

Belgrade High School **Panthers**

To graduate students who have skills, knowledge,
information, and attitudes to become accomplished citizens
in the 21st Century.

www.bsd44.org



Student/Parent Handbook
2018~2019

A MESSAGE FROM THE BELGRADE HIGH SCHOOL STAFF

Belgrade High School is glad and proud to welcome students, parents, and guardians to the 2018-2019 school year. The High School Administration is extending a standing invitation to all our parents and guardians to visit us at the school.

Parents, guardians, school, and community are all partners in education. A positive relationship between us, one based on trust and open communication, is essential for the continued growth and success of the educational programs at our school.

We want to better acquaint you with the school and its operation with this handbook. It cannot cover everything in complete detail, but we hope it will give you a good understanding of how our school operates.

Please take time to read and discuss this manual before signing the enclosed form.

If you have questions, give us a call at 388-6862. We will be happy to answer them. In addition, we welcome your comments on our policies and procedures. Your input will help us grow.

The High School Administration:

Mr. Paul Lamb, Principal – plamb@bsd44.org
Mr. Rick Phillips, Director of Student Activities – rphillips@bsd44.org
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Mr. Bert Horsley, Asst. Principal – bhorsley@bsd44.org
Jessica Hansen, Attendance Secretary
Stacy Konkol, Activities Secretary
Meredith Tinseth, Secretary/Bookkeeper

BELGRADE HIGH SCHOOL FIGHT SONG

<p>We're loyal to you Belgrade High For the green and the white Belgrade High We'll back you to stand against the best in the land For we know you will fight Belgrade High</p> <p>RAH! RAH!</p>	<p>So crack out the ball Belgrade High We're backing you all Belgrade High Our team is our best protector On girls/boys for we expect a victory From you Belgrade High P-A-N-T-H-E-R-S Repeat verse</p>
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Applicability of the Handbook

The District guidelines, policies and procedures in this handbook replaces any previous manuals, internal practices and procedures and existing practices that are in violation or contradiction of the information contained in this handbook. The handbook does not replace or supersede Board of Trustee Policies, Montana Office of Public Instruction (OPI) regulations or state and federal law. If this handbook conflicts with federal or state law, or an agency rule, the law and agency rule will apply. If there is a conflict between school building policy and the handbook, the handbook and its content shall apply.

If you have questions about this handbook, contact Principal Paul Lamb.

Exceptions to the Manual

The District Superintendent, at his or her discretion, can make exceptions to the procedures listed in this handbook. The Board of Trustees, at their discretion, can make exceptions to the policies in this handbook. Exceptions will be made on a case by case basis and will be considered an exception to the policies and procedures.

Exceptions will be clarified in writing to the students/parents and will be reported to the Board of Trustees. If the exception(s) made will affect the future implementation of the policy or procedure, an addendum to this manual and included for future reference. If the exception affects Board Policy, the revisions will be made to the policy, approved by the Board and published. School Board Policies can be accessed on the School District Website, <http://www.bsd44.org/> under Human Resources, Belgrade School Board Policies.

SECTION 1: STUDENT/PARENT RIGHTS

Complaints by Students / Parents

(Refer to Board Policy 1700-Uniform Complaint Procedure)

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher.

For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy #1700 in the District's policy manual.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available online.

Due Process

Generally, Courts have ruled that students must be given:

- oral or written notice of the charges against them;
- an explanation of the evidence the authorities have, i.e., the opportunity to discuss the evidence; and
- An opportunity to present their side of the story.

The school district follows these guidelines to assure students are not deprived of their due process rights.

Title IX / Sex Harassment

Belgrade High School prohibits discrimination on the basis of sex in education programs and activities. No student, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities. Title IX also prohibits gender based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping. Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature. The School District prohibits retaliation on the basis of a report or testimony of alleged harassment or participation in an investigation. Any student, parent or visitor with questions or concerns about sex discrimination or sexual harassment should contact the Belgrade School District Title IX Coordinator in the Administration Building, 312 N. Weaver, 406-924-2025 or hrbsd@belgradeschools.com School Board Policy #3225 & #3210

Non Discrimination / Equal Opportunity

Belgrade School District is committed to providing a learning environment and equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. Any student or participant in School District activities who believes she or he is subject to discrimination in violation of District policies may file a complaint with the Principal, School Counselor, other School Administrator or the Human Resources/Title IX Coordinator in the Administration Office, 312 N. Weaver or hrbsd@belgradeschools.com School District Policy #3210

Immunizations

In order to attend Belgrade Schools, students must have either a) the required immunizations by Montana law and documentation of such, or b) have completed the appropriate exemption or conditional attendance documentation. Parents claiming a Religious Exemption for their child must submit the appropriate form that has been signed, sworn to, and notarized at the

start of every school year. Please contact the school nurse (Jen Rigard, RN) at 406-924-2513 for immunization questions.

School immunization requirements and related forms may be found by going to the School Health Services tab on the Belgrade Schools website, or <http://www.bsd44.org/school-health-services/>.

Medicine at School

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the receptionist. The receptionist will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. [Refer to policy 3416, 3416F, 3416F]

Release of Directory Information

Regarding student records, federal law requires that 'directory information' be released by the District to anyone who requests it unless the parent/guardian objects in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions.

This objection must be filed within ten school days of the time this handbook was given to the student. Directory information includes (a) the student's name, (b) address, (c) telephone number, (d) date and place of birth, (e) participation in officially recognized activities and sports, (f) weight and height of members of athletic teams, (g) grade level, (h) photographs, (i) dates of attendance, (j) awards received in school, and (k) most recent previous school attended. No other student information will be released without the authorization of the student or parent. (Refer to Board Policy 3600F2)

Right to Educational Equity & Equal Opportunity

Belgrade School District will not discriminate against any student on the basis of sex, race, marital status, national origin or handicapping condition in any area of accreditation. This is inclusive of programs, facilities, textbooks, curriculum, counseling, library services and extra-curricular activities.

Section 504 of the Rehabilitation Act of 1973 ("Section 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. **Parents who feel their child may qualify for 504 should**

contact the building principal to initiate an evaluation. (Refer to Board Policy 2162 & 2162P).

IDEA language: The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. (Refer to Policy 2161 & 2161P).

Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the time limit has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

Student of Legal Age

(Refer to Board Policy 3130)

Every student eighteen (18) years of age or older that establishes residency independent of the parent(s) or guardian(s) will be deemed to be an adult student and will have legal capacity to act as such. The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

- An adult student, like all other BHS students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by Board Policy and state law.
- Approved forms for participation will be required of all students. The form should indicate that the signature is either that of the parent or an adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.
- Absence notes, normally signed by parent(s) or guardian(s), may be signed by adult students.
- All suspension and/or expulsion proceedings of an adult student will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. Adult students, however, are permitted to represent themselves if they so choose.
- An adult student may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parent(s) or guardian(s) will be notified of impending dropouts by the school.
- Adult students may request permission to inspect their school record according to FERPA.

SECTION 2: STUDENT CONDUCT & RESPONSIBILITIES

Administrative Discretion

The consequences and interventions for unacceptable student conduct found in this section are to be considered guidelines for the school administration to follow. Ultimately, consequences are at the discretion of the school administration.

Corporal Punishment

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

Detention Referral

Detentions are assigned for minor infractions. Detentions will be served with the teacher/administrator that assigned the detention or by a detention supervisor. Missed detentions may result in an office referral and/or other consequences determined by the teacher or administrator.

Office Discipline Referral

An Office Referral is issued when student behavior involves a major offense or a chronic minor offense. Parents may be notified whenever their student receives a disciplinary referral.

PASS Information (Positive Alternative to School Suspension)

The PASS program (formerly ISS In-School Suspension) is meant to serve as an extension of Belgrade High School's School-Wide Positive Behavior Support process by providing a Tier 2-3 intervention program for students who have received multiple minor office discipline referrals or one major referral and eventual assignment to the PASS program. The interventions will be accomplished with structure, consistent expectations, active supervision, a predictable environment, student reflection on his/her behavior, staff and home communication, behavior support plans, follow-up, and parental involvement. When in PASS, students will not be allowed to participate in extra-curricular activities.

Progressive Discipline Plan

All school policies, rules and regulations will be followed by all students, including those who are 18 years of age and older and will comply with Montana Law of Duties and Sanctions (MCA 20-5-201).

The right to learn includes the right of students in classes to meet and carry on without interruptions, disruptions, or distractions, whether from inside the classroom or outside. Behavior that disrupts the normal functioning of classes is an infringement on the rights of others and is contrary to school policy. Disruptive behavior, physical or verbal, will not be accepted.

In the case of excessive minor and any major offense, the parents will be contacted by the teacher and/or an administrator. Students will be subject to suspension, expulsion, or other school discipline for misconduct including, but not limited to, the use, possession, or distribution of tobacco products, alcoholic beverages, illegal drugs, chemicals, mind/mood altering drugs,

missing class, truancy, leaving the school building without written permission, fighting, gambling, theft, harassment, sexual harassment, breaking and entering, trespassing, arson, weapons violations, (including any object considered dangerous to the well being of students), forgery, cheating, extortion, violation of vehicle laws or vandalism.

Minor Offenses

These include students' behaviors that cause problems in the classrooms, hallway, commons, locker areas, and other areas. Examples include but are not limited to spitting, littering, throwing snowballs, running, violating hall pass policy, tardiness, parking incorrectly, possessing laser lights, using offensive language, etc. Minor offenses may be given a detention or other consequences deemed necessary.

Dress Code

- No clothing, hats, or head covers that may cause a disruption or distraction of the educational process of school is allowed. (Examples may include, but not limited to clothing that displays drug, alcohol, tobacco, sexual innuendos (including message bracelets), inappropriate slogans, Confederate flag, weapons, pictures or logo references (i.e., Hooters, Big Johnson, or 4:20).
- No sunglasses, chains, or bandanas (unless used to keep hair back).
- No bare midriffs, no cleavage showing, or spaghetti straps. Straps must be worn and must be 1" wide.
- Shirts must hang past the waistband of pants with your hands in the air.
- Shoes are required at all times.
- All under garments **must be covered** at all times.
- Skirts/pants/shorts must remain up on own or with a belt. Hemlines must reach below the students' longest finger when shoulders hang loose.
- Students with attire deemed inappropriate by a staff member/administrator will be sent to the office with a violation slip and asked to immediately correct the problem.
- All uniforms worn during the school day must meet dress code.

Discipline Procedures

The student will receive a violation slip and sent to the office.

