

Castle Rock Middle School

WELCOME

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

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

Castle Rock Middle School will be whatever you make of it. Be proud of it. Take good care of it. Become part of it. You have the power to determine your success or failure. Start off on the right foot. Remember: this "Rock" is the stepping stone to your future. Put your best foot forward.

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

Mr. Shaun Harrington
Principal

Main Office: (406) 237-6600
Fax Number: (406) 254-1116

Attendance Office: (406) 237-6607
Counseling Center: (406) 237-6604/6605

This planner belongs to: _____

Daily Schedule

Period	Subject	Room #	Teacher
1			
2			
3			
4			
5			
6			
7			
8			

Mission Statements

Billings School District #2 Mission Statement: In partnership with our community, our mission is to educate individuals of all ages to become caring, competent, and contributing members of the community and the world.

Castle Rock Middle School Mission Statement: Our mission is to provide the middle school student with the opportunity for academic achievement within an atmosphere that encourages exploration, mutual respect, accountability, and lifelong learning.

CR ROCKS

With Castle Rock’s mission in mind, **CR ROCKS** has been developed to reinforce expectations for student behavior and growth at Castle Rock.

Confidence to make positive and appropriate choices

Respectful of myself, others and property

Responsible for my learning and behavior

Organized for my success

Considerate and

Kind to all

Safe with self, others and Castle Rock

Philosophy

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

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

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

Dan Martin
Title IX Sexual Harassment Coordinator
 415 N. 30th
 Billings, MT 59101

Whom to See:

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

Attendance Procedures

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

When it is necessary for me to miss school for a legitimate reason, my parent should call the attendance office of the school by 10:00 AM. The telephone number is **237-6607**. Excused absences include illness, family emergencies, school-sponsored functions, or other absences approved by the school administration. Some examples of unexcused absences (truancy) include:

- leaving the building without checking out in the office
- oversleeping, car trouble, “missing the bus”
- suspensions
- not reporting to detention

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

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

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

If I am absent for more than two (2) days, the Attendance Office will collect my assignments from my teachers and get the needed books from my locker (please call the Attendance Office at 237-6607 by 10:00 AM to request assignments). I will have one day per absence day to make up my missing assignments.

Eagle PRIDE

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

1. T-shirts (each student receives one only for the year).
2. Various special activities throughout the year.
3. Discounts at local businesses.
4. Special recognition at the rallies.
5. Early release to lunch.
6. Free and reduced admission to dances.

The students are rewarded in one of the following levels:

BLUE CARD (3.7-4.0 GPA)

- Allowed to drop 2 homework grades at the end of the next quarter (students must do the homework to drop the grade).
- Free admission to one Castle Rock dance.
- Early release to lunch with teacher discretion.
- T-shirt.
- Special recognition at the rallies and various special activities.
- Numerous discounts at various businesses.

SILVER CARD (3.3-3.69 GPA)

- Allowed to drop 1 homework grade at the end of the next quarter (students must do the homework to drop the grade).
- \$1.00 off Castle Rock dance admission.
- Early release to lunch with teacher discretion.
- T-shirt.
- Special recognition at the rallies and various special activities.
- Numerous discounts at various businesses.

WHITE CARD (3.0-3.29 GPA)

- Allowed to drop 1 homework grade at the end of the next quarter (students must do the homework to drop the grade).
- Numerous discounts at various businesses.
- T-shirt.
- Special recognition at the rallies and various special activities.

EAGLE CARD

(Raise GPA by .5 from previous quarter)

- Merit Honor Roll "Eagle PRIDE" card.
- Special recognition at the rallies and various special activities.

Eagle PRIDE Drawings

The second part of Eagle Pride is the Pride Slip Drawing. Students earn gift certificates, merchandise and other perks through Pride Drawings. Pride slips are issued to student who demonstrate an aspect of CR ROCKS. Slips are then placed into a box and drawings are held to reward students "caught doing something good".

