

CEN+RAL

BCCHS
Student Handbook
2018-2019

(Revise 8/20/18)

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MISSION

Billings Central Catholic High School will provide an exceptional Catholic education emphasizing formation in faith, family spirit and academic excellence.

VISION

Make God Smile

FAITH, FAMILY SPIRIT, ACADEMIC EXCELLENCE

As defined by Billings Central Catholic High School

FAITH

Faith is the fundamental foundation that enables a Christ-centered approach to all aspects of the educational experience, emphasizing the beliefs and traditions of the Catholic faith.

Faith is achieved by providing opportunities for staff and students to model Christ-like behavior, and to learn and grow in an atmosphere that embraces our vision of Making God Smile.

Faith is measured by sincere participation in and contribution to community service, Mass, Mass ministries, retreats, and other daily opportunities to model Christ, and is readily apparent in our school culture of unity and acceptance.

FAMILY SPIRIT

Family Spirit fosters Christian growth and maturity and encourages participation, developing a sense of community and creating strong personal connections that result in lifelong relationships.

Family Spirit is achieved by modeling the Gospel of Jesus through consistent love and support for one another in and out of the classroom, creating a safe, respectful and disciplined environment anchored in core values.

Family Spirit is measured by an unfaltering knowledge and awareness of school culture by staff, students, parents, alumni and all stakeholders, to ensure an ever-present atmosphere of respect, unity and acceptance.

ACADEMIC EXCELLENCE

Academic Excellence develops honest, responsible and accountable high-achieving learners with Christ-centered values who serve their local and global communities.

Academic Excellence is achieved by consistently teaching relevant classroom content and providing the necessary tools to empower students in a safe environment that fosters strong relationships.

Academic Excellence is measured by utilizing clear, concise, varied and comprehensive assessment methods to verify student progress and mastery.

BILLINGS CATHOLIC SCHOOLS

Website: www.billingscatholicschools.org

ADMINISTRATION

Shaun Harrington, President

215 N 31st, 59101

P.O. Box 31158, 59107

252-0997, Fax 252-5697

E-mail: sharrington@billingscatholicschools.org

Saint Francis

Grades P – 8

Mrs. Deb Hayes, Building Principal

Mr. James Stanton, Principal

2202 Colton, 59102

E-mail: dhayes@billingscatholicschools.org

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BILLINGS CENTRAL CATHOLIC HIGH SCHOOL

Grades 9 – 12

Mr. Shel Hanser, Principal

Mr. Jim Hawbaker, Assistant Principal

3 Broadwater Avenue, 59101

245-6651, Fax 259-3124

E-mail: shelhanser@billingscatholicschools.org

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FACULTY AND STAFF

Tonia Bjelland	U. S. Government/Psychology
Tyson Byers	PE/Health
Kathleen Borges	Math
Lorena Dicken	Spanish 2 Honors, 3 Honors & 4 Honors
Sunetta Ellwein	Math
Shane Fairbanks	History
Lisa Fine	Art
Marci Hecker	Math
Angela Hirt	Library
Karla Kelly	Religion
Robert Keenum	College Advisor
Kristin Kulaga	Math
Jennifer McCandless	Spanish
Branden Martinez	Choir
Michael Martinson	Religion
Michaela Martinson	Religion
Michele Mattix	English
Ashley Nelson	Physics/Science Elective
Levi Osborne	Technology and Business
Oliver Nordlund	English
Craig Pierson	Chemistry
Mike Ryan	History
Lois Smith	English
Danielle Tate	English
Olivia Umphrey	Resource
Codie Wahrman	Orchestra/Band
Debora Wines	Biology

Counselor
Katie Hogan

College Advisor
Robert Keenum

Activities Director
Richy Powell

Administrative Office Staff
Jen DuVal BCCHS Office Manager

ACTIVITIES AND CLUBS

Academic Team	Mrs. Borges/Dr. Wines
Art Club	Mrs. Fine
Book Club	Mrs. Tate
Business Professionals of America	Mr. Osborne
Chess Club	Dr. Wines
CORE	Mrs. Mattix/Mrs. Kelly
Central's Organization for Religious Endeavors	
Exchange Club	Mr. Keenum
Girls/Boys State	Mr. Keenum
Jazz Band	Mr. Wahrman
Kids Connecting Kids	Mrs. Bjelland
Music in the Parks	Mr. Martinez/Mr. Wahrman
Musical	Mr. Martinez/Mr. Wahrman
National Honors Society	Mrs. Hecker
Pep Band	Mr. Wahrman
Rotary	Mr. Keenum
Science Olympiad	Mrs. Borges/Dr. Wines
Student Council	Mrs. Hogan
Vocalocity	Mr. Martinez
Youth Leadership	Mr. Keenum

HEAD COACHING ASSIGNMENTS

Boys Basketball	Mr. Stergar
Girls Basketball	Mrs. Ailes
Cheerleading	Ms Watson
Boys & Girls Cross-Country	Mrs. Martinez
Football	Mr. Stanton
Boys & Girls Golf	Mr. Hutchinson
Boys & Girls Soccer	Mr. Ndedi
Softball	Mr. Rockwell
Speech/Drama/Debate	Mrs. Tate/Mrs. Nelson/Mr. Nordlund
Boys & Girls Swimming	Ms O'Nan
Girls Tennis	
Boys Tennis	
Boys & Girls Track & Field	Mr. Byers
Volleyball	Mrs. Reitz
Wrestling	Mr. Morgan

2018-2019 Bell Schedules

Daily Bell Schedule

Period 1	8:10 – 9:00
Period 2	9:05 – 9:55
BREAK	9:55 – 10:05
Period 3	10:05 – 10:55
Period 4	11:00 – 11:50
Period 5	11:55 -12:45
Lunch	12:45 – 1:10
Period 6	1:20 – 2:10
Period 7	2:15 – 3:05

Mass Schedule

Period 1	8:10 – 8:50
Period 2	8:55 – 9:40
MASS	9:45 – 10:45
Period 3	10:55 – 11:35
Period 4	11:40 – 12:20
Period 5	12:25 – 1:05
Lunch	1:05 – 1:30
Period 6	1:40 – 2:20
Period 7	2:25 – 3:05

“Block” Weeks

Tuesday

Period 1	8:10-9:40
Period 3	9:50-11:20
Period 5	11:30-1:00
Lunch	1:00-1:25
Period 7	1:35-3:05

Wednesday

Period 2	8:10-9:45
MASS	9:50-10:50
Period 4	10:55-12:25
Lunch	12:25-12:50
Period 6	1:00-2:30

*Please note all “Block” week Wednesdays will include a 2:30 dismissal for Refocus Period. There will be no practices until 3:30 on these days to give students a one-hour academic organizational window. All teachers will be in the building during this time.