- **First Offense:** The problem will be corrected and the student sent back to class.
- **Second Offense:** Parents will be called and disciplinary action will be taken.
- **Third Offense:** Parents will be called and disciplinary action will be taken. (possible suspension).
- **Chronic violations:** Students will have to report to the office before school for clothing inspection and sent home for the rest of the day (suspended with an unexcused absence).

10-10 Rule Violation

Students are expected to have a yellow corridor pass to be in the halls during the first 10 minutes or last 10 minutes of class. It is the student's responsibility to request a pass from their assigned teacher.

Detention will be assigned by staff member who notices the infraction. Detention will be served during lunch or after school.

Electronic Communication Devices/Personal Technology Devices



Includes: Cell Phones, IPODS, PDAs, Blackberries, ITOUCH, Smart Phones, Pagers and other electronic devices.

We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers, custodians, and supervisory aides.

Students may use electronic devices on campus before school, during passing times, during the lunch period, and after school.

- **Classroom Use:** Cellular and smart phones, MP3s, iPods, Laptops, and all other forms of "personal technology" can be used in the classroom at the discretion of the teacher. If the student does not comply with the teacher, they will be sent to the office where they will be disciplined for defiance and the device will be confiscated.
- **Passing Periods:** Students may make use of cellular phones, MP3s, and iPods in the halls during the six-minute passing period between classes. Upon entering the classroom, use is restricted to teacher discretion.
- **Emergencies/Drills:** Personal technology devices are a safety issue during an emergency. These devices have the capabilities to set off bombs, can interfere with emergency response, and could be a major disruption. Therefore, personal technology devices are **not allowed** during emergencies/drills and may be confiscated.
- Cameras including cameras on phones are illegal to use in rest rooms and locker rooms.
- The unauthorized photographing of students and or adults is not allowed.

Unauthorized use of such devices may result in the following disciplinary action:

- **1st offense-** The device is confiscated until 3:30 pm the following day. However, the parent may come to the school to retrieve the cell phone the same day after 3:30pm.
- **2nd offense-** The device is confiscated for two days. However, the parent may come to the school to retrieve the cell phone after 3:30pm.
- **3rd offense-** The device is kept by the school until a student-parent-principal meeting takes place with the determination of appropriate consequences, such as a student contract.

Littering

Students should take pride in their school and school grounds. The appearance of the school grounds is a reflection of the student body. Students are asked to assist in keeping the

school and school grounds clean by depositing their trash in the waste containers. Appropriate disciplinary action will be administered to students caught littering. All school grounds including parking lots, hallways, classrooms, etc will be monitored and subject to handbook policy and enforcement.

Tardy

Students not in class when the bell rings, are considered tardy. When a student is more than 30 minutes late, the student will be sent to PASS and an absence will be given for that period. If a student is tardy three (3) times in a particular class, they will be assigned lunch detention by their classroom instructor. If the student serves the detention on the assigned date, no further consequences will be necessary. If the student fails to serve the detention on the assigned date, the parents will be notified and the tardy will be referred to the administration. Teachers/administrators have the authority to assign additional consequences for chronic tardies.

Public Display of Affection (PDA)

School is a formal setting much like a place of business. Holding hands is allowed. PDA beyond the holding of hands will be deemed inappropriate and subject to discipline. Any excessive PDA can be dealt with as sexual harassment and disciplined as such.

Major Offenses

These are offenses that the parents may be notified, law enforcement may be notified, and the offender may have the maximum consequence of expulsion. In cases where the offense is severe, progressive steps of offenses may not apply. Examples including, but not limited to the following:

Alcohol Possession or Use

(Refer to Board Policy 3310)

Possessing, using, or being under the influence of alcohol in school buildings, on school grounds, in vehicles on school grounds, during school sponsored events, or during school time where possession or use is prohibited by Montana or federal law. Referral to the Minor in Possession / Alcohol Education Class is mandatory unless revoked by the school board.

- 1st offense - 3-day suspension.
- 2nd offense – 5-day suspension
- 3rd offense - An initial out-of-school suspension period up to (10) days with an additional (10) day suspension period allowed if the student is granted an informal hearing prior to the additional suspension. Depending on the seriousness of the offense, the school administration may recommend the student be expelled pending a hearing before the school board.

For the safety and welfare of the student and the student body, the building administrator is authorized to use any reasonable means of conducting alcohol tests, including but not limited to tools such as breath-test instruments, saliva test strips, alcohol detection wands, wipes, etc. if there is a reasonable suspicion and if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place. (Refer to Board Policy 3231 and/or 3330)

Behavior That Incites

Inciting or participating in an incident that results in a disruption in or out-of-school.

- An initial out-of-school suspension period up to (10) days with an additional (10) day suspension period allowed if the student is granted an informal hearing with the school administrator prior to the additional suspension. Depending on the seriousness of the offense, may recommend the student be expelled pending a hearing before the school board.
- In the case of senior pranks, diplomas may be withheld until appropriate consequences and restitution have been fulfilled. (MCA 20-4-201)

Bomb Threat and False Fire Alarm

Willful intent to arouse suspicion that a bomb is on school property. Giving a false alarm of a fire, tampering, or interfering with any fire alarm.

- 1st offense – 1-10 day suspension
- 2nd offense - school board action on a recommended expulsion.

Cheating and/or Plagiarism

- 1st Offense: Zeros on test, homework, etc. and parent notification.
- 2nd Offense in the same class: Loss of credit for that semester and parent notification.

Chemicals: Possession or Use

(Refer to Board Policy 3310)

Possession, use, or being under the influence of any narcotic, controlled substance, or uncontrolled substance in the school buildings, on school grounds, in vehicles on school grounds, during school sponsored events, or during school time where possession or use is prohibited by Montana or federal law.

- 1st offense -3-day suspension.
- 2nd offense –5-day suspension.
- 3rd offense - An initial out-of-school suspension period up to (10) days with an additional (10) day suspension period allowed if the student is granted an informal hearing prior to the additional suspension. Depending on the seriousness of the offense, the school administration may recommend the student be expelled pending a hearing before the school board.

Chemicals: Selling or Distributing

- Selling, distributing, or intending to distribute any narcotic, controlled substance, or uncontrolled substance in the school buildings, on school grounds, in vehicles on school grounds, during school-sponsored events, or during school time where possession or use is prohibited by Montana or federal law. Referral to the Student Assistance Team is mandatory unless revoked by the school board. The school administration may recommend the student be expelled pending a hearing before the school board.

Crimes Against Property

This includes stealing, receiving stolen property, destroying, entering any building without consent, and vandalizing/defacing of school or private property, including senior pranks. In

addition, a student is not allowed to be on school property, including school grounds, between the hours of 10:00 p.m. and 6:00 a.m. unless (a) authorized by a school official or (b) attending a school event.

- 1st offense - Restitution plus a 1- 3 day suspension
- 2nd offense - Restitution plus a 3-5 day suspension
- 3rd offense – An initial out-of-school suspension period up to (10) days with an additional (10) day suspension period allowed if the student is granted an informal hearing with the school administrator prior to the additional suspension. Depending on the seriousness of the offense, the school administration may recommend the student be expelled pending a hearing before the school board.
- Criminal charges on any offense may be charged to full extent of the law.

Disorderly Conduct

Creating a hazard or physically offensive condition by any act that serves no legitimate purpose. (45-8-101 MCA).

Gun Policy

(Refer to Board Policy 3311)

Federal law states that a student attending school in the Belgrade School District who brings a firearm onto school property may be expelled from school for a period of not less than one calendar year - unless modified by the Board of Trustees.

Bullying/Harassment/Intimidation/Hazing (Board Policy 3226)

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced

consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

4. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
 - c. Creating a hostile educational environment.
 - d. Substantially and materially disrupts the orderly operation of a school.
5. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator which may include Assistant Principal or Athletic Director, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official which may include Principal, Assistant Principal or Athletic Director. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

The District Administrator which may include Principal, Assistant Principal or Athletic Director shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator which may include Principal, Assistant Principal Athletic Director or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Consequences for any of the above offenses:

- 1st Offense – 1-3 day suspension or more depending on severity
- 2nd Offense - Up to a 5 day suspension or more depending on severity
- 3rd offense - An initial out-of-school suspension period up to (10) days with an additional (10) day suspension period allowed if the student is granted an informal hearing prior to the additional suspension. Depending on the seriousness of the offense, the school administration may recommend the student be expelled pending a hearing before the school board.

Insubordination.

Willful refusal to follow an appropriate direction or order given by a staff member (substitute teachers, student teachers, aides, tutors, or other school employees) Statements that intimidate, that injure another person or that are obscene or vulgar will not be tolerated.

- 1st offense – 1 day suspension
- 2nd offense – 2 day suspension
- 3rd offense – 10 day suspension with possible Board of Trustees action on a recommendation for expulsion (20-5-201 MCA)

Physical and / or Verbal Abuse of a Staff Member

Demonstration of hostility and/or intimidation of others by a student's body language and/or speech. Statements that intimidate, that injure another person or that are obscene or vulgar will not be tolerated. Physical abuse is considered the same as a 3rd offense.

- 1st offense – a 1- 3 day suspension
- 2nd offense – Up to a 5 day suspension
- 3rd offense – An initial out-of-school suspension period up to (10) days with an additional (10) day suspension period allowed if the student is granted an informal hearing prior

to the additional suspension. Depending on the seriousness of the offense, the school administration may recommend the student be expelled pending a hearing before the school board.

Skipping or Truancy

Any absence from school requires the parent/guardian to acknowledge the absence with a written note or phone call prior to or upon return. Failure to provide a note from the parent/guardian shall result in the absence being considered unexcused. Leaving the school building without permission or checking out with the office will result in an appropriate consequence.

The consequences for being truant or skipping include:

- Loss of credit for work missed
- Detention, PASS, and/or OSS
- Notification of Police

Tobacco (or look alike)

(Refer to Board Policy 3310)

Use and/or possession on district grounds, buildings, vehicles and/or at school events are prohibited by Montana Law (MCA 20-1-220). The law states the use of a tobacco product, including tobacco and nicotine devices, in public school buildings or property is prohibited. All individuals, including students, are prohibited from using a tobacco product in a public school building or school property. E-Cigarettes are included with this section. Any student who is possessing and/or using tobacco and is under the age of 18 will be reported to appropriate law enforcement.

- 1st offense - 1 day suspension (look alike consequence at administrator's discretion)
- 2nd offense - 3 day suspension
- 3rd offense - 5 day suspension (MCA 20-1-220)

Unsportsmanlike Conduct

Inappropriate behavior at any school activity. Enforcement will follow MHSA guidelines, but is not limited to those guidelines. (Example: Assault upon a sports' official.)