Report Cards and Mid-Terms

Report cards will be issued four times a year in all subjects and are distributed the week following the end of the quarter through a designated class period. Midway through each quarter, a mid-term will be issued by your teachers to help you and your parents stay up to date on your progress in school. Mid-term reports will be signed by your parents and returned to the teacher who issued them. Mid-terms and report cards will be issued on the following dates:

Quarter	Mid-Terms	Report Cards
1ST QTR	10/3/08	11/7/08
2ND QTR	12/5/08	1/23/09
3RD QTR	2/20/08	4/3/09
4TH QTR	4/30/08	6/12/09

Honors Tea

Students are honored for achieving seven consecutive quarters of honor roll by attending the Honors Tea. Castle Rock rewards students for their outstanding academic achievement by allowing the students to attend the Tea. Students are then excused from school for the remainder of the day. To achieve this honor, students must attain a GPA of 3.0 or higher for seven consecutive quarters at Castle Rock Middle School.

Year-End Awards Assembly

In the Spring, an Awards Assembly is held to recognize outstanding student achievement in activities, attendance and leadership. A major component of this assembly is the Pins and

Letters Program. **To earn Pins and Letters, I must earn 120 points from participation in activities, athletics and academics, music, etc.** I can earn a pin or a letter by participating in the following activities:

Academics, Clubs/Activities

Honor Roll	Math Club	Spelling Bee
Merit Roll	Drama	Geography Bee
Student Council	Knowledge Master Open	Builder's Club
Beta Club	Science Competition	Fly Fishing Club
Math Counts	Technology Club	Battle of the Books
Recycling Club	Scrabble Club	

Music

Solo and Ensemble Festival, Jazz Band, Silhouettes, Orchestra

Athletics

Cross-Country	Football	Softball	Wrestling
Basketball	Volleyball	Track	

Guidelines

- The pins and/or letters will be given at the year-end Awards Assembly.
- This program will be funded by the proceeds from the Castle Rock fundraising campaign.
- Points earned in 7th grade will not carry over to the 8th grade.
- Points can be achieved in the following manner:
 - Honor Roll/Merit Roll = 20 points each quarter.
 - Athletics = 20 points each
 - Clubs/Activities = 10-40 points each
- Students cannot compile points for S.O.A.R., because it meets during the school day.

Teams

I am a member of a team at Castle Rock Middle School. There are three seventh grade teams and three eighth grade teams. The teachers of my team have a meeting time in which they plan team units, develop possible team projects and may request a meeting time with my parents or with me. Many of our school activities such as assemblies and field trips are attended as a team.

SST

I will meet daily for thirty minutes in SST. Silent study time is scheduled during this time. SOAR will meet during this time.

CASTLE ROCK MIDDLE SCHOOL DRESS CODE

The Castle Rock dress policy is closely aligned with the dress policy of Skyview High School, where most of you will attend high school.

In order to maintain a positive and safe learning environment, students are prohibited from the following while on school grounds or while attending school activities:

- Shirts must not show any part of the torso, stomach or midriff (shirts must **cover** the top of the waistband when walking).
- Tank tops are acceptable IF the shoulder straps **cover** the width of the shoulder and the neckline/back provides reasonable coverage.
- Shorts and skirts should not be shorter than the fingertip of the student's hand when the arms are hanging at the student's side. This guideline will be enforced, regardless of the height, length of arms, etc. of the student. An alternate to shorts are pants and capris.
- See-through and fishnet fabrics are not permitted.
- Undergarments must not be visible (bra, underwear, etc.).
- Students must wear shirts/blouses. Off the shoulder, halter-tops, muscle shirts, tube tops, low-cut tops or spaghetti strapped shirts or dresses are not allowed.
- No slippers or pajamas are allowed at any time.

Discipline: It is the responsibility of building administration, operating under administrative guidelines, to determine the appropriateness of student clothing and accessories, especially as clothing, apparel, accessories—particularly group or gang related ones—may vary and change from year-to-year. Failure to cooperate with the dress code policy will result in one or more of the following:

- 1) Change to appropriate clothing of the student's, or from the schools collection;
- 2) Parent notification to bring appropriate clothing to school;
- 3) Disciplinary consequence.