Wednesday Refocus Day

Period 1	8:10-8:55
Period 2	9:00-9:45
Period 3	9:55-10:40
Period 4	10:45-11:30
Refocus	11:35-12:20
Period 5	12:25-1:05
Lunch	1:05-1:30
Period 6	1:40-2:20
Period 7	2:25-3:05

11:30 Out Schedule

Period 1	8:10-8:35
Period 2	8:40-9:05
Period 3	9:10-9:35
Period 4	9:40-10:05
Period 5	10:10-10:35
Period 6	10:40-11:05
Period 7	11:10-11:35

2:00 Out Schedule

Period 1	8:10-8:50
Period 2	8:55-9:35
Period 3	9:45-10:25
Period 4	10:30-11:10
Period 5	11:15-11:55
Lunch	12:00-12:25
Period 6	12:35-1:15
Period 7	1:20-2:00

GENERAL INFORMATION ACADEMICS

RIGHT TO AMEND

BCS Principals and the President of the Billings Catholic Schools have the right to amend the handbook for just cause. Parents will be given prompt notice as changes are made.

ASBESTOS

Asbestos is contained in St. Francis Primary, Intermediate, and Upper, and Billings Central Catholic High School in limited amounts. All necessary precautions have been taken to insure your safety as well as your child's. As of August 1989, our buildings have been inspected on an annual basis and plans for proper maintenance and operation have been approved by the State of Montana. These plans are available for inspection.

ADMISSION REQUIREMENTS

Students must be qualified to pursue the course of studies they are electing. They are expected to have a record of good standing from their previous school and previous semester. Students who are not living with parents or legal guardians will not be allowed to enroll. Students who move out of the parent/guardian household after enrollment will forfeit their right to attend this high school.

A copy of their official academic transcript and immunization records must be on file along with a teacher/principal recommendation before final acceptance.

All transfer students must present a transcript of grades, and be personally interviewed by administration or counselors prior to acceptance. All students will begin their tenure at BCCHS under a 90-day probationary period. Prospective students should contact the Counselor's office concerning enrollment.

PARENT COOPERATION AS CONDITION OF ENROLLMENT

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawals of a student if the administration determines that the partnership is irretrievably broken.

TUITION POLICY

Families seeking quality education often consider a non-public school. These families understand the benefits of a Catholic education---smaller class sizes, excellent teaching, close student-teacher relationships, a sense of community, and a Christian environment. They are also aware of the costs, and many parents are justifiably concerned about their ability to afford a Catholic school. The Billings Catholic Schools are committed to educating a socio-economically diverse student body. Our financial aid program is designed to promote this goal.

Catholic school education is a choice for families. The school, parishes, and the families make significant financial sacrifices to support this choice. Our policies and philosophy attempt to ensure that each family is subject to the same guidelines as we evaluate the needs of your family relative to the needs of other families in our school.

Financial assistance is provided by the parishes and schools to reduce the cost of our Catholic school education. Few families find it "easy" to pay tuition at Billings Catholic Schools. Most adjust their spending priorities, maximize both parents' earnings, and carefully manage assets to do so. We would like to provide firm guidelines to help you decide whether to apply, but we have found that each family's combination of

circumstances is unique. The most helpful guideline comes from your own knowledge of your family's finances.

TUITION POLICY FOR FOREIGN STUDENTS

There are no tuition discounts available for foreign students. Foreign students are defined as students who are not U.S. citizens and whose primary residence is outside the United States. Foreign students are a welcome addition to our school system through EEG, but we are unable to provide tuition discounts to them at the expense of resident families.

Billings Catholic Schools operates on limited resources and has limited funds available for tuition assistance. Only families that participate in our system on a full time basis may be eligible to receive the benefit of these resources.

The deadline for tuition arrangements is August 1st.

There are two options for tuition payment:

- Pay in full by cash, check or credit card.

A \$50 discount is offered if payment in full is received by July 15th.

Payment by credit card requires an additional 4% convenience fee.

Monthly installments are paid directly to Billings Catholic Schools by electronic withdrawal from a checking or savings account. A loan agreement is set up bearing an interest rate of 7% annually.

A \$30 discount is offered if loan arrangements are made by July 15th.

- No student will be issued a class schedule, assigned to a homeroom, or be allowed to participate in any extra-curricular activities or practices until all tuition arrangements are complete. No exceptions will be made. If a Smart Tuition application has not been submitted and verified by Smart Tuition, full tuition will be assessed. Tuition arrangements will not be made based on estimates.

TUITION REFUND

Refunds in tuition shall be made in a timely manner by semesters. If a student has been enrolled for any part of a semester, no refund shall be made for that semester. A refund shall be made for the remaining semester.

TUITION DEFAULT

Tuition payments are made by automatic withdrawal from a checking or savings account on the 10th of each month. If funds are not available on the 10th, a \$25 late fee will be assessed and a second withdrawal attempt will be made on the 20th of the month. Default of tuition payment will forfeit the student's opportunity to attend Billings Catholic Schools. Tuition must be current at the end of the first semester in order for students to begin the second semester.

Registration for the current school year will not be processed if tuition from the previous school year is in arrears.

POLICY ON RESPECT:

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the institution itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principals of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed towards any of the above by a student will be seen as a violation of this policy and an extremely serious matter, whether it is done physically, verbally or electronically through the use of a home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images or pictures, etc. Any student who violates any aspect of this policy may be subject to disciplinary action according to school policy, including suspension or expulsion from the school and the notification of appropriate law enforcement agencies.

POLICY ON NON-DISCRIMINATION:

Billings Central Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

GRADING:

Grades are the means for a teacher to report how a student is progressing after assessing the work done throughout the course of a semester. The grading rubric for each class will be determined by the individual teacher and communicated to students at the beginning of the school year through the "Full Disclosure-Syllabus" document. A copy of the "Full Disclosure-Syllabus" is on display in the classroom and is on file in the principal's office. It is available to a parent upon request. Grade percentage average (GPA) will be determined on a cumulative basis.

All INCOMPLETE work must be made up within 10 school days following each semester grading period or the student receives an F for the course in question. ONLY final semester grades, attendance records, and results of placement and achievement will become part of the permanent record of a student on file in the school.

GRADING SYSTEM:

BCCHS adopted the percentage grading system for the class of 2016 and beyond. Students will receive the numeric grade for which they have earned and no conversion to a letter grade will take place. Failing will be below 65%. The transcript will simply reflect the percentage earned. To be considered for Valedictorian or Salutatorian, students must take 7 classes for GPA credit. A calculation of the highest percent GPA and the most honors level classes will be Valedictorian. Salutatorian will be the second student with the criteria. In the case of ties, each person will receive the honor. Honor classes will accumulate all 4 years and include all classes designated with honors recognition on the transcript, all classes designated with AP designation on the transcript, all 3rd and 4th year fine art classes, and all college level classes. Final determination for Valedictorian and Salutatorian will be made by the school administration.

FINAL ASSESSMENT WEEK:

BCCHS believes that Semester and Final Performance Assessment is a critical component in the academic process. Assessment must measure a student's mastery of the subject matter and the ability to prepare for testing so as to successfully demonstrate knowledge of the subject matter. The assessment should measure the student's ability to recall and retain information and to demonstrate through his or her own words or actions comprehension of that information. The means for assessment may vary, but in all cases will measure cumulatively the material covered in the time period for which the assessment is being given. Every student is expected to be present on these days. Parents/guardians are advised to be aware that these are fixed days and only exceptional circumstances should prevent students from taking exams on these days (i.e., serious illness, funerals, etc).