- Handbook guidelines will be followed where applicable.
- Consequence to be determined by administration (MCA 45-5-221)

Weapon or Look-Alike Weapon Possession

Any device or instrument on school grounds that is designed as a weapon including fireworks, knives, explosives or paraphernalia or intending to look like a device or instrument capable of producing bodily harm are not allowed on school grounds. A lighter may also be deemed potentially harmful or hazardous and confiscated accordingly. A knife of any length is not permitted on school grounds. Also, included in this category are bullets or other projectiles meant to be used in a weapon. (Refer to Board Policy 3311)

- An initial out-of-school suspension period up to (10) days with an additional (10) day suspension period allowed if the student is granted an informal hearing prior to the additional suspension. Depending on the seriousness of the offense, the school

administration may recommend the student be expelled pending a hearing before the school board.

Other Items with Hazardous or Harmful Potential

Other items deemed hazardous or harmful by the administration will be confiscated and an appropriate consequence will be assigned.

Suspension

(Refer to Board Policies 3300 and 3300P)

- **Out-of-School Suspension (OSS):** When students are "suspended," they are not allowed on campus. If the student is suspended for Friday, they will not be allowed back on school grounds until Monday. Monitoring/supervision is the responsibility of the student's parent/guardian, and the student is not the responsibility of School District #44. It is the student's responsibility to pick up their work. That work is due upon return. During OSS, the attendance record will show (SA)

SECTION 3: ACADEMICS

Adequate Yearly Progress

Each fall, with the exception of a student's freshman year, the school administration and counseling office shall review the academic record of every student that is not making sufficient academic progress to graduate with their peers – i.e., the class the student began with as a freshman.

For each student identified as not making adequate yearly progress, a school administrator shall send a certified letter to the student's parent(s) or guardian(s) that summarizes which of the graduation standards their student is not making adequate yearly progress toward graduation.

Adopted Standards for High School Graduation

The following contains graduation standards for a Belgrade High School Diploma: 23 credits are required for graduation

English	4 units (credits)
Math	3 units (credits)
Health Enhancement	2 units (credits) <small>Note: Exceeds OPI Accreditation Standards</small>
Science	2 units (credits)
U.S. History	1 unit (credit)
Government	½ units (credit)
Social Studies	½ units (credit)
Fine Arts	1 unit (credit)
Vocational/Practical Arts	1 unit (credit)

The physical education requirement may be waived by presenting a signed affidavit from a medical doctor that you are not physically able to participate in physical education. However, a student must successfully complete the health component of this requirement.

Minimum Number of Courses Required for each Grade Level

All freshman, sophomores, and juniors are required to be enrolled in at least six (6) classes per semester. Teacher Assistants (TA) - do not count as one of those six classes. Seniors must be enrolled in a minimum of five (5).

Exceptions to above rule may be for (a) a student that is a resident of the school district that attends an authorized Home School or (b) a BHS part-time student. In addition, students attending the BHS Alternative School or attending BHS as an approved 19-year-old student may be registered for less than the minimum found above.

Zero Period

Zero period is considered to be above and beyond the requirements of the regular school day. The requirements above apply for Periods 1-7.

Class/Course Changes

Class changes (drop/adds) will be based on class availability and only to improve teacher/student ratio or a student's academic success. Class changes should be made prior to the beginning of each semester. If this is not possible, students have three school days after the semester begins to change classes.

Because of extenuating circumstances, the administration and the teacher may feel that withdrawal from the class is in the best interest of a student. If the student is withdrawn after the 3-day limit, a mark of "F" (Failure) may be placed in the student's permanent record. No credit will be earned.

SCHEDULE CHANGE POLICY

Belgrade High School counselors work collaboratively with students as they plan a course of study that fulfills, the Belgrade School District graduation requirements and prepares them for their post-high school goals. This planning begins each spring when students, parents, teachers, and counselors consider BHS classes and identify appropriate coursework for the next school year. Students are given the opportunity to look through the Curriculum Guide and ***ask questions of parents, teachers, and counselors before making their final selections.*** After the registration process has been completed, the BHS administration designs a complex master schedule based on the courses students requested and registered for. Factors beyond the control of Belgrade High School such as budget decisions, legislation, and staffing needs and availability also impact the master schedule and the courses being offered. Because it is not possible to accommodate changing demands for classes once the master schedule is created, ***it is expected that students honor the selections they made during registration.***

REASONS FOR A SCHEDULE CHANGE POLICY

The master schedule is built on the class selections students make during registration. Teachers are hired and decisions made about the number of each course offered during the school year based on the numbers of students registering for classes. Teacher schedules/classes to be taught are determined based on these numbers.

Students need to understand the importance of the decisions they make when selecting classes and that often they have to live with the decisions they make.

WHAT KIND OF SCHEDULE CHANGES CAN BE MADE

Changes will be made to schedules ONLY if one or more of the following conditions exist:

- You are not scheduled for enough classes (9-11 must have 6 credit classes: 12th must have 5 credit classes)
- You have an unscheduled period and need a class or study hall
- You are in the wrong level of a class (example should be in Spanish II, schedule in Spanish I)
- You need a class required for graduation this year (seniors only)
- You need to retake a required class that you did not pass
- You do not have the pre-requisite for a class you are scheduled for
- You are scheduled for a class you completed over the summer
- You want to drop a study hall for a class

Changes will NOT be made for the following reasons:

- You don't like the teacher
- Your parent, a sibling, or a friend does not like the teacher
- The teacher is "too hard"
- The teacher is "not hard enough"
- The teacher assigns too much work
- The teacher "doesn't teach to your learning style"
- You want to be with friends
- You don't know anyone in the class
- The class has the potential of lowering your GPA
- You got a class you listed as an alternative

Driver Education

Driver Education is offered during the school year and during the summer. Instruction takes place either before or after school. Driving will take place before or after school, as well as on Saturdays. Information on registration and class fee is available online or at the high school office. Students must be at least 15 years old within 6 months of the completion of the course. Entry into class will be based on date of birth and oldest students have first priority. The secretary for Driver Education is Kari Altenburg and her phone number is 924-2261.

Grade Point Average (GPA) & Class Rank

For the purpose of determining and reporting a student's (a) Grade Point Average (GPA), (b) class rank to post-secondary educational institutions or other agencies and (c) determining

Honor Grads, semester grades shall be converted to whole grades (no minus or plus grade) using the following table:

A and A- = A (4.0)	B+, B, or B- = B (3.0) C+, C, or C- = C (2.0)	D+, D, or D- = D (1.0) Less than D- = F (0.0)
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The resulting whole grades for semester courses shall be used to determine a student's GPA and class rank for this section. Class rank is determined by the cumulative Grade Point Average (GPA). All students are included in a class rank. Grades assigned for being a teacher aide/assistant and/or On the Job Training (OJT) are on a pass-fail basis and are not included in computing a student's GPA. All other courses are used in computing a student's GPA. Class rank will not include the second semester of a student's senior year.

Grading & Mid-Term Reports

Grade reports shall be based on a quarter system. Final course grades shall be based on a semester system. Course grades shall be recorded on a student's academic transcript as semester grades.

All grade reports (progress, mid-term and semester) can be viewed on Infinite Campus Portal. Students with failing midterms, quarter grades, and semester grades will have reports mailed to the parents on the Wednesday following the end of the grading period.

Grading System

Belgrade High School uses the following grading system:

A = 95-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%	F = 59% & below
A- = 90-94%	B = 83-86%	C = 73-76%	D = 63-66%	
	B- = 80-82%	C- = 70-72%	D- = 60-62%	

All original entries in the grade book (homework, tests, quizzes, projects, etc.) will be numerical. The letter grade at the end of the grading period will be a compilation of these numerical grades.

- **Incompletes and Make-up Assignments:**
It is the student's responsibility to obtain make-up assignments. For excused absences only: upon return, students will have one day for each day missed, plus one day added to the total days missed, to turn in missed assignments. Students will be expected turn in work and/or take scheduled tests on the day of their return for all work scheduled or assigned prior to the absence. Students with an Unexcused Absence (UA) will not be allowed to make up assignments missed.

Incompletes are the responsibility of the student, not the teacher. In the case of extreme illness or circumstance, the teacher can extend the time limit to make up work.

Any incomplete grades will reflect the grade earned minus the incomplete work. Once the incomplete work is turned in, the teacher will record the new grade and notify the office of the change.

- **Grading System & Transfer Grades:**
Students entering the High School from a Montana or another state accredited school will have their grades transferred as recorded on their former transcript(s). The GPA Values table used by Belgrade High School will then be used to calculate the transfer letter grades into GPAs for the Belgrade School system. No grades or credits from a non-accredited school will be accepted. The High School principal and/or counselor will determine which transfer courses will meet Belgrade School District requirements for graduation.

Graduation & Commencement Speaker(s)

The senior class officers will select the Commencement speakers with approval of the High School administration.

Graduation & Early Graduation

A student's right to participate in a commencement exercise of the graduating class at Belgrade High School is an honor. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all state and local requirements for graduation. Foreign Exchange students are not allowed to graduate from Belgrade High School. All requirements must be finished before they check out of school on the Wednesday before the graduation ceremony. Students who complete their requirements after the date of commencement exercises will receive their diplomas at that time.

A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3), MCA. In such instances, the diploma will be awarded after the official ceremony has been held.

The following Board Policy is designed to facilitate those Belgrade High School students who wish to graduate from high school at the conclusion of the first semester of their senior year.

- A letter requesting early graduation from the parent or legal guardian must be submitted to the principal no later than March 1. The principal may approve an early graduation request at a later date based on unforeseeable events. In addition to the parental request, the student must also submit a letter as to why they want to graduate early.
- To be considered, all required credits must be successfully completed by the end of the first semester, of their senior year.
- Students must have completed (7) semesters of high school.
- Registration for second semester of their junior year must be completed so that they have the proper courses and credits.
- Early graduates forfeit their right and privilege of valedictorian, salutatorian, and any extra-curricular trips and benefits, participating in Close-Up, holding any office in any club or organization or traveling to any high school event.
- It is the students' responsibility to obtain all graduation information.
- An agreement must be picked up in the main office and signed with appropriate signatures.

Honor Grads

Honor graduates (who receive special recognition at graduation ceremonies in the spring) must have attained a 3 ½ year GPA of 3.670 or higher. We do not round off GPA's. Honor graduates will receive an asterisk by their name on the graduation program, will wear gold graduation cords, and will be officially recognized during the ceremony. Honor graduate selections will be made at the end of the first semester of the student's senior year.