Gang Activity or Association

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

- exhibit antisocial behavior often associated with crime or a threat to the community.
- interact together to the exclusion of others,
- claim a territory or area,
- have a name,
- have rivals/enemies, and/or create an atmosphere in which the well-being of students, staff, or any other person is adversely affected by undue pressure, behavior, intimidation, overt gesture, or threat of violence.

Discipline: If a student violates this policy, the principal or designee is to request the student to make corrections. If a student refuses, the parent or guardians will be notified and asked to facilitate the necessary correction. If both the student and the parent refuse, or if there are repeated problems of the same nature, the principal will take disciplinary action.

Tardy Procedure

A student will be considered tardy if not in the classroom and/or seat when the tardy bell rings 1st period, or at the start of class the rest of the day.

Tardy Policy:

1. Two tardies will be allowed for each class for the quarter without any penalty. The teacher will notify students when the third tardy is received.
2. The third tardy will result in one, 30-minute detention. A 24-hour notice will be given and a parent notification will be sent home.
3. The fourth tardy will result in one, 1-hour detention. A 24-hour notice will be given and students will be referred to their counselor for intervention.
4. The fifth tardy will result in one day of In-School Suspension (ISS) and administrative intervention.
5. The sixth tardy and subsequent tardies will result in a day(s) at the Truancy Center or OSS and administrative intervention.

Note:

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

Medication

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

School Grounds and Appointments

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

Student Guests

I must secure a guest pass from the principal at least 24 hours in advance of the visit in order to have a student guest here. I also need a note from my parents to have a guest. No guests will be allowed the first two or last two weeks of school. We do not allow students from the other Billings Middle Schools to attend as a guest.

Visitors

My parents and other adults are always welcome to visit the school. It is helpful that all parents make an appointment prior to their visit. All visitors are asked to report to the office before going anywhere else in the building. All visitors will be issued a visitor's badge which needs to be worn.

Before & After School

I do not need to come to school earlier than necessary. I need a pass from a teacher or parent if I wish to go to a classroom prior to 8:00 a.m. I need to be out of the building by 3:25 p.m. unless I am staying for activities under the supervision of a teacher or I am waiting for the bus to arrive.

Buses

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

Lunch

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

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

Telephone

As a Castle Rock student I may use the phone located at the main desk. If I am attending after school or evening activities, I will make arrangements in advance with my parents so that I don't need to use the telephone.

Counseling/Social Services

My student counselors provide counseling and informational services to individual students and small groups. They provide group guidance in a number of classes throughout the year. There are two counselors on our staff. Parents, too, may request a meeting with school counselors concerning problems related to their children by calling 237-6600.

Mrs. Catron 237-6604 7th Grade
Mr. Virostko 237-6605 8th Grade

Textbooks

Although textbooks are furnished by the school, students are responsible for them and must pay for lost or damaged books. It is extremely important to take good care of books - new ones are expensive (up to \$80). Students should have a cover on every textbook in order to protect the book and avoid payment of fines due to excessive wear and tear. Fines for text will be as follows:

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

***Book value is value of a new book.

Library Media Center

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

Lockers

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

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

iPods, Cell Phones, Pagers/Beeepers, Hand-held Electronic Games, Laser Pens, Skateboards, Coats, Hats, Squirt Guns

Students are encouraged not to bring items such as iPods, cell phones, pagers/beepers, hand-held electronic games, CD players, laser pens, skateboards, etc. to school. **If at school, these items will be placed in my locker before the 8:10 bell and will remain there until after the 3:10 bell. Cell phones, or other electronic devices, will be turned off. The school will not be responsible for the loss or replacement of these items.** Skateboarding is not allowed at any time on school grounds. Students cannot have laser pens/lights, squirt guns, firecrackers, etc. while at school. Students are not allowed to wear hats, coats/jackets to class for any reason. We do allow students to wear hats during the school day on "Hat Day", which is the first Tuesday of each month. Hats must be worn appropriately.