EXEMPTION FROM FINAL PERFORMANCE ASSESSMENT:

Seniors may be eligible for an exemption spring semester from a Final Performance Assessment based on teacher discretion and the students' ability to be an exceptional student. Minimum requirements include a cumulative grade of 96% or higher, a record of regular and timely attendance during the school year, a history of contributory citizenship, and a positive disciplinary record. Multiple factors are weighed in determining exemption; exemptions will not be awarded based solely on academic performance. Exemption from Final Performance Assessment is not an entitlement; it is awarded at the discretion of the faculty and administration. Successful candidates will be those who personify the mission and goals of Billings Catholic Schools.

NATIONAL HONOR SOCIETY

The National Honor Society is under auspices of the National Association of Secondary School Principals. It is governed by both a National constitution and a Chapter constitution specific to BCCHS.

The Aquinas Chapter of NHS at BCCHS honors students who maintain high academic standards. Equally important at both the national and local level is an expectation of student members to continuously demonstrate service, leadership, character, as well as academic excellence. These are referred to as the "four pillars" of NHS. Each plays an equal role in the selection process.

The selection process for membership in the Aquinas chapter of NHS is as follows:

- In December, all juniors and any nonmember seniors are invited to apply for membership, if their cumulative G.P.A. is 92% or higher.
- Interested applicants are asked to turn in an activity sheet listing their school and community involvement.
- A January Induction ceremony is held, swearing in the new members.

SUMMER SCHOOL – OUTSIDE CREDIT:

Any student who fails a sequential course or one that is required for graduation and plans to attend an alternate school and return to BCCHS, will be obliged to meet the course requirements of BCCHS. Written consent by the administration is needed if a student intends to use this work in fulfilling graduation requirements. Summer school grades or evening high school classes will not be utilized in determining rank or grade point average.

Students are not allowed to take courses that are offered at BCCHS elsewhere, whether the classes are evening high school or summer courses unless they have failed the course being considered or have written permission from the building principal for extraordinary circumstances.

ACADEMIC PROBATION:

If a student's overall grade point average drops below 75% at the end of any semester, the student will be placed on academic probation for the following semester. During the probation period, limitations will be placed on participation in school-related activities that detract from study opportunities and efforts will be made to help the student improve his/her academic performance. If, at the end of the semester of academic probation, the student's overall grade point average is still below 70%, the student will be placed on an academic contract. If the student shows a lack of substantive improvement, it may result in dismissal.

HOMEWORK:

The purpose of homework is to complement and reinforce the learning process. It is the responsibility of the student to see that it is completed and turned in on time. The teacher may deem incomplete or late assignments unacceptable. Students are expected to pace the completion of long-range assignments. It is the responsibility of the student to ask the teacher for make-up assignments when the student has been absent. Arrangements for make-up assignments should be made on the day the student returns to school or preferably in advance if possible.

COURSE CHANGES AND WITHDRAWALS:

Students are given the opportunity to decide their classes in consultation with parents, counselors, and/or teachers. Once a student is enrolled in a class, he/she is expected to remain there for the duration of the semester or school year. Only under extraordinary circumstances may a student change a course schedule and this must take place within the first 15 days of the semester.

WITHDRAWAL FROM SCHOOL:

To officially withdraw from school, a student must have parental permission and obtain a withdrawal form from the high school office. The withdrawal slip and textbooks must be presented to each teacher for a signature and current grade. The completed form must be returned to the office. Upon parental request, school records are forwarded to the next school the student attends.

GRADUATION REQUIREMENTS:

All graduates are expected to earn a minimum of 24 credits including Theology/Church History. A full credit is awarded for successful completion of a two-semester course. In addition, students are required to engage in 20 hours of volunteer service in their parishes/churches/community during each school year. This volunteer work plus any written assignments for their project will be recorded in theology classes.

Minimum Credits for Graduation:

Theology	4 credits
English	4 credits
Mathematics	3 credits
Social Studies	3 credits
Science	3 credits
Fine Arts	1 credit
Health	½ credit
Physical Education	1 credit
Practical Arts	1 credit (Computer Applications ½ credit)
Electives	3.5 credits
Total Required	24 credits

SERVICE MISSION:

BCCHS students, through service to their church, family, school, and community, are expected to fulfill the command, “love one another.” John 15:12. Service is intended to encourage students to step outside their comfort level, beyond routine tasks, and follow the Holy Spirit through compassion and love for others.

Grade 9	Focus:	Family/School Community
Grade 10	Focus:	School Community
Grade 11	Focus:	Social Justice
Grade 12	Focus:	Predetermined by student for the year

Students are required to complete 10 hours per semester. This should be done at the following rate: 1st 6 weeks=3 hours, 2nd 6 weeks=3 hours, final 6 weeks=4 hours. Students must log their hours on the Service Log Sheet provided by the classroom teacher. This log includes a short reflection.

GENERAL REMINDER:

Course requirements for entrance into four different types of colleges are listed below. The academic prerequisites, typical of colleges in each of the categories listed may change from year to year. You should use this list as a general guideline. It is important to remember that the State of Montana has its own curriculum requirements that you need to satisfy to graduate. Specific information must be obtained directly from the college you are interested in attending. Students should be aware that colleges have returned to a preference of a traditional and classical college preparatory curriculum which includes:

	Public Universities	Private 4 Year Colleges	Highly Selective Colleges	CC (2yr)
English	4 years	4 years	4 years	Varies
Mathematics	3 years	4 years	4 years	Varies
Science	3 years	3-4 years	4 years	Varies
Social Science	3 years	3-4 years	3-4 years	Varies
Foreign Lang.	2 years	2-4 years	4 years	Varies
Academic Electives	Varies	2 years	2 years	Varies

COMMENCEMENT:

All students meeting the requirements for graduation are required to participate in commencement ceremonies. Formal graduation takes place May 26, 2019 at a Eucharistic liturgy. Seniors who have not met graduation requirements may not participate in the graduation ceremony or in the baccalaureate breakfast. There is no early graduation.

TRANSCRIPTS:

Transcripts will be sent at no charge for students attending BCCHS

CHEATING/PLAGIARISM:

The Billings Central Catholic High School Academic Honor Code states: "I pledge that I will neither give nor receive unauthorized assistance during completion of academic work, or tolerate those who do." According to the Billings Central Honor Code, academic dishonesty is defined as: Plagiarism—Use of someone else's ideas or expressions, from any source, including print and electronic origins, as one's own writing, either verbatim or paraphrased, without acknowledgement of the person or source. Cheating—attempting to receive help in any way not approved by the teacher while completing a test, quiz, or homework assignment. Helping or attempting to help others commit academic dishonesty is also considered cheating.