Honor Roll

Honor rolls will be computed per semester. To be on the honor roll, you must be enrolled in a minimum of five (5) classes per semester. The earned GPA for the semester must be 3.000 or higher. Regular 3.000-3.669/Superior 3.670-4.000

On the Job Training

Students may earn up to 2 credits (320 hours) for their work experience. To be eligible, students must be in their junior or senior year and be in danger of not graduating by their 8th semester (2nd semester of their senior year) or the student's family is in a severe financial hardship. Hours/credits are honored by the On the Job Training coordinator. Applications for On the Job Training credit is due by April 1st of the semester a student is requesting credit and prior notification of intent to apply for On the Job Training is required.

Permanent Records

Grades earned each semester are entered on the student's permanent record and remain in the school files after graduation. These records are often used for purposes of college entrance, employment references and general recommendations.

Teacher Aides (T.A.'s)

T.A. is a class during which a student assists in the office or assists a teacher. A student may earn ¼ credit per semester for successfully completing that class. However, a student may earn no more than one (1) credit for T.A. during the four years of high school.

A student must have passed all his/her classes the previous semester to be eligible to be a T.A. All T.A. students will sign a contract that explains the rules and regulations of this class. This contract will be signed and returned to the office within the first week of each semester.

T.A. students may be permitted to run errands in the community for teachers with the proper authorization. To leave the building, a T.A. must follow proper checkout procedures at the office. If a T.A. appears on the failing list more than once during the semester, they may be placed in a study hall.

Transfer or Withdrawal from School

A note from the parent(s) and a check out sheet from the office are required for all students transferring to another school or withdrawing from school. Students must check in books and other materials with each of their teachers and have them sign the checkout sheet and enter grade as of that date. The checkout sheet must be returned to the office when signed by all necessary school personnel. An exit interview will be required of each student withdrawing from Belgrade High School. Students who fail to get proper clearance will not be entitled to a report card, etc. See Public School Law 20-5-201 (4).

Students should also request a copy of immunization records and a copy of transcript to take with them. The State of Montana requires that all students have immunizations up to date and on file in the school they are attending or they will be denied enrollment. Transfer students must transfer from an accredited high school in order to be an honor student. The transfer students' attendance may be pro-rated up to 8 days at the discretion of the administration.

Valedictorian or Salutatorian

Valedictorian and Salutatorian will be determined at the conclusion of the first semester. To earn the title of Valedictorian(s) or Salutatorian(s) as a student:

- a. Must have been enrolled in Belgrade High School for their entire senior year.
- b. Must have completed the Montana Board of Regents' College Prep Program.
- c. Must have completed 23 credits through the 1st semester of their senior year. At the discretion of the high school administrators, college courses may be counted for determining the number of credits completed.
- d. Must have taken 2 credits of AP or dual-credit classes.
- e. Must not have any grade of "P" for attendance in any class.
- e. Highest accumulative GPA will be given to the Valedictorian and 2nd highest will be given Salutatorian.
- f. In the case of a tie, the tie will be broken by calculating (1) by the number of AP and Dual-Credit classes taken, then (2) value plus and minus with letter grades.

SECTION 4: STUDENT ATTENDANCE

General Information

There is a direct relationship between school attendance and student achievement. The fewer school days students miss during the year, the more successful they are in the classroom. Many of the high school teachers have participation grades as part of the grade for their class and chronic absences will affect grades.

Information regarding student attendance policies including how to submit a parental request for release from school attendance can be obtained by calling (406) 924-2543.

Absence Types Defined

Any absence from school requires a written note or phone call from the parent or guardian prior to the absence or upon return or as deemed appropriate by the school administrator.

For medical absences, a note from the doctor or dentist is needed. Upon return, the student has one day for make-up work plus one day added to the total days absent. Example: If a student is absent on Monday and Tuesday, student work is due three school days from when they return (Friday). All make up work will be accepted for parent-excused absences. Failure to complete assignments on time results in a grade of zero for work missed. Make up work will not be

accepted for unexcused absences. Students who arrive late to school **MUST** check in at the office.

- Excused absence – any absence from school with a written note or phone call from a parent or guardian provided prior or upon return of the student.
- Medical absence – any absence for doctor’s appointments or illness. A note from the doctor must be turned in to the office when returning.
- Unexcused absence – any absence from school without a parent/guardian written note or phone call within 5 school days of the absence. No make-up work for credit will be accepted for unexcused absences.
- Tardy – students are tardy if they are not in class when the bell rings.
- School related – students must be approved prior to the event by all of their classroom teachers to attend.
- Athletics/Activities – these absences are defined as excused absences; however, assignments made at least a week in advance and due on the Activity departure day, must have the work turned in before attending the event.

The following types of absence codes are used:

- **AA** - Other absences as authorized by the administration
- **BA** - Family Bereavement
- **EA** – An absence not listed above with a note from the parent
- **MA** - Medical Absence...illness and medical appointments as verified in writing by a doctor within 5 days
- **PA** - PASS Absence (Positive Alternative to School Suspension)
- **SA** - Out-of-School Suspended Absences
- **SR** - School Approved Activities
- **TA** - Being later than 10 minutes to a single class.
- **UA** - An absence without a note from the parent or guardian upon return

With the exception of lunch recess, students may not leave the school building during the school day without a signed request or phone call from the parent or guardian that can be verified for authenticity.

Leaving School

A student must checkout with the High School Office before leaving the school building during regular school hours. The parent must be notified before the student leaves school grounds. When the student returns he/she should check back in at the high school office. Leaving campus without checking out with the office may result in a disciplinary referral.

10-Day Absence Procedure:

- If a student accumulates 6 block period absences or 11 non-block period absences (excused and/or unexcused) per class during a semester, he/she is in violation of the absence limit. If the student is passing the class with an A, B, or C: he/she will receive credit; however, the

letter grade will be reflected as a "P." Students who are receiving a D or F will continue to receive that grade.

- A student may petition to regain their previous letter grade for individual classes if they do not violate the attendance policy in **any** class during the subsequent semester. Students will need to complete an attendance violation appeal within the first week of the next semester. Appeal forms are located in the attendance office. In addition to the appeal form, students will need to complete an equivalent amount of "Make-up Time" and/or supervised community service for every missed class period exceeding 6 block periods or 11 non-block periods. This "Make-up time" must be made up by the end of the next semester.
- Seniors in violation of the absence limit during their final semester, who are seeking to regain a letter grade during that semester, will be required to complete an equivalent amount of "Make-up Time" and/or supervised community service for every missed class period exceeding 6 block periods or 11 non-block periods. "Make-up time" must be completed within a week of graduation and prior to the end of the current school year.
- Administration reserves the right to change a "P" grade back to a letter grade if deemed appropriate.

Parent Information/Procedures:

- Parents should notify the attendance office to excuse a student's absence (924-2543). If verification is not received within five days of the absence, the absence will be recorded as unexcused for the remainder of the semester.
- If the student's attendance has not improved after the teacher has made student and parent contact, an administrator will be notified.
- "Notice of Excessive Absences" letters will be mailed from the Attendance Office to the parent/guardians of the students who have accumulated (4 block or 8 non-block) or more total absences (excused and/or unexcused) in an individual class.
- If a student accumulates 6 block or 11 non-block periods or more total absences (excused and/or unexcused) during a semester, a "Loss of Letter Grade" letters will be mailed home.
- A student is not eligible for the advanced diploma, valedictorian or salutatorian if they earn a P in any class.

Parent/Guardian Notification of Attendance Problem

Day Six (6): A school administrator will send a letter to the parents/guardians of a student that has reached the sixth (6th) day of absence.

Day Eight (8): A school administrator will send a letter to the parents/guardians of a student that has reached the eighth (8th) day of absence.

Day Ten (10): A school administrator will send a letter to the parents/guardians of a student that has reached the tenth (10th) day of absence. This letter also informs parents of the notification of the absences to the appropriate law enforcement for necessary action.

Skip Day

The school district does not authorize any student absence during a student initiated "skip day."

Student Release Help during School Day

A student may volunteer to help with an event during the school day, but they must meet the following criteria:

1. Two (2) school days advance notice is required.
2. Attendance - 5 days or fewer absences per class period for the semester of request.
3. Academics - Academic good standing and prior teacher approval for all periods affected.
4. Behavior – No major referrals for the semester of the request.
5. Parental Approval.

Study Hall

Students will be allowed to sign up for one study hall per semester. In order to leave class during study hall to see another teacher a student must present a pass from that teacher issued before the study hall begins. Students who have more than eight absent days in study hall and/or who behaviorally abuse the privilege of study hall may not be allowed to sign up for study hall the next semester. Seniors who are not academically eligible to have two honors study halls must take (6) six classes each semester of their senior year.

Tardy Policy

Students not in class when the bell rings, are considered tardy. If a student is tardy three (3) times in a particular class, they will be assigned lunch detention by their supervising teacher. If the student serves the detention on the assigned date, no further consequences will be necessary. If the student fails to serve the detention on the assigned date, the tardy will be doubled. Teachers/administrators have the authority to assign additional consequences for chronic tardies.

SECTION 5: STUDENT ACTIVITIES

Awards Ceremonies

- 1) An award assembly for the arts and academics is held at the end of the year.
- 2) Sports' awards activities are held at the end of each season.

Boys and Girls State Delegates

An informational meeting will be held for all interested juniors.

Class Meetings

Due to the size of our classes, all class business will be transmitted through class officers/representatives. General class meetings will be used in specific situations and must be approved by administration.

Student Body Assemblies – Required

Students are required to attend student body assemblies. Proper conduct will be expected from all students attending any assembly.

Dances

Dances must be approved by administration and Student Council with appropriate advance notice of the request.

- All persons not enrolled at BHS that desire to attend a BHS dance shall request the approval of a Guest Pass. The request must be made at least two (2) days/48 hours prior to the dance. The school administration has the discretionary authority to disapprove the Guest Pass request.
- A police officer may be on duty at all high school dances. The district may use Passive Alcohol Detection to make sure that our students and guests are not intoxicated.
- Six chaperones including the sponsor will attend each dance.
- Dirty dancing, slamming/moshing, bumping/grinding, or inappropriate displays of affection will not be tolerated.
- Students who choose not to comply with sponsors or chaperones will be asked to leave the dance.
- Those who attend regular dances throughout the school year must be of high school age. Those attending the prom must meet the following requirements: No middle school students allowed and must be between the ages of 14-20.