General Behavior Expectations

Castle Rock students are expected to behave in a positive, respectful manner at all times. You are expected to respect the authority of administration, staff, and all adults in the building. This means you will be courteous, use an appropriate tone of voice, and follow directions immediately, without argument. You are also expected to treat your peers with respect and politeness. Please do not call others names, spread rumors, push in the halls, make fun of another student, or be unkind in general. We all have a responsibility for making Castle Rock a safe and enjoyable place to be every day. Do your part!

Classroom Behavior Expectations

Respect—Listen while others speak.

Preparation—Bring textbooks, pencils, assignments, and tools to class.

Acceptable assignments—Come to class with neat, finished assignments. Work must be legible.

Class time procedures—Use time wisely to do the work when asked. Be in your seat when the bell rings and be prepared to start class. Listen carefully to directions. Ask questions when you do not understand (at appropriate times with appropriate manners). Remain quiet when the teacher or other students are speaking to the class.

End of class procedures—Stay in your seat until you are dismissed.

Unacceptable Behaviors

Lack of respect—Speak out and interrupt.

Lack of preparation—Come to class without necessary materials. No system of organization.

Non-acceptable assignments—Come to class with no assignments, or only partially completed assignments. Work is not neat or legible.

Incorrect class time procedure—Failure to use class time to do work when asked. Not being in your seat when the bell rings. Not being prepared to start class when the bell rings. Not listening for directions. Talking out of turn. Being out of your seat when the bell rings.

Incorrect end of class procedures—Getting out of your seat before the teacher dismisses you. Hovering around the door. Dismissing yourselves.

Student Discipline Plan

Students are subject to disciplinary action for any misconduct that occurs in the following areas:

1. In school.
2. On school property.
3. On a school vehicle.
4. While participating in or attending any school sponsored activity or trip.
5. On property that is adjacent to Castle Rock.
6. On the way to or from school (per school board policy).

As a Castle Rock student, I know the best discipline is self-discipline. I will follow the Castle Rock traditions of courtesy, cooperation, friendliness, respect, and personal accountability. In the event that I need help with my self-discipline, I realize that I will receive appropriate consequences for my behavior. I know that Castle Rock Middle School uses a "step" approach to school discipline and that the consequences become more severe with each additional misbehavior. Serious misbehavior (such as drugs, alcohol, assault, obscene language, etc.) are exceptions to the "step" system and will result in the severe clause statements. Please refer to page 8 for the "exceptions." These are the steps that are used when I need help with my self-discipline:

STEP 1: Warning and parent notification.

STEP 2: One hour after school detention and parent notification.

STEP 3: Two hours after school detention and parent notification.

STEP 4: Three hours after school detention and parent notification.

STEP 5: One full day in-school suspension.

STEP 6: Two full days in-school suspension.

STEP 7: One full day out of school suspension and parent notification.

STEP 8: Two days out of school suspension and parent notification.

STEP 9: Three days out of school suspension and parent notification.

STEP 10: Four days out of school suspension and parent notification.

STEP 11: Five days out of school suspension and parent notification.

STEP 12: Out of school suspension pending long term suspension hearing.

If I misbehave in ISS or in detention, I may be immediately suspended from school.

I also know that if I improve my self-discipline, I may move backwards on the steps. For each 15 school days that I show self-discipline and I am not referred to the office, I move back one step. I can "step down" to Step 1.

See page 9 for additional exceptions to the discipline policy.

Detention/Suspension

If I am sent out of a class, I will be allowed to return to that class only after I write an apology note to the teacher and arrange a time to discuss the problem. I will also need to write an accountability paper while I'm in ISS. If I don't write the apology to my teacher and talk to him/her about my behavior and my return to class within 24 hours, my parents will be contacted and I will not be allowed to return to class until I do so. I know that I may receive zeroes in class for days missed because of my behavior and or any days missed because I don't make any effort to return to class. During a suspension, the school will put together all assignments given during an out-of-school suspension. The student can hand in all assignments on his/her first day back at school for full credit. If assignments are handed in after that 1st day, reduction in grades are subject to teacher discretion.