Cheating of any form is a serious offense. It results in a student's loss of integrity and intellectual growth. All cheating should be reported immediately by the teacher to the Principal. The student will immediately receive a zero on the assignment/test in question and will be given 4 hours of Night Court. Parents will be notified on every occurrence of cheating/plagiarism.

ATTENDANCE POLICY

High school attendance, according to the laws of the State of Montana, is the responsibility of the student with support from parents/guardians. BCCHS complies with the mandated pupil instruction days and has established a "10-day policy" governing attendance. All students are expected to be present and punctual for assigned classes, assemblies, retreats and liturgies throughout the school year. Students who attend irregularly will be placed on probation, parents will be notified, and the terms of the probation will be discussed. It is difficult for faculty to assess ability or grant credit to students who are absent beyond the norm. The following attendance policy is designed to assist parents in helping their student recognize the importance of regular and prompt school attendance as it relates to school progress, and to carry out the policy.

ABSENCE DEFINED:

- 1) When the student is not in the assigned room and academically prepared.
- 2) Not present in school liturgy (Mass), assembly, or retreat.
- 3) Present at the beginning of a period, but leaves a class without the teacher's permission.

The parent is responsible to determine when an absence is necessary. In the case of those students who are repeatedly absent and choose not to take school attendance seriously, BCCHS will provide continual consequences that may ultimately end up in student dismissal.

ABSENCE CATEGORIES: Excused Absence, Unexcused Absence, School Related Absence

All excused and unexcused absences are included in the calculation of total absences.

Excused Absences: any absence from school, liturgical events, or other activities that has been authorized by parent/guardian or school personnel.

All work should be completed in advance when possible.

Unexcused Absence: any absence from school, liturgical events, or other activities that has not been authorized by parent/guardian or school personnel, or for unacceptable reasons.

- Failure to sign out of the building during the school day
- Failure of parent to clear an absence by phone before the start of the school day following an absence
- Unauthorized absence including an unexcused tardy beyond 10 minutes.
- Student detained by legal authorities for legal action
- Leaving a classroom without the teacher's permission
- Skip days (truancy)
- Leaving school without prior notification to the attendance secretary by a parent/guardian, or administrator

ADDITIONAL PROCEDURES:

NEVER LEAVE THE CAMPUS WITHOUT REPORTING TO THE MAIN OFFICE AND OBTAINING PERMISSION! (It will be counted as an UNEXCUSED ABSENCE. Only the Principal and/or Assistant Principal may give permission for a student to leave the campus during class hours. If an emergency arises, every attempt will be made to notify parents prior to dismissing the student.

For all absences:

- Parent/Guardian is requested to notify the school office (245-6651) on that day and every day of continuous absences. (A message machine is on before and after school hours.)
- Students MUST make up work through extra assignments or realize the consequences of a reduced or failing grade.
- If a student is to be absent from school during a portion of any day, he/she must present to the school office a note signed by a Parent/Guardian before the school day begins. The secretaries will then issue the student an off-campus permit.
- Upon return, students MUST report to the Attendance Secretary.

Anticipated Absences:

Students must bring a note or send an email in advance, signed by parent/guardian, in the event of an anticipated absence. Please plan personal errands and appointments outside of school time. The Attendance Secretary will issue a pass to leave class and the building. The forging of any parent or guardian signature will result in an unexcused absence status with the appropriate resulting consequences.

Ten-day rule:

In the event that more than 10 absences occur during a single semester course, excluding Type I School Sponsored Absences, the following will go into effect:

- First, the student will receive an automatic grade of NC (No Credit). The parent(s) will be notified and administration will arrange a conference between the student, parent(s), teacher, and administration to make a determination regarding course credit. Students and parents will be required to summarize in writing extenuating circumstances that would validate an extension to the policy. A meeting will be required for each subsequent absence for the remainder of the semester to determine credit.
- Second, the student will be required to compensate for absences for the remainder of the semester by attending Saturday school. This time will be made up at a 1:1 ratio beginning at 8 a.m. the Saturday immediately following the absence. This time will be considered Academic Refocus with the purpose being to recover lost time.

It is the student's responsibility to be aware of his/her number of absences. Depending on the situation, students may need to attend an Academic Refocus period before or after school to help ensure academic success after frequent absences. This time will be set up and monitored by the Assistant Principal.

Vacation and Travel:

Families are encouraged to coincide family vacations or travel with the various vacation periods scheduled throughout the year. Check the school calendar for dates when students are not in school.

TARDIES:

It is the responsibility of each student to be in class on time, prepared with necessary materials and ready to learn.

- If a student is not in the assigned room when the bell rings, he/she is tardy.
- If a student is tardy beyond 10 minutes. It becomes an unexcused absence.
- Expectations and consequences will be the responsibility of each classroom teacher. Excessive tardiness will be dealt with by the Principal/Assistant Principal.

SCHOOL ACTIVITIES

Activities are an integral part of our educational program at BCCHS. Their value is in the striving for individual excellence through competition, with oneself as well as the opponent, and the sacrifice of oneself for the team. A wide variety of clubs, music, speech, journalistic, and athletic activities are available to all of our students. Parents are encouraged to keep lines of communication open at all times with the school, the coaches and sponsors, and the student. If a problem arises, please address it swiftly with the coach/sponsor and/or the administration before it escalates. Coaches/sponsors will address the particular needs of their activities with students and parents.

BCCHS is a member of the Montana High School Association (MHS) and is subject to all of that organization's rules and regulations. In order to participate, students in a MHS activity must:

- Maintain status as a participant;
- Be passing the required courses and maintain at least a 75% at the time of participation;
- Be eligible relative to age and school district attendance. (Students reaching their 19th birthday before September 1st will not be eligible for competition in any MHS sponsored events.)
- Be in attendance at school for the full day of the scheduled activity or practice. Exceptions are pre-arranged (prior to that day) excuses as determined by the Administration.

GUIDELINES FOR PARTICIPATION AND/OR ATTENDANCE AT BCCHS ACTIVITIES:

- Activities will be conducted with the highest ethical and moral standards.
- Inappropriate behavior and/or use of inappropriate language or gestures will not be tolerated.
- Religious activities are an "integral" part of the Billings Catholic School. Coaches, sponsors and parents are encouraged to support our students in all religious activities including attendance and participation, without reservation, in the Masses held before school or during the school day, as well as the retreats and various religious activities and functions provided in the school setting.
- A cooperative spirit, exemplary conduct on and off the playing field, and a desirable level of competition among participants must be preserved.
- While activities meet the standards imposed by the MHS, it must be understood that the discipline standards established at BCCHS must be met as well.

- Participants must have a physical examination and concussion forms turned in before engaging in an athletic activity.
- Students are expected to wear modest appropriate clothing as outlined in the dress code.
- All activity participants and his/her parents/guardians must submit a signed activity consent/release form to the Activities Director prior to activity participation.
- All students in the Billings Catholic Schools are insured for school related accidents. Leaflets explaining this coverage are provided in registration packets at the beginning of the school year or may be obtained in the school office.