Extra-Curricular Activities

Students must meet eligibility standards for extra-curricular participation. Guidelines are detailed in the Belgrade High School Activities Policy. The following are clubs and organizations available to students: Art Club, Athletics, Band, BPA (Business Professionals of America), Choir, Close-Up, Competitive Speech/Drama/Debate, FCCLA (Family Career and Community Leaders of America), FFA (Future Farmers of America), French Club, HOSA (Health Occupation Students of America), NHS (National Honor Society), Prostart, Robotics Club, Spanish Club, Student Council, and Theatre.

Remember: Academics are the first responsibility of the student. Students are not in school for extra-curricular activities, but are in extra-curricular activities because of school.

- Boys Athletics: Basketball, cross-country, football, golf, man leader, soccer, track and wrestling.
- Girls Athletics: Basketball, cheerleading, cross-country, golf, soccer, softball, track, and volleyball.

National Honor Society

National Honor Society recognizes excellence in academics, service, leadership, and character. Members must have a 3.5 cumulative GPA through the first semester of the school year. Forms for consideration will be available at an informational meeting held following the posting of first semester grades. Induction will be held during 2nd semester. Sophomores, juniors, and seniors may apply for membership in NHS.

Private Lessons

Students may not be excused from academic classes or practices for private lessons or individual interests.

School Related Activities

During tournament or play-off games, when Belgrade is playing during the school day, students may be excused if they do the following prior to the event and the day will not count against them.

- Note or phone call from parents at least one (1) day prior;
- Check out at the office; and
- Check in at the tournament site before the game with a designated staff member.
- Hosting tournaments at the Belgrade High School Events Center is not considered a school-sponsored activity.

Senior Sober

Senior sober activities take place after students have graduated from Belgrade High School. Therefore, the school district has no legal responsibility for the operation of the activity. The extent of the school district's involvement is limited to possibly providing school facilities for housing the activity. The use of school facilities by community organizations (Senior Sober) is pursuant to the school district policy regarding the use of school facilities.

The school district will not provide student information to the Senior Sober organization beyond that authorized by law - see Section 1, Release of Directory Information.

Student Activities Participation Fee and Student Athletic Events Pass

- **Student activity participation fee:** is required to participate in the following activities: Band, Basketball, Cheerleading, Chorus, Competitive Drama, Competitive Speech and Debate, Cross Country, Football, Golf, Soccer, Softball, Track, Volleyball, and Wrestling. (See Appendix C.)

SECTION 6: SUPPORT SERVICES FOR STUDENTS

Cafeteria

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. As part of the National Food Lunch Program, a type "A" meal is designed to furnish approximately one third of the daily nutritional requirements. Students may purchase food, deposit money in their account or qualify for free/reduced meals. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. An application for free and reduced lunch may be picked up at the high school office or online at www.bsd44.org . Students are to leave the tables clean and any violations may result in loss of lunchroom privileges. Lunch prices are listed on Appendix C.

Computer Resources/Panternet

This is the school district's computer network that gives access to the school district's information system using district equipment, including computers and printers, and personal devices brought into the school building, including laptops, PDAs, thumb-drives, etc.

1. All use of the Panternet must support educational curriculum and will be monitored.

2. All communication and information using Panthernet is public. All users have no expectation of privacy.
3. Accounts will not be shared and are the responsibility of the authorized user - this includes any costs incurred.
4. Students and parents should be aware that electronic communications using e-mail are not private and may be monitored by District staff or by federal, state, or local law enforcement staff.
5. Copyrighted material must have written approval from the original source to be uploaded and displayed.
6. Postings on a publicly accessible website (blogs, bulletin boards, chat rooms) meant to harm, offend, threaten, injure, cause embarrassment, or infringe on the rights of Belgrade Public Schools employees/students is prohibited.
7. Tampering with hardware and/or software is prohibited. There is to be no by-passing the internet block programs, this includes, but is not limited to, remote access, search engines, and proxy servers.
 - o 1st Offense – Temporary loss of privileges, plus a 1-day suspension.
 - o 2nd Offense – Permanent loss of privileges, plus a 3-day suspension.
 - o 3rd Offense – An initial out-of-school suspension period up to (10) days with an additional (10) day suspension period allowed if the student is granted an informal hearing with the school administrator prior to the additional suspension. Depending on the seriousness of the offense, the school administration may recommend the student be expelled pending a hearing before the school board.

Counseling

Open Disclosure for Guidance and Counseling Department

The goal of the guidance and counseling department is to support students' academic and career planning as well as provide social and emotional support. The guidance and counseling department strives to support the educational mission of the district to aid each student in fulfilling their individual potential. Counselors provide information and support to assist students in making informed decisions about their future and post-secondary options.

Counselors are available to students and caregivers to assist in any problems or challenges that students may be facing in school or beyond. School counselors also work in collaboration with teachers, administrators, and families to help understand the whole student and support them in their academic and personal pursuits.

Counselors honor the privilege of confidentiality and will always encourage a strong line of communication between the student, their parents, teachers, and other people of importance in their life. Counseling sessions will remain confidential except when certain legal restrictions arise and confidentiality cannot be maintained. These cases include:

1. Any form of child abuse (neglect, physical, and/or sexual)
2. Danger to one's self (suicide)
3. Danger to others (homicide, threat to injure someone)

Counseling services may include but are not limited to:

1. Individual student academic planning and post-secondary readiness.
2. Interpreting cognitive, aptitude, and achievement tests
3. Assistance to students struggling with social and emotional issues
4. Collaborating with teachers
5. Working with students to provide small and large group counseling services
6. Advocating for students during student support team meeting
7. Provide career counseling and planning

If you DO NOT wish your child to participate in any of the services provided by the guidance and counseling department at Belgrade High School, please contact your student's counselor at 924-2504.

Families and Youth in Housing Transition

If a family or youth is experiencing an unsettled housing environment they may be entitled to services under Title X of Elementary/Secondary Education Act (ESEA).

Some examples of homeless are:

- Lack of a fixed, adequate, or regular nighttime residence
- Staying in a public or private temporary shelter (domestic violence, transitional housing, family shelter, youth shelter, etc.)
- Living with another family because you cannot afford your own housing
- Living in a hotel/motel because you cannot afford your own housing
- Camping out in a tent or RV
- Children awaiting permanent foster care placement, or a family reunification
- Living in a car, park, public place, abandoned building, bus station, or a similar location
- Living in substandard housing (no electricity or running water)
- Unaccompanied youth (a youth not in the physical custody of a parent or guardian)
 - Runaways
 - Children/youth denied housing by their families
 - School aged unwed mothers living in housing for unwed mothers.

Students who are experiencing any of the above descriptions may be entitled to the following services under Title X of the ESEA:

- Students will be guaranteed the right to immediate enrollment while all records are obtained.
- Students qualify for free breakfast/lunch
- Students may receive free transportation services from their temporary residence to the school in which they are enrolled.
- Students may stay in school enrolled for the remainder of the school year, even if living situation changes as long as it is in the best interest of the child.
- Students are eligible to receive additional tutoring through Title I.
- Students are guaranteed equal access to all programs including, but not limited; Gifted Education, Indian Education, Title I, and Special Education
- Students are guaranteed equal access to extra-curricular activities including, but not limited to; student government, honor societies, clubs, band, choir, and athletics.

Determination of homelessness will be made on a case-by-case basis. Please contact Dede Frothingham, Student Services Director @ 924-2007 for further information or assistance.
*Note Belgrade Board Policy #3125.

Honor Study Hall

Students must be a senior, on track to graduate, and having not abused a previous study hall to take one Honor Study Hall. Students who are seniors with a cumulative 3.0 GPA, are on track to graduate, and having not abused a previous study hall qualify to take two Honor Study Hall periods. Students with an approved honor study hall may obtain a pass to see a specific teacher, or leave campus during this period. Students will be given 10 minutes at the start and end of class to be in the hall and then will be expected to leave the building. They may not loiter in the halls or attend other classes. Noncompliance of this rule may result in loss of honor study hall. Students will be required to have a contract signed by a parent/guardian and verified for authenticity.

Library Media Center

The mission of the Belgrade High School Library is:

- To maintain a balanced collection of resources in a variety of formats
- To provide prompt, courteous, and efficient services to all clients
- To teach information seeking skills for life
- To promote use for personal enjoyment

In order to have a successful experience in our library, we have set up the following guidelines that students are expected to follow in order to be responsible, have respect, and stay safe while using our library space:

- If students are not with a class, they must sign into the library.
- Food and beverages are not allowed in the library; please place them on the counter upon entering.
- Use of cell phones is not allowed in the library.
- Student using computers are not allowed to view YouTube or other internet video sites, play games, listen to music, or view personal email.
- Library materials other than reference, restricted, periodicals, or vertical file articles may be checked out for 3 weeks; all other items are for 3 days.
- Fines will be assessed on overdue/late, lost, or damaged materials.
- The library is open to students from 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. on Friday.
- The library is open during the lunch hour for reading or studying.
- Study hall student may get a pass from the study hall supervisor to come to the library to read, check out books, use computers or study. Once they come to the library, they must stay the entire period.

Infinite Campus Portal

The computer software program that keeps the database for each student contains a Parent Portal that makes real time student information accessible for parents and students. Each

parent, guardian, and/or student will have his/her own individualized account. Parent/Guardian login information will be mailed while students will be given their login information at school. (Account access should not be shared.) If an individual feels they should have portal access, and they have not received an ID, they should contact the school. Access to the portal will be through the school's web site at www.belgradeschools.com .

Medical Aid

If students become ill or injured, every effort will be made to contact the parents prior to taking them to the doctor. If parents cannot be contacted and it is our opinion that medical assistance is needed the student will be taken to the closest medical facility.

