school suspension, 1-180 days out- of-school suspension or expulsion.

21. **Tobacco/E-Cigarette**

a. Possession of any tobacco products or e-cigarette on school grounds, school transportation or at any school activity.

First Offense: 1-3 days out-of-school suspension.

Subsequent Offense: 3 -10 days out-of-school suspension, confiscation of product.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: 3 days out-of-school suspension, confiscation of product.

Subsequent Offense: 3-10 days out-of-school suspension, confiscation of product.

22. Truancy – (Absence from school without the knowledge and consent of parents/guardian and/or the school administration, excessive non-justifiable absences even with the consent of parents/guardians.)

First Offense: ASD, 1-3 In school suspension

Subsequent Offense: 3-10 days in-school suspension; 2-4 Saturday school assignments

23. Unauthorized Entry (Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.)

First Offense: Principal/student conference, ASD, In-school Suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

24. Vandalism (Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students)

First Offense: Restitution, ASD, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion.

25. Weapons No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. School property is defined as : Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots, and school busses. A weapon is defined as any of the following:

a. Possession or use of a knife or any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930 (g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: 11-180 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. Or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g) (2).

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation of the superintendent.

Subsequent Offense: Expulsion.

Billings School Song

On Christian County's western border

Grain and cattle grow.

'Tis the home of Billings High School

Finest place we know.

Alma mater, Alma mater

Blue and gold so true.

Hail to thee, our alma mater

Hail to Billings School.



Confirmation of Receipt of the
Billings High School Student Handbook

Parents and students of Billings High School:

We have provided each student with a copy of the 2020-2021 Billings High School Student Handbook. The information in the handbook is included to help both the student and his/her family become familiar with procedures, facilities, and guidelines that will ensure a safe, positive and orderly environment for all our students. The administration, faculty, and staff of Billings High School ask that both parents and students sign and return this form no later than Monday, August 28, 2020 to the student's first hour teacher to confirm they have received and read the 2020-2021 Billings High School Student Handbook. In the event that a student misplaces or destroys their handbook, a new one may be obtained through the High School Office.

My student _____ and I have received, read, and agree to abide by the 2020-2021 Billings High School Student Handbook for this school year.

Signature of Student _____

Signature of Parent _____