ACADEMIC ELIGIBILITY:

Students who participate in any extracurricular activity must be eligible according to BCCHS standards and MHSA standards. Montana High School Association standards apply to all association contests and activities. These include all athletic competitions, speech, debate and drama, and all competitive music activities. Added to this list are cheerleading and elected student body officers. The administration reserves the right to declare ineligibility at any time for a serious reason. To be able to participate:

- A student must maintain at least a 75%, as determined at the end each of the following eligibility date checks: 9/19, 10/18, 11/20, 12/21, 2/13, 3/13, 4/17, 5/14. If this requirement is not met, the student may practice but not participate for five (5) instruction days. At the conclusion of the suspension, the Assistant Principal will obtain documentation from the teacher attesting to the student's academic progress before eligibility will be reinstated.
- Eligibility for each student will be determined on the first day of each semester as mandated by MHSA.
- The Principal makes all final decisions regarding student eligibility.

TRAVEL:

Students are subject to the direction and authority of the coach or advisor while involved in activity travel. Behavior must be exemplary while visiting other communities/schools. When traveling on buses, the same behavior is expected in the bus as in the classroom. Students will be expected to remain seated at all times and refrain from shouting. Absolutely no R-rated or sexually suggestive PG-13 rated movies will be shown on buses. The head coach must approve all movies shown on buses.

TITLE IX:

There will be no discrimination against any student on the basis of sex, race, or creed, in providing access to extra-curricular activities. It is the purpose of our activities programs to provide equal access, share in equal use of facilities, transportation, coaching/sponsorship, and support services. Complaints are to be presented to the school administration.

SCHOOL AND FACILITIES:

The proper care of BCCHS and classrooms is essential to maintain a school of which we can all be proud. Visitors and other schools judge us on our appearance and on our behavior. The following procedures will help us create the best school possible and promote RAM PRIDE, RESPECT, and SPIRIT!

ASSEMBLIES:

Students are to participate actively in assemblies and pep rallies scheduled at the school. This break in the regular routine provides an opportunity for experiences not available in a classroom. It is also an opportunity to exercise maturity and act in an orderly manner as a student body. Persons on the program are to be accorded proper respect.

ANNOUNCEMENTS:

Announcements are placed on the digital announcement boards each day. All announcements must be placed on a form from the main office or be emailed to the office and receive authorization from teachers, the activity sponsor/coach or administration.

BACKPACKS:

Students will not be allowed to bring backpacks into the classroom. All backpacks must be stored in lockers for the duration of the school day.

BUS STUDENTS:

Students who ride the school bus are subject to the rules and regulations governing school transportation and the transportation company. Students who are disorderly and consistently disruptive are at risk of losing bus privileges and of being permanently removed from the bus. Bus drivers will report bus misconduct to the administration for disciplinary action.

CHAPEL:

Everyone is welcome to use the Chapel for personal prayer and reflection. The Blessed Sacrament is present and a respectful attitude is expected from those using this area. This is not a student lounge but a gathering place for prayer. No food, candy, gum or drink is allowed in the chapel. Mass and other liturgies are celebrated throughout the year and on special occasions. Mass or communion services will be held on some Wednesday mornings at 7:30 a.m. for students, staff and parents.

OFF-CAMPUS LUNCH RESTRICTIONS:

BCCHS campus is closed from the beginning until the end of the school day for students. This includes lunch and passing time between classes. Off campus privileges will be accorded to seniors and juniors at the discretion of BCCHS administration. No other off campus lunch privileges will be permitted. Seniors and juniors are expected to follow the procedures outlined by the administration. Leaving campus outside of these guidelines and without permission will be treated as truancy. The privilege may be rescinded in the event of violations.

FOOD AND DRINK:

- Lunchtime: dispose of all sacks and cans in the appropriate bins and clean up any spills for which you are responsible.
- Students should be familiar with each teacher's classroom rules regarding food and drink.
- Students are responsible for cleaning their own litter and spills.

DANCES--CODE OF CONDUCT:

Dance

1. The expectation:

It is expected that all Billings Central Catholic High School students and guests will exhibit/demonstrate respect and courtesy on the dance floor at all times. The manner of dance should be appropriate for a BCCHS school function. We expect students to have fun, but at the same time demonstrate good character and appropriate dancing at all times.

2. Prohibition:

Vulgar/provocative dancing, such as freak-dancing and grinding will not be allowed, nor any form of dance which is sexually suggestive, or mimic sexual acts. This includes "back to front" dancing. Students must be facing one another when dancing and must keep some space between one another. Dances will be chaperoned by School Administration.

3. Consequences:

A student exhibiting this form of dance will be referred to the Principal or Assistant Principal at which time (s)he will be asked to leave the dance. Any student who is insubordinate will be subject to further disciplinary action. If a student is asked to leave a dance in a school year, (s)he may not be allowed to attend dances for the remainder of the school year.

- Dress
Students are expected to follow the dress code guidelines as stated in the student handbook or specifically designated for a particular dance. Students not dressed appropriately will not be allowed to enter the dance and may be referred to the Principal or Assistant Principal. The Principal or Assistant Principal will determine further disciplinary action.
- Drugs, Alcohol, and/or Tobacco
Drugs, Alcohol, and Tobacco are prohibited. BCCHS will have an Officer at all dances. Legal consequences and school consequences will be enforced.
- Entering & Exiting
The doors will close exactly one hour after each dance is scheduled to begin. After that point, no students are allowed to enter the dance. Once students choose to leave a dance, they must leave the campus or facility and may not re-enter. Dances hours will be posted and will end no later than midnight.
- Music
The Principal will approve all music played prior to the dance. Requests will not be allowed by DJ's without administrative permission.
- Visitors
Visitors are allowed at selected dances. Visitors must be enrolled in high school unless approved in advance by the Principal. Students enrolled in junior high will not be allowed. If a student chooses to bring a visitor to a dance, he or she must complete the dance visitor form and submit it on time. Incomplete or late visitor forms will not be accepted. The list of approved visitors will be posted one day prior to the dance. Students may only bring one visitor to a dance. Dance Guest Forms are available in the attendance office.

FUNDRAISING POLICY:

The potential for school families and the local business community to be inundated with requests for money has been a problem historically. Therefore, to prevent competition for charitable dollars within the Billings Catholic Schools (BCS) and Billings Catholic Schools Foundation (BCSF), fundraising requests may be limited. All individuals and organizations are expected to adhere to the fundraising guidelines and required fundraising procedures applicable by law. Organizations unable or unwilling to adhere to these rules can expect to have their fundraising requests refused.

FUNDRAISING APPEALS BY ACADEMIC DEPARTMENTS, PROGRAMS, OR STUDENT ORGANIZATIONS

BCS and BCSF recognize that individual departments, organizations, teams, and clubs have a need for occasional fundraising activities for the group's benefit or for the benefit of designated charities; however, multiple and overlapping solicitations to the same constituents may have unintended negative consequences. All such efforts shall be coordinated through the building Principal. The purpose of this policy is to coordinate all BCS and BCSF fundraising efforts, to ensure that communications from BCS and BCSF with donors are consistent with our overall needs and priorities and to enable fundraising to proceed productively, with your appeals complementing the fundraising priorities. All fundraising efforts must support, and not compete with, overall efforts to secure from these donors, support for our annual operating needs and gifts to build the endowment and facilities fund.