EMERGENCY USE OF EPINEPHRINE AUTO-INJECTORS

- ❖ Each school now maintains a stock supply of auto-injectable epinephrine to be administered by the school nurse or other authorized personnel to a student or non-student as needed for actual or perceived anaphylaxis (life-threatening allergic reaction). **This medication is intended for any person suffering their first episode of anaphylaxis while at school. If your child has a severe allergy that staff is not aware of please contact the school nurse.** (see below for more information)

Section 2. EMERGENCY USE OF EPINEPHRINE IN THE SCHOOL SETTING

A school, whether public or nonpublic, may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. A school that intends to obtain an order for emergency use of epinephrine in a school setting or at related activities shall adhere to the following requirements:

- (1) A school that stocks an epinephrine auto injector shall develop a protocol related to the training of school employees, the maintenance and location of the epinephrine auto injector, and immediate and long-term follow-up to the administration of the medication, including making a 9-1-1 emergency call.
- (2) The epinephrine auto injector must be prescribed by a physician, advanced practice registered nurse, or physician assistant. The school must be designated as the patient, and each prescription for an epinephrine auto injector must be filled by a licensed pharmacy.
- (3) The school shall provide training to authorized personnel. The training must include causes of anaphylaxis, recognition of signs and symptoms of anaphylaxis, indications for the administration of epinephrine, administration technique, and the need for immediate access to a certified emergency responder. Training must be provided by a school nurse, certified emergency responder, or other health care professional.
- (4) The epinephrine auto injector must be kept in a secure and easily accessible location.
- (5) A school nurse or other authorized personnel may, in good faith, administer the epinephrine to any student or nonstudent who is experiencing a potential life-threatening anaphylactic reaction based on the protocol developed by the school.
- (6) If a school stocks an epinephrine auto injector that has been prescribed to the school, that school shall inform parents or guardians about the potential use of the epinephrine

auto injector in an anaphylactic emergency. The school shall make the protocol available upon request.

- (7) In accordance with the provisions of MCA 27-1-714, a school district or nonpublic school and its employees and agents are not liable as a result of any injury arising from the administration of epinephrine to a student or nonstudent unless an act or omission is the result of gross negligence, willful or wanton misconduct, or an intentional tort.

The Belgrade Schools protocol for use of auto-injectable epinephrine (EpiPen) is available upon request. Please notify your child's building administrator or the school nurse if you DO NOT want your child to receive epinephrine under any circumstance (paramedics will still be called in).

Student Assistance Team (SAT) - Referral and Intervention

Students may enter the program in various ways. Some refer themselves or are referred by parents, peers, or the courts. However, the primary referral source is the school staff. Staff members are asked to be aware of behaviors that indicate a problem exists and report those specific behaviors, when they occur, to the building principal. Staff members are not asked to diagnose but just report specific behaviors or changes in behavior. The goal in this process is early intervention and placement of the student in a program appropriate for his/her needs. With many referrals, chemical use is identified as a contributing factor for problem behaviors, such as tardiness, skipping school, talking excessively, and sleeping in class.

SECTION 7: SCHOOL BUILDING OPERATIONS

Bulletin Boards & Distribution of Material

(Refer to Board Policies 3222, 3223, and 3235)

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed. Material must be posted in an approved location within the school.

Fees

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.

- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.

Hallways

Students in the hall during class time must have a valid pass. Students are expected to be courteous at all times and to keep to the right when moving in the halls. Gates to the halls and basement may be closed during lunch.

Parking Lot - Automobiles, Motor Bikes, Bikes, Etc

School District #44 will not be responsible for accidents or loss of personal property. Drivers are to honor all posted signs pertaining to parking. Violations will be subject to disciplinary action. Speed limit in the parking lot is 5 m.p.h. Students are required to register cars with the front office by completing the Parking Permit Agreement attached to this handbook and returning it to the main office prior to parking on campus. Violators will be subject to disciplinary action that may result in the vehicle being towed at owners' expense.

Pets in the Building

No pets allowed in the building unless they are being used for a class demonstration and have teacher and Administration approval. Horses are not allowed to be ridden to school.

Transportation Regulations for Buses (route, team, pep, activity, field trip)

Free transportation will be provided for students that are eligible to ride our school bus routes. Since a bus is an extension of the school, all rules and policies apply.

Visitors

All visitors must check in at the office. Visitors will not be allowed during the school day. No shadowing students will be allowed without prior administration approval.

Use of School Lockers

Lockers are the property of School District #44 and will be assigned during registration. Lockers will be subject to inspection and searches as deemed necessary by administration or staff. Students are responsible for their assigned lockers all year. Locks are strongly recommended. School District #44 is not responsible for any valuables that may be lost, stolen, or damaged.

SECTION 8: SAFETY & SECURITY

Bomb Threats

When a bomb threat is received, the administration will take steps to make sure the student body is safe at all times. The school will consult with the Belgrade Police Department and act on their recommendation. Class time missed due to bomb threats may be made up during the school year. Students must stay with their designated teacher. Students should not use cell phones

because of the potential to set off a bomb. Bomb threats are serious, illegal, and an act of terrorism. School District #44 will prosecute violators to the fullest extent allowed by law.

Communicable Diseases/Conditions

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted.

These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles),
Campylobacteriosis	Influenza	including congenital
Chickenpox	Lyme disease	Salmonellosis
Chlamydia	Malaria	Syphilis
Colorado Tick Fever	Measles (Rubeola)	Scabies
Diphtheria	Meningitis	Shigellosis
Gastroenteritis	Mumps	Streptococcal disease,
		invasive
Giardiasis	Pinkeye	Tuberculosis
Hansen's disease	Ringworm of the scalp	Whooping Cough
		(Pertussis)

(Refer to Board Policy 3417)

Drug Detection Dogs

(Refer to Board Policies 3231 and 3231P)

The school district uses local law officials and private individuals to conduct drug inspections and searches using specially trained dogs.

Adopted 8/2010

SCHOOL EARTHQUAKE PROCEDURES

Earthquake Procedures (if inside the building)

- Take cover under a table, desk or bench and turn away from the windows. If possible, cover head with coat or other clothing to minimize injury.
- Stay away from outside doors and walls, windows, or other expanses of glass and anything that could fall such as furniture.
- Make every effort to stay off stairs.
- If in *hallways or stairways* or areas where no cover is available, move to an interior wall, turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
- Evacuate immediately from *library, science room, welding shop, P.E. facilities* following fire escape plan. Turn off any emergency shut off valves if safe to do so.
- After the earthquake subsides, at teacher's discretion or when further instructions are given by the principal or emergency responder, the class/students will follow fire drill procedures and proceed outside.

Earthquake Procedures (if outside the building)

- Quickly move everyone away from building and any overhead electrical wires.
- Do not attempt to enter building until authorized to do so.
- Be alert for instructions.

SCHOOL EVACUATION PROCEDURES

- Evacuations will be signaled by FIRE ALARM.
- Students must stay with their classes at all times and walk briskly on sidewalk or edge of street. DO NOT WALK IN THE STREET as this will impede emergency responders.
- Report immediately to designated area at the evacuation site.
- Principal/designee/zone leader will account for all students and staff members and provide pertinent information to emergency responders as needed.
- Students should remain with the class/staff member they evacuated with.
- At evacuation, site parents/emergency contacts/daycare personnel MUST stop at the central checkout area and a “runner” will retrieve the student and take them to the Central checkout area. Personnel will record checked out info. TEACHERS CANNOT RELEASE STUDENTS.

SCHOOL FIRE DRILL PROCEDURES

- A fire drill or an actual fire will be signaled by the FIRE ALARM.
- Honors Study Hall students are expected to comply with fire drill procedures.
- All staff and students will evacuate buildings using the designated exit routes posted near each classroom door.

Lock-Down Procedures

In an effort to provide a safe environment for students, faculty, and staff the crisis team developed the following lock down procedures. These procedures are to be followed without question and without hesitation by ALL.

SCHOOL SHELTER-IN-PLACE PROCEDURES

The idea behind the shelter-in place procedures is to keep students and staff confined within the building at a heightened sense of awareness. An event causing a shelter-in-place could result from natural disasters, power outages or police/fire activity in the vicinity. Depending on circumstances, lockdown or possible evacuation may follow

- Students are allowed to continue their studies in a supervised classroom that is locked (if so directed) and secure. All students are physically supervised during a shelter in place.
- Absolutely no cell phones for students

SCHOOL LOCK DOWN PROCEDURES

- lock classroom doors
- absolutely no cell phones
- Students are not to leave classroom
- Be seated on the floor next to an interior wall away from windows and doors (and out of view of windows) where possible. Use safest area depending on room structures.
- Do not open the door for anyone
- In an ACTUAL LOCKDOWN or a LOCKDOWN DRILL, do not respond to any voice commands or alarms. Stay put until authorized personnel enter your room and give instructions

Note: If students are not in class at the time of the announcement, teachers will assist administration in moving students into the nearest safe building/room available and follow the above steps. Avoid congregating if possible, in large open areas such as the library, gym, lawns or parking lots. In large, unprotected areas, such as the cafeteria, library and gym, consider evacuating that area and leaving the building using the NEAREST exit. Students shall evacuate to a designated evacuation site.

Parent Information about the Belgrade Emergency Operations Plan (EOP)

In the event of an emergency or Drill affecting a part (or all) of the school population, the district has created an emergency operations plan (EOP) to identify and respond to incidents. The EOP outlines the responsibilities and duties of Belgrade Schools and its employees. In order to help parents understand and be able to assist with any given incident, it is important for them to know the basics.

FIRE- In this event staff and students leave the school to go to the evacuation site.

Evacuation- In this event staff and students leave the school and go to an off-campus location

Earthquake- In this event staff and students may need to evacuate to an alternate location/evacuation site.

Shelter in Place – The idea behind the shelter-in-place procedures is to keep students and staff confined within the building at a heightened sense of awareness. An event causing a shelter-in-place could result from natural disasters, power outages or police/fire activity in the vicinity. Depending on the circumstances, lockdown or possible evacuation may follow.

Lockdown- The purpose of a school lockdown is to protect students and staff in the event of a threat inside the building or on school grounds. Students are absolutely NOT allowed to use their cell phones and they remain inside their classrooms behind locked doors. For your child(s) safety, parents are not allowed to pick up child (or come into building) until lockdown is over.

Parent Responsibility

1. Make sure your child's school has updated contact information AT ALL TIMES.

2. If students and staff need to evacuate, any medication your child has at the school will be brought along.
3. Please listen for an automated message to come through on your phone about the incident at hand. DO NOT call your child's school(s) as this will tie up needed phone lines.
4. Be prepared for more information to come out through other means (radio, website, etc.).

Procedure for Picking up your child after an Incident

1. Report to assigned area. This location will vary depending on the situation and will be made available.
2. A picture I.D. of the parent (or guardian) will be required at all times by the person in charge.
3. A school designee will go to the student assembly area to get your child/ren.
4. Parent/guardian will be asked to sign a form indicating they picked up their child/ren.
5. If the child is in the first aid area, the parent/guardian will be escorted to that area.

Search and Seizure

Refer to Board Policies (3231 and 3231P)

Students have limited rights concerning search and seizures. School authorities maintain supervision, control, and jurisdiction of students participating in or attending any school activity. The school building administration or their designees are authorized to search students, their locker, or their personal property, (e.g. wallets, purses, pockets, book bags) while at a school or school sponsored activity.

- Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not a right. The interior of any automobile brought on school property by students may be searched and items seized by a school administrator or their designee if they have reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained.
- Locker Searches: Student lockers, contents and other secured personal property may be searched without prior notice given to the student when the school authority has reasonable suspicion that the locker contains illegal, unauthorized, or contraband items or in case of an emergency requiring immediate access to the locker or other secured personal property. Whenever possible, these searches shall, be conducted in the presence of an adult witness. School lockers are temporarily assigned to the students. Lockers remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring that lockers are properly maintained for safety and health reasons. Any illegal, unauthorized, or contraband items discovered during such inspections shall be confiscated by school personnel. School personnel shall determine appropriate action, including notification of law enforcement authorities and disciplinary proceedings.
- Reasonable Suspicion: This means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state, or federal law or a rule of the school district. Reasonable suspicion requires that independent facts exist. Reasonable suspicion may be formed by considering factors which include the following:

- eye witness observation by school personnel;
- information received from a reliable source; and/or
- Suspicious behavior by the student coupled with the student's history and school record.
- Alerts registered by a canine unit brought in to randomly sniff and detect contraband.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances, which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A “pat down” of the exterior of the student’s clothing;
2. A search of the student’s clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, alcohol detection wands, wipes, etc.

Any search conducted will be reported via written account to the superintendent and principal.

Videotaping of Students

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment.

Video cameras may be used in locations as deemed appropriate by the principal. Students shown to be in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student’s educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Asbestos Information

The Asbestos Hazard Emergency Response Act of 1989 enacted by Congress requires schools to notify parents and staff about our school’s asbestos management plans that are located in the building offices. Heck/Quaw and the High School do have asbestos in contained areas, the rest of the district we are testing and removing the asbestos as projects arise. At this time, we have not found materials containing asbestos in the Middle School, Ridge View, Saddle Peak and bus garage. The asbestos in areas where people were being exposed has been removed. We are planning to remove more asbestos in the near future as necessary for projects and as deemed necessary. If you have questions or want to view the management plans for the school, contact Scott MacFarlane at 406-924-2488 or 570-9824.

Transportation Expectations

Introduction:

Thank you for trusting us with your child's school transportation needs. The school bus is an extension of school day, so all school rules apply to the bus. While we strive to provide your family and children with the safest and most enjoyable transportation experience possible, we are simply unable to succeed without parent support and cooperation. Please help keep our bus environment SAFE, RESPECTFUL and RESPONSIBLE for the 1,900 students we service each day. If you have any questions or suggestions concerning student transportation, please feel free to call us at 406-388-0572.

Currently Belgrade Student Transportation requires that kindergarten and 1st grade students be met at their afternoon school bus stop by a parent or legal guardian for their safety.

Students are required to be at the bus stop at least 5 minutes prior to their scheduled pick-up time.

PARENT/GUARDIAN GUIDE TO SCHOOL BUS SERVICE:

Bus Behavior Expectations

It is the expectation of the Belgrade School District to view the bus environment as a direct extension of the school day. To help with this, the general student behavior expectations established at all Belgrade School District Schools are consistent with the general student behavior expectations established for bus service. These general student behavior expectations include the following:

1. Be SAFE
 2. Be RESPECTFUL
 3. Be RESPONSIBLE
1. Be SAFE
 - a. Sit safely in your assigned seat.
 - b. Talk quietly and avoid causing distractions
 - c. Keep your head, arms and body inside the bus windows.
 2. Be RESPECTFUL
 - a. Follow the Bus Driver's directions the first time, avoid arguing with the Bus Driver.
 - b. Use electronic devices appropriately and quietly.
 - c. Use appropriate language and subject matter.
 3. Be RESPONSIBLE
 - a. Report bus related concerns to your Bus Driver.
 - b. Keep you area clean and free of vandalism.
 - c. Promote a safe and comfortable bus environment through your actions.

It is the responsibility of the Bus Driver to work with all assigned students by encouraging familiarization and compliance with the student behavior expectations established for bus service. When a student's behavior is unaffected by verbal warning or seat reassignment, it is the Driver's responsibility to issue a Bus Conduct Report. The consequences associated with each Bus Conduct Report issued to a student depends on the maturity level of the student, the severity of the student's behavior, and the

number of previous behavior concerns a student has compiled during the same school year. Behavior will be investigated by interviewing witnesses and watching video. Any combination of school principal, assistant principals, behavior interventionist, bus driver and transportation supervisor will conduct investigation determining consequences of students actions.

Courtesy Ridership on School Bus

In an effort to increase student transportation services, a Courtesy Ridership Protocol has been approved by the District's Leadership Team. Students approved for the Courtesy Ridership will be allowed to ride on District School Bus Routes designated for other schools or programs with the following limitations:

1. A request for Courtesy Ridership is submitted and approved
2. Courtesy ridership approval is limited to student attending same school as student with IEP
3. The Bus Route must be capable of adding courtesy riders without the need for route modification other than to the passenger list
4. Available empty seats must be available on the requested bus
5. The parent must be willing to self-transport if the bus capacity exceeds the federal limit for regular bus students
6. The courtesy student is successful in meeting all established behavior expectations associated with District bus service

Bus Expectations

1. Please know school bus service is intended to be an extension of your child's school day and is available only to families who are determined to be eligible and are willing to accept the established rules, expectations, and consequences associated with the service.
2. Determination of routes, route assignments, bus stops, and bus stop times are based on overall benefit rather than any individual student or family need.
3. In order to receive bus service, your child's primary residence must be at least 3 miles from the school in which your child is enrolled or be approved by the School Board.
4. The district reserves the right to establish school boundaries and assign students based on district need.
5. A completed bus registration form with a parent/guardian signature is required to initiate new bus service or request any changes to existing bus service.
6. All students are limited to only 1 regular pick up location and 1 regular drop off location at any given time.
7. Elementary students in grades K and 1st are required to have a parent, guardian, or authorized individual to meet them at the home bus stop.

8. A parent/guardian or designated adult's signature is required for home delivery of all special needs PK students and students assigned to special needs transportation buses.
9. Students are required to be at the bus stop at least 5 minutes prior to their scheduled pick-up time.
10. Bus drivers are discouraged from talking with parents at the bus stop for safety and scheduling reasons.
11. No student will be allowed off the bus at a location other than their regularly assigned bus stop or school bus zone without prior approval from a parent/guardian or school official.
12. Parent/guardians wanting to sign their child off the bus may do so only at preapproved bus stops.
13. Students are limited to having no more than one guest without prior approval from the bus driver.
14. Large carry-on items that cannot be stowed under a seat or on your child's lap may be prohibited.
15. Students are approved to eat or drink on the bus provided that it is done so in a responsible manner.
16. Animals, reptiles, and insects other than documented service animals are strictly prohibited on the bus.
17. At the home bus stop, students are considered to have missed the bus once the bus driver has cancelled the vehicle's loading lights and/or resumed forward motion.
18. At school, students are considered to have missed the bus once the bus has entered a public roadway.
19. Crossover students waiting to load or discharge from the bus are required to wait to cross the road until they have looked both ways for traffic and the bus driver has given them an "All- Clear" signal to proceed.
20. In the event that a student is issued a bus conduct report, a parent or legal guardian must sign the student copy and return it to the driver before bus privileges can resume. By signing, the parent is documenting receipt of the conduct form.
21. Students are encouraged to use electronic devices on the bus provided that they are used responsibly and quietly.
22. The bus driver is authorized to assign/reassign student seating on the bus without the need to provide formal behavior documentation or parent/guardian approval.
23. A student seating chart is required by law enforcement when the bus has been involved in an accident.
24. Video and audio surveillance is employed to help document the bus environment. Due to the limited effectiveness of bus surveillance, student behavior incidents often include witness statements.
25. For a full description of school bus service, please go on-line to www.bsd44.org or call us at 388-0572.

**2017-2018 BHS
STUDENT COUNCIL**

Student Body Officers

President

Vice President

Secretary

Treasurer

Freshmen Class Officers:

President

Vice President

Secretary

Sophomore Class Officers:

President

Vice President

Secretary

Junior Class Officers:

President

Vice President

Secretary

Senior Class Officers:

President

Vice President

Club Advisors

FCCLA - Mrs. Sumner

French Club - Mrs. Burns

Spanish Club - Mr. Rainey

Student Council - Ms. Newman

Drama/Theater - Mrs. West/ Mr. West

Cheerleading – Mrs. Bethany
Bokschoten

BPA - Mrs. Francis

NHS - Ms. Nesbitt / Ms. L. Nelson

FFA - Mr. Gavin

Key Club – Mrs. Mears

ProStart – Mrs. Tompers

Robotics – Mrs. White

PHONE EXTENSIONS

Alvarez, Georgia 2528 – 213
Bailey, Lori 2505 – Kitchen
Benson, Serra 2511 – 225
Burns, Erin 2507 – 013
Capp, Katie 2526 – 210
Concessions 2509
Corts, Brice 2753 -- Library
Cusick, Beth 2506 -- 017
Damjanovich, Andy 2514 – Office
Dellwo, Sean 2529 – 206
Deming, Mike 2558 – 208
Edwards, Rick 2546 – 219
Francis, Nancy 2521 – 161
Fulton, Jean 2522 – 028
Gavin, Kyle 2530 – Greenhouse
Greany, Deb 2523 – Girl's locker room
Greenhouse 2524
Greenlee, Lynne 2580 – Portable(PASS)
Hansen, Jessica 2543 – Attendance
Miller, Andrew 2564 – Auditorium
Herbst, Russell 2563 – 208
Herries, Stacey 2560 – 207
Hessen, Andrew 2525 – Counseling Go-O
Hook, Amanda 2504 – Counseling
Horsley, Bert 2540 – Portable
Horsley, Rhiannon 2511 – 205
Hoskins, Matt 2531 – Boy's locker room
Hospitality room 2532 – Gym
Israel, Ashley 2549 -- 011
Jacques, Frank 2569 – 130
James, Brianna 2571 – 212
Jones, Morgan 2570 – Auditorium
Jore, Mandy 2575 – 215
Jurkovich, Patty 2542 – 204
Kinnaman, Eric 2534 – Shop
Konkol, Stacy 2551 – Activities office
Korthas, Melanie 2541 – Library
Krogstad, Jocelyn 2536 – 152/181
McLean, Saralyn 2599 -- Library
Monaghan, Maggie 2582 – Counseling A-GI
Lamb, Paul 2545 – Portable
Lehman, Mark 2549 – 011
Lewis, Jimmy 2506 – 017
Lindley, Rodona 546-0865 – Head
Custodian
Long, Dawn 2302 – Auditorium
Lupton, Patrick 2501 – 213
Maczewski, Denise 2502 – 006
Marshall, Annie 2576 – 020
McCabe, Rich 2544 – 211
McLaughlin, Deb 2538 – 024
McLaughlin, Shannon 2519 – 021
Mears, Lois 2529 – 206
Meyn, Richard Alt School
Nelson, Emily 2617 – 022/Library
Nelson, Laurie 2518 – 025
Nesbitt, Lisa 2573 – 203
Newman, Melissa 2508 – 112
Nicholson, Jan 2553 – 202
Nolte, Erin 2550 – 007
Otis, Kylie 2537 – 005