Language

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

Extra-Curricular Activities

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

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

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

Eligibility Guidelines

In order to participate in such school activities a student must maintain a passing grade in all courses in which he/she is currently enrolled. However, if a student receives a deficiency (failing grade), he/she may continue to participate as long as there is improvement in the student's performance from the previous week. This guideline applies to all interscholastic and instructional athletic teams, musical productions, clubs and student government. It will be enforced as follows:

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

EXCEPTIONS

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

SALE OF DRUGS OR ALCOHOL

Consequence: Long-term suspension hearing with recommendation to the Board of Trustees for Expulsion (legal authorities will be contacted). *NOTE: Placebo or over-the-counter drugs sold as illegal drugs are subject to above consequences.

USE OR POSSESSION OF DRUGS OR ALCOHOL, OR PARAPHENALIA

Consequence:

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

*2nd Offense - Long-term Suspension Hearing with possible recommendations to the Board of Trustees for Expulsion.

*Legal authorities will be contacted.

*Consequences are cumulative during time in Billings Middle School.

USE OR POSSESSION OF TOBACCO PRODUCTS

Consequence:

1st Offense - 1 day Out-of-School Suspension

2nd Offense - 3 day Out-of-School Suspension

3rd Offense - 5 day Out-of-School Suspension

NOTE: Tobacco products are considered contraband and will be confiscated from any student who is in possession.

*Legal authorities will be contacted.

SEXUAL/RACIAL HARASSMENT

Consequence:

1st Offense - 1 day In-School Suspension - Completion of an education program

2nd Offense - 5 day Out-of-School Suspension - Completion of an education program

3rd Offense - 10 days Out-of-School Suspension - Long-term Suspension Hearing.

INSUBORDINATION

Consequence: 1 day In-School Suspension to Long-Term Suspension Hearing with possible recommendation for expulsion.

*Legal authorities may be contacted.

NOTE: A parent contact or conference is required before a student may return from an Out-of-School Suspension.

STEALING OR EXTORTION

Consequence: 1 day In-School Suspension to Long-term Suspension Hearing, with possible recommendation for expulsion.

*Legal authorities may be contacted.

VIOLATION AGAINST PROPERTY

Consequence:

1st Offense - restitution plus 1-day In-School Suspension.

2nd Offense - restitution plus 3 day Out-of-School Suspension.

3rd Offense - restitution plus 5 day Out-of-School Suspension, Possible Long-Term Suspension Hearing.

FIGHTING

Consequence:

1st Offense - 1 day Out-of-School Suspension

2nd Offense - 3 days Out-of-School Suspension

3rd Offense - 5 days Out-of-School Suspension

4th Offense - Long-term Suspension Hearing.

**Fighting is considered to be disorderly conduct and legal authorities will be notified in severe cases.

ASSAULT

Consequence: 1 day Out-of-School Suspension to Long-Term Suspension Hearing with possible recommendation to Board of Trustees for Expulsion.

POSSESSION OF A WEAPON WHICH INCLUDES KNIFE/FIREARM OR ANY OTHER OBJECT CONSIDERED TO BE A WEAPON. THIS INCLUDES BOMB THREATS.

Consequence: Long-term Suspension Hearing with possible recommendation to the Board of Trustees for Expulsion.

*Legal authorities will be contacted.

EXPLOSIVES/FIREWORKS

Consequence: 1 day Out-of-School Suspension to Long-Term Suspension with possible recommendation to the Board of Trustees for Expulsion.

USE OF THREATS/INTIMIDATION/BULLYING/OBSCENE OR DEROGATORY LANGUAGE TO STUDENT/STAFF:

Consequence: 1 day In-School Suspension to Long-Term Suspension Hearing with possible recommendation for expulsion.

*Legal authorities may be contacted.

NOTE: A parent contact or conference is required before a student may return from an Out-of-School Suspension.

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