All parties seeking to have a fundraising event should submit a Fundraising Approval Request Form and a proposed budget to the building Principal. The Principal will evaluate the request and submit it to the Fundraising Committee Representative and Foundation Representative for approval. The request is only approved after it has been approved by all. If approved, the event will be entered on the system's fundraising calendar.

A. Request form will include:

- The purpose of the solicitation.
- The identity (either by name or group affiliation) of those whom the group would like to solicit.
- Information about how the group will make contact—e.g., direct mail, telephone calls, personal visits, e-mail, campus events, etc.
- The proposed timing for the solicitation.
- The dollar goal for the solicitation or the nature of the assistance desired (ads in programs, gift certificates, door prizes, ticket, etc.)
- The procedures for processing and acknowledging gifts to include recognition and stewardship.
- Stewardship is an essential component of fundraising. Whenever possible all donors - either of cash or in-kind items should be reported to the Billings Catholic Schools Foundation so the donor information can be entered into our database. If public recognition of donors is part of your plan (brochure, plaque, and advertisement), please share the list of donors and the verbiage for the recognition piece.

SOLICITING ON BEHALF OF INDIVIDUALS

Billings Catholic Schools prohibits the use of School trademarks and provided or originated contact lists (mailing lists, phone lists, e-mail lists, directories, and the like) for the solicitation of funds to benefit specific individuals as individuals do not have designated non-profit status. This does not preclude fundraising efforts to recognize an individual associated with BCS/BCSF where the resulting funds are used to benefit BCS/BCSF (e.g. classroom to honor a retiring faculty member or a book fund to memorialize a deceased staff member or student).

Our school system depends heavily upon the ongoing and generous financial support it receives each year from alumni, friends, local businesses, foundations, and other donors. These gifts provide financial aid for our students, salaries for faculty and staff, and other crucial operation expenses. To ensure that this support continues and grows, it is essential that BCS/BCSF be aware of all fundraising appeals that are in any way connected to BCS/BCSF, in order to make sure that they do not inadvertently jeopardize our relationships with our important supporters. Whether as a student, faculty, staff, or school affiliated organization, we all play an important role in these relationships, and we ask that you work with others at BCS/BCSF to maximize the results for all of us.

(Individuals wanting to do a benefit specifically for a person or family with extreme situations such as critical illness or loss of home due to fire are encouraged to make arrangements with Parishes to rent their facilities.)

GUIDANCE/COUNSELING SERVICES:

The counselors will assist with educational, vocational, social, and personal concerns in a confidential manner. A student has the right to privacy and to expect confidentiality. This confidentiality will not be broken except where there is a perceived clear and present danger to the student and/or to other persons.

Information on careers, advanced education, and financial aid may be obtained from the counseling staff. Scheduling, class changes and testing programs are managed, also, within the Counseling Center. Students must have a pass from the counselor and/or teacher to visit the counseling office during the day.

HALL PASSES:

Students should have a "hall pass" designated by a teacher if he/she wishes to go from one room to another or to the library. A student should not be in the hall at any time without a designated pass. Library passes must include the student's name, date, time left, purpose/destination, and the teacher's signature. Students should attend to personal needs during the five (5) minutes between classes.

HOT LUNCH:

Hot lunch is provided daily at BCCHS. High school students are invited and encouraged to participate in the program. Sack lunches may be eaten in the cafeteria. All students are asked to abide by the following:

- Deposit all lunch litter in waste containers provided.
- Leave tables and floor clean for those who follow.
- Courteous conduct is expected from all students who use the cafeteria.

Applications for free and/or reduced lunches are available to students through the lunch program

LIBRARY:

The school library is open from 7:15 a.m. to 3:30 p.m. daily unless previous arrangements are made with the Librarian. The library is a study, reference and research area which students are encouraged to use for their work.

Any student leaving another class to use the library must have a written note listing the assignment the student is working on. No more than 3 students may be released from a class to use the library unless accompanied by their classroom teacher. If a class has reserved the library, students from other classes may be sent back to their regular classrooms.

Inappropriate behavior will not be tolerated. A student may check books and other materials out of the library. If lost or damaged, library material or books must be replaced or the student must pay for the replacement. All library fines and fees must be paid before the close of each semester. Report cards will not be distributed until library fines have been paid.

LOCKERS:

The office assigns lockers. Students are encouraged to use locks to protect their personal effects and schoolbooks. BCCHS is not responsible for lost or stolen articles. Absolutely no writing or diagrams of any sort will be permitted to be drawn directly on lockers without previous approval by the administration. This includes both the inside and outside of the locker. Any inappropriate material displayed in a locker, including but not limited to sexually suggestive material, will be removed. Students will be held accountable financially for loss or defacement of any assigned school property which includes the lock and the locker. The school reserves the right to search student lockers at any time.

LOST AND FOUND:

Students who find a misplaced article are asked to take the item to the office. If you have lost something, contact the office. Lost articles, which are not claimed within a reasonable amount of time, will be donated to St. Vincent de Paul Society.

PARKING:

Students are permitted to park on school premises as a matter of privilege, not right. There are a limited number of places available; therefore, we encourage car-pooling. Parking places will be sold the first week of school. Only those students who purchase a parking place in the designated area will be allowed to park there during the day. The faculty parking lot, staff parking behind the school and Renewal Center parking are off limits to all students at all times. Students may not park in fire lanes or on grass areas. If parking on the streets, please **DO NOT BLOCK DRIVEWAYS** at the risk of a parking violation and possible towing charges. Students are responsible for any contraband in automobiles at school or at school sponsored activities.

STUDENT PUBLICATIONS, DISPLAYS AND PRODUCTIONS:

School publications, productions or displays that are part of the school curriculum or activities, are subject to review and evaluation by school administrators. The final decision about the suitability of any material in question shall rest with the Administration, after review and consultation with the teacher/advisor and the student representative(s), prior to publication, production or display. Such publications, productions, or displays shall be reviewed in light of the high school's legitimate educational concerns which include, but are not limited to:

- Whether the material is or may be defamatory or libelous
- Whether the material is appropriate for the age, grade level, and/or maturity of the audience
- Whether the material is poorly written, inadequately researched, or unduly prejudiced
- Whether the material is or may be disruptive to the school environment; e.g., if the material condones the commission of unlawful acts, or advocates violation of school policy, etc.
- Whether there is an opportunity for a named individual or individuals to make a response
- Whether specific individuals may be identified even though the material does not use or give names

VISITORS:

Parents are always encouraged and welcome to visit BCCHS. Appointments should be made in advance to see a teacher, counselor, and administrator or to visit a student's class by calling the main office. All visitors must report to the high school office before proceeding to a classroom. Guests of students will not be allowed to accompany them to class without administrative and faculty permission, which must be secured a minimum of one school day in advance. Trespassers who do not have legitimate business in the school building or on the school grounds will be requested to leave the premises.