Parseghian, Nate 2581 – Counseling P-Z &
Alt
Peterson, Leslie 2617 – 179
Phillips, Rick 2554 – Activities office
Popham, Kim 2528 – 209
Radke, Randy 2552 – Shop
Rainey, Neal 2555 – 010
Ramler, Pat Alt School
Rigard, Jennifer 2513 – Gym (Nurse)
Robinson, Toby 2535 – Boy's locker room
Ruff, Jodi 2512 – 008
Smith, Shanna 2584 – Mac Cave
Sound booth 2561 – Auditorium
Sp Ed room 2562 – 224
Spangler, Tamara 2618 – Girl's locker room
Teacher's Lounge 2557 – 018
Terrazas, Joe 2533 – 009
Tinseth, Meredith 2567 – Portable
Tofslie, Renee' 2527 – Cafeteria
Tompers, Bev 2566 – 153/181
Tucker, Kim 2568 – 218
VanDyke, Randy 2539 – Commons
Voegelé, Hayley 2572 – 216
Jackson, Melody 2577 – Auditorium
Wells, Sarah 2617 -- 022
Weights 2515 – Weight room
White, Rachel 2556 – 213
Wilcox, Kristin 2563 – 023
Williamson, Karolyn 2517 – 221
Window Phone 2574 – Office
Woody , Brooke 2520 – 204
Zirbel, Jennifer 2503 – 220
FAX in Main Office 924-2606
Counselor's Office (FAX) 924-2099

ADMINISTRATION OFFICE

Superintendent – Godfrey Saunders 2006
Human Resources – John Blackman 2025
Heather Mitchell 2019
District Clerk – Jay Bates 2031
Dawn Watkins 2004
Admin Secretary – Mariah Tweeton 2492
Accounting – Christina Doster 2495
Rachel Dineen 2030
Donna Avilez 2745
Copy Room – Pat Worman 2474
Curriculum – Mark Halgren 2008
Secretary – Rachel Andrews 2011
Driver's Ed – Kari Altenburg 2261
Facilities – Scott McFarlane 2488
Payroll – Lisa Church 2033
Gina Stopka 2023
Special Ed – Dede Frothingham 2007
Secretary – Jan Fowler 2491
Tech – 2490
Secretary – 2005
Bus barn 388-0572

Extra Curricular Fees

EVENT OR ITEM	2018-2019
ADMISSION TO SCHOOL SPONSORED EVENTS	
- One Athletic Event (Student)	\$4.00
- One Athletic Event (Senior Citizen)	Free With Pass
- One Athletic Event (Adult)	\$6.00
- One Sub-Varsity Event (Adult or Student)	\$2.00
- Season Pass for All Athletic Events (Student)	\$25.00
- Season Pass for All Athletic Events (Adult)	\$45.00
- Season Pass for All Athletic Events (Family Pass)	\$100.00
- All Athletic Events (Must Be Senior Citizen & District Resident)	Free With Pass
- All Athletic Events (Employee & Guest)	Provided
- Non-Athletic Student Performances & Events	Varies
STUDENT PARTICIPATION	
- High School MHSA sponsored Athletic Participation Fee	\$65.00
- High School MHSA sponsored Activity Participation Fee	\$35.00
- Middle School Athletic Participation Fee	\$45.00
SCHOOL LUNCH PROGRAM	
- Cost Per Single Milk	\$0.50
- Meal Ticket, Lunch (K - 3 Student)	\$2.25
- Meal Ticket, Lunch (4 - 8 Student)	\$2.50
- Meal Ticket, Lunch (9 - 12 Student)	\$2.75
- Meal Ticket, Lunch (Adult)	\$4.00
- Meal Ticket, Breakfast (K - 8 Student)	\$1.75
- Meal Ticket, Breakfast (9 - 12 Student)	\$2.00
- Meal Ticket, Breakfast (Adult)	\$2.25
MISCELLANEOUS FEES	
- Driver Education Instruction	\$300.00
- Overdue Book Fine	\$.10 per Day After 5 Day Grace Period
- Copy Charges, Cost Per Copy (black & white)	\$0.10

PARKING PERMIT AGREEMENT

Following are the conditions under which a Belgrade High School parking permit is issued. The permit may be revoked by an administrator for breaking any of the following rules:

1. 5 mile per hour speed limit in the school parking lots;
2. Drivers must stop for pedestrians;
3. Underclassmen are not allowed to park in the senior parking lot which is located off Hoffman Street south of the main entrance;
4. Students will not park in no-parking zones, fire lanes, secretary/administrative or other designated areas, or the visitor parking areas of the high school;
5. Loud and excessive noises are not allowed from cars in the parking lot;
6. Cars most often driven to school and parked in the parking lot must have a permit issued by the office;
7. The student is responsible for making sure that the parking permit is visible on the rear-view mirror of the car driven. If the student drives more than one car to school, that student assumes the responsibility for transferring the permit from one car to the next;
8. The student and parent understand and agree that if rules or laws are broken, the permit may be revoked; the car may be towed; and if appropriate, the police will be notified.

Students who do not follow the rules and expectations will be subject to discipline and/or may be responsible for towing expenses.

I have read the above rules and agree to abide by them. I understand that any infraction of the rules may lead to the revocation of my parking permit or towing and I will not be allowed to park on campus.

Student Name (print)	Graduation Year	Driver's License Number	Permit Number
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Student Signature	Parent Signature	Insurance Co. & Policy Number
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Vehicle Year	Color	Make	Model	Vehicle License Number
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Vehicle Year	Color	Make	Model	Vehicle License Number
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Vehicle Year	Color	Make	Model	Vehicle License Number
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Belgrade Public Schools

Computer Use and Online Data Storage Permission Form 3612F

PantherNet is the Belgrade School District’s network that gives access to the internet using district equipment.

1. All use of PantherNet must support the educational curriculum and will be monitored.
2. All communication and information using PantherNet is public. All users have no expectation of privacy and may be monitored by District staff or by federal, state, or local law enforcement staff.
3. Accounts shall not be shared and are the responsibility of the authorized user (this includes damages caused by misuse of the access).
4. Computer use must comply with current copyright laws.
5. Postings meant to harm, offend, threaten, injure, cause embarrassment, or infringe on the rights of Belgrade Public Schools’ employees/students is prohibited.
6. Tampering with hardware and/or software is prohibited.
7. There is to be no bypassing the internet block programs.
8. Violations of this policy will have disciplinary consequences assigned by the teacher and/or principal.

By signing below, I confirm that I have read and understand the following:

Under FERPA (Family Educational Rights and Privacy Act), a student's education records are protected from disclosure to third parties. With regards to COPPA (Children’s Online Privacy Protection Act), I understand that my student's digital work (projects, documents, files, username and password) stored in Microsoft Office 365 and/or G Suites may be accessible to authorized persons to facilitate the working operation of this online environment. I understand that I may ask for my child's account to be removed at any time.

____ **Yes, I give my permission** for my child to be assigned a full Microsoft Office 365 and/or G Suites account. This means my child will receive access to the online storage and Apps in Microsoft and Google. I also agree to allow my child to have internet access subject to the above rules. This permission will be in effect for the time that my child is enrolled in the current school in the Belgrade Public Schools.

____ **No, I do not give my permission** for my child to be assigned a full Microsoft Office 365 and/or G Suites account. This means my child will not have online access and will not receive access to the online storage and Apps available from Microsoft and Google.

Student Name _____ School H/Q RV SP MS HS

Student Signature (Grade 5+) _____ Date ___/___/___

Parent/Guardian Signature _____ Date ___/___/___

Link to Google Terms of Use: https://gsuite.google.com/terms/education_privacy.html

Link to Microsoft Terms of Use: <https://www.microsoft.com/en-US/servicesagreement>

(Please return to the school office)

Media Release Form

In this digital age, the schools take many pictures of assemblies, presentations and classroom activities. We use these pictures to record, promote and to celebrate our wonderful students and schools. Pictures can be used on bulletin boards, in slide shows, news publications and the district website. However, some persons may choose not to have their photos or photos of their children, used and we respect their wishes. Therefore, we are providing this OPT OUT form for families who prefer NOT to have photographs used by the School District.

IF YOU HAVE NO OBJECTION TO THE SCHOOL USE OF YOUR CHILDREN'S PHOTOGRAPHS, YOU DO NOT NEED TO SIGN OR RETURN THIS FORM.

I **do not wish** for photographs that include members of my family, who are listed below, to be used in a still photograph display, videotape, PowerPoint presentation, television or news production that is produced, used or distributed by Belgrade Public Schools for school purposes in publications, where in print, broadcast or on the internet.

Signature _____ Date _____

Please list all children in your family who are to be included in this OPT OUT request:

1. _____
2. _____
3. _____
4. _____

This form must be signed by a parent or legal guardian.

This form is for the 2018-2019 school year only. Please return this form to the main office at the beginning of the school year.



2018-19 BELGRADE PUBLIC SCHOOLS CALENDAR



JULY 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Symbol Codes

- ☆ **PIR - NO SCHOOL**
Teacher Training
Oct. 18-19 Tradable Teacher Training
Nov. 21 Trade for evening P-T Conf.
- **Early Release**
- **Vacation - NO SCHOOL**
- **School Starts**
- **Odd Period Days**
- **Even Period Days**

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

End of Quarter

1st - Nov. 2	3rd - Mar. 29
2nd - Jan. 18	4th - June 6

JANUARY 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Early Release Times

Elem. (K-4) = 1:15 p.m.
MS & HS (5-12) = 12:45 p.m.

District Parent-Teacher Conferences
Scheduled at each school in November

End of the Year Dates
High School Graduation: June 1, 2019
Middle School Promotion June 4, 2019

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Last Day of School: June 6, 2019



www.bsd44.org