MISCELLANEOUS

FIRE DRILLS:

Periodic fire drills and emergency preparedness drills are held throughout the school year. Procedures for evacuating the school building are posted throughout the school and explained to the students. Students will report to their assigned area where attendance will be taken. All visitors as well as staff members and students will follow the evacuation procedures.

MAYFAIR:

Mayfair is held the first Friday and Saturday of May. It is the main fundraiser for the Billings Catholic School System. All parents are encouraged to volunteer for and support Mayfair. (Contact the Mayfair office — 245-5463)

NON-CUSTODIAL PARENT:

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

OUTSTANDING MONEY/DEBT:

Report cards and/or permanent records are not issued until all fines, outstanding debts, and replacement fees are paid.

PARENT-TEACHER CONFERENCE:

Conferences are a valuable means of communication, providing an opportunity to get acquainted, share common problems, and understand one another better. Conferences are held November 2nd and 3rd, however, parents and teachers are free to visit each other at any time during the school year. Parents should call the high school or email the teacher to make arrangements for unscheduled conferences.

RELIGIOUS EDUCATION:

Theology is taught as a formal required subject throughout high school, and all students, regardless of church affiliation, are expected to participate in these classes. In addition, all students must participate in the annual retreat and in the Eucharistic celebrations as well as reconciliation and prayer services.

SELF-ADMINISTERED MEDICATIONS:

High school students are responsible for taking their own medication(s). High school students are allowed to carry only a small amount of necessary medication in properly labeled containers.

VOLUNTEERS:

We at BCCHS welcome parents to help; your involvement is so valuable. Please call the school and let us know how you are willing to assist in the services we provide your students. If you have a particular gift/talent, please share that with us as well. All volunteers must complete the Safe and Sacred training program and have a background check completed. Please see the Principal for details.

STUDENT CONDUCT

Students have a right to an education in an orderly, safe environment. They are expected to take full advantage of their educational opportunities and, with the help of a dedicated staff, to become more self-disciplined at school, in school activities, and outside of school. It is the duty of the administration to establish and enforce regulations that contribute to a productive, orderly, and safe school. The methods used in enforcing the discipline require professional judgment that should be:

- Consistent from day-to-day and student-to-student.
- Balanced against the severity of the conduct.
- Appropriate to the student's prior behavior.
- Fair to the student, parent, and others.
- Effective.

Students must recognize their responsibilities and abide by the rules and policies of BCCHS as well as state and federal law. Students are expected to follow the conduct code at all school events and activities. In addition, the administration has the option to notify police authorities and press charges. The administration is required to notify police authorities in the case of major violations.

Conduct code violation consequences apply to all of the following activities: Athletics, Cheerleading, Drill Teams, Competitive Speech and Drama, Competitive Music Events, School functions/Activities (Dances), Clubs, Field trips (outside of classroom curriculum), Homecoming activities, and all other aspects of student life.

DRESS CODE:

The attire for BCCHS students should demonstrate a sense of personal dignity, Christian modesty and an understanding of what is appropriate for the school/workplace environment. Clothing must be clean, mended and worn in the manner for which they were designed. It will not refer to alcohol, drugs, tobacco, sex or display a gothic/morbid theme. The administration reserves the right to deem any other fashion statement inappropriate.

- Pants will be clean and properly fitted. Sweat pants, yoga pants, leggings, pajama type pants, and athletic pants are not permitted. "Distressed" jeans are ok as long as no skin is showing.
- For female students, shirts and blouses must meet the 3-finger rule at the shoulder and must be long enough that no skin is showing. Visible bra straps, including sports bra straps and bralettes, are not acceptable. Sheer or see-through tops are not allowed unless the shirt underneath meets the 3-finger rule. For male students shirts must have sleeves.
- Shorts may be worn throughout the school year. Gym shorts, mesh shorts, running shorts, and biking shorts are not allowed. Shorts must have a 7-inch inseam.
- Male students are to be shaven.
- Male students may wear stud earring no larger than 1 carat.
- Gang related jewelry or chains and spiked or studded attire will not be permitted.
- Hats and sunglasses are not to be worn in the building. This hat rule applies to girls as well.
- Hair deemed bizarre or disruptive because of style is not permitted. Colored or "dipped" hair is not allowed. Natural highlighting is acceptable.
- Facial and tongue piercings are prohibited with the exception of a small, discreet nose stud (1/8 carat)—No hoops, etc. will be allowed.
- Dresses will meet the 3-finger rule at the shoulder. Skirts and dresses must be no more than 2 inches above the top of the knee when standing.
- Strapless, crop, and cold shoulder tops and dresses are not allowed.
- No cut-off tops (t-shirts cut on the side)

Students are expected to dress-up for special occasions such as Mass, liturgical events, and special events as determined by the administration. On these days students are to follow the uniform dress code which includes neutral colored dress pants, or shorts, and school approved shirt. No Jeans or Skirts! Sweatshirts and coats are not allowed during mass. School polos and shirts can include team travel shirts designated by coaches or the school polo provided by and Booster Club. Mass day infractions will be dealt with by the Assistant Principal on a case by case level.

Individual teachers will determine whether a particular aspect of the dress code has been violated and communicate that to the Dress Code Committee. Students violating the dress code will be sent to Committee Members to make adjustments. Consequences for violations will fall under Disruptive Behavior.

TECHNOLOGY:

Students may use the school computer system only for legitimate educational purposes, which include classroom and independent academic research that is supported by the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher.

Maintaining or posting material to a web site or blog that threatens a likelihood of disruption in the school or whose messages and/or intent is contrary to the teachings of the Catholic Church and mission of the school, including harming or interfering with the rights and reputation of students, employees, alumni, or the school itself, is a violation of the student code of conduct.

SEXUAL ISSUES:

Billings Central Catholic High School is a Diocesan Catholic Secondary school. The mission, policy and regulations of the school are consistent with the teachings of the Catholic Church. The Church through its Bishops has addressed topics of moral and ethical concern. These include issues of life, dignity and respect for the life of every person. Students who seek help in areas of personal concern will be afforded an atmosphere of respect, trust and confidentiality.

Abortion: Within its philosophy and mission, the school opposes abortion, the deliberate destruction of human life. The school will provide all available resources and nurturing support for a pregnant student in respect for the absolute dignity of life in bringing the child to term. In the event the school becomes aware, despite its support, that one of its students has willfully chosen to obtain an abortion, the student may be dismissed. For the same reason, other members of the BCCHS family, including the father, may be dismissed if they have encouraged an abortion.

Aids: Any student, teacher or staff member with a communicable disease must be handled on a case-by-case basis in accordance with guidelines issued by the Center for Disease Control Board and State Health Department. Decisions with regard to educational placement for students will be based upon the behavior, neurological development and physical condition of the student. Appropriate educational placement will be made by the school upon the recommendation of an attending physician and with consultation of public health personnel and the parents. The principal will decide appropriate placement in consultation with the Director of Billings Catholic School and Diocesan Superintendent.

Public Displays of Affection: BCCHS forbids public displays of any kind in the school environment and during school activities. Students are to refrain from inappropriate touching or contact. Students in violation will be sent to an administrator.

Sexual Harassment: BCCHS will not tolerate sexual harassment of any kind. Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct results in or from an imposition, or the threatened imposition of academic or disciplinary or other sanctions on a person;
- the verbal or physical conduct is such that it would be offensive to a reasonable person;
- such conduct has a purpose or the effect of creating an intimidating, hostile or offensive environment.

Sexual harassment includes, but is not limited to, the following types of behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations, or comments.
- Visual contact such as staring, ogling, leering, derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play because of sex.
- Threats and demands to submit to sexual requests as a condition of grades or other benefits or to avoid some other loss, and offers of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report sexual harassment.

Any individual who experiences sexual harassment or unwelcome sexual conduct should report it immediately to the counselor, principal or religious education director. All allegations will be taken seriously and promptly investigated by the counselor, principal or religious education director. Confidentiality will be maintained to the extent permitted by law in concern for all parties involved. If the allegations are true and the conduct is found to be sexually harassing, disciplinary action, as deemed appropriate for the situation, will be taken. If the offender is an adult, diocesan policies will be applied. If the offender is a student, disciplinary action may include, but shall not be limited to, contacting parents, in-school suspension, out-of-school suspension, mandatory counseling and/or expulsion. Insofar as it is able to be accomplished, no contact will be allowed between the perpetrator and victim.

Pregnancy Policy: Billings Central Catholic High School does not condone premarital sexual activity. However, we take our responsibility of educating the pregnant student in a Catholic environment seriously and will assist the student academically and spiritually to make the most of an unfortunate situation. The school curricula will continue to emphasize Catholic religious beliefs, morals, and values about sexual issues as well as how to take responsibility for life choices.

A pregnant student and the expectant father are welcome to remain in the high school or, as new registrants, may be accepted for admission. The student will receive the support, nurturing, and guidance necessary to succeed academically. However, certain guidelines will apply for the duration of the pregnancy. Billings Central Catholic High School teaches and upholds the moral values and standards of the Catholic Church and prides itself on being compassionate, caring, and Christ-like to the students and families it serves. A pregnancy in the school evokes strongly mixed feelings as well as sharply conflicted reasoning about religious values and teachings. While there is joy that the student has chosen life, there is concern that the pregnancy ignores the moral teachings of the Catholic schools and presents everyone with genuine moral dilemmas.

Any expectant parent, if he or she is a student at BCCHS, is required to receive counseling approved by administration. The parents or legal guardians of the expectant student must participate in this counseling process as well. The counseling service will communicate with the administration to assure that the requirements have been met.

Any expectant parent may participate in extra-curricular activities at the discretion of the administration. In the case of athletics, the pregnant student may play only with the written permission from her doctor and with the documented understanding that the school is absolved of neglect or liability.

Any expectant parent will forfeit any positions of leadership that represent BCCHS in the community.

Any expectant parent is not eligible to accept the nomination for student elected or appointed positions of leadership. (E.g. Class or Student Government officer, Officer of club, Homecoming King or Queen, Captain of the team, etc.)

Non-compliance with the full policy, or a second pregnancy, will result in immediate dismissal from this high school.

DEFIANCE OF AUTHORITY/DISORDERLY OR DISRUPTIVE CONDUCT:

- Defiance of authority is defined as the refusal to follow the reasonable requests of school personnel or language that is used to cause disruptive, personal attacks. This also includes cheating.
- Disorderly or disruptive conduct is defined as behavior language, which is disruptive to the orderly educational procedures of the school.
- Cell phones are allowed for academic use designated by each classroom teacher. Abuse or disruptive use of phones will be a violation.

Any violations of the above may result in the following consequences:

First Offense:

- Conference with student, administrator and teacher
- Detention or appropriate consequences

Second Offense:

- Conference with student, administrator and teacher
- Parent/guardian notification
- 4 hours Saturday School

Third Offense:

- Conference with student, parent/guardian, administrator, and teacher
- 8 hours Saturday School
- Activity suspension for 1 school week

TRUANCY:

An absence of a student from school, school Mass, retreats, or other activities that has not been authorized by parent/guardian or school personnel, or for unacceptable reasons, may result in the following consequences:

First Offense:

- Student conference with administrator
- Parent/Guardian notification
- 4 hours Saturday School
- Activity suspension for the day

Second Offense:

- Conference with student, parent/guardian and administrator
- 8 hours Saturday School
- Activity suspension for both days

Third Offense:

- -Conference with student, parent/guardian and administrator
- -3 days suspension
- -Activity suspension for 2 school weeks

Suspension from school may include either “in-school” or “out-of-school” or “Saturday School” suspension as determined by the school administration.

HARASSMENT/VANDALISM/THEFT:

- Harassment is defined as intentionally intimidating or threatening another person, by word or conduct, or attempting to place another person in fear of physical injury, as well as any form of sexual harassment. This includes both verbal and physical hazing on school premises, going to and from school, while riding on any school transportation, or attending or participating in a school sponsored activity while within the jurisdiction, supervision and control of the school.
- Vandalism is defined as willfully damaging, defacing, or destroying property owned or under the responsibility of the school, school officials or others. Serious acts of vandalism, such as arson or breaking and entering, may bring an automatic recommendation for expulsion on the first offense.
- Theft is defined as taking, giving, or receiving property not owned by the student.

ASSAULT/FIGHTING:

- The intentional, unauthorized physical contact with another person that causes injury or threatens the safety of others.

Any violations of the above may result in the following consequences:

First Offense:

- Conference with student, parent/guardian and administration
- Parent/Guardian notification
- 2 days suspension
- Restitution
- Activity suspension for 2 school weeks
- 20 hours of service

Second Offense:

- Conference with student, parent/guardian and administration
- Parent/Guardian notification
- 3 days suspension
- Restitution
- Activity suspension for 4 school weeks
- 40 hours of service

Third Offense:

- Immediate Expulsion

Suspension from school may include either “in-school” or “out-of-school” or “Saturday School” suspension as determined by the school administration.

NOTE: Any physical assault upon a staff member may bring an automatic recommendation for expulsion on the first offense.

WEAPONS/EXPLOSIVE DEVICES/ARSON:

Possession and/or use of a dangerous instrument, including but not limited to firearms, BB guns, knives, clubs, explosives (including fireworks) or any instrument which may inflict bodily injury on another may result in the following consequences:

First Offense:

- Conference with student, parent/guardian and administrator
- Immediate Expulsion

CHEMICAL USE POLICY

PHILOSOPHY:

- BCCHS recognizes that mind-altering chemicals are a significant health problem for all students, resulting in negative effects on behavior, learning, and the total development of each individual. Student use of mind-altering chemicals affects academic growth, achievement, participation in activities, spiritual development, and the development of related skills. Family, faculty, teammates, schoolmates, and others are affected by illegal use of mood-altering substances.
- BCCHS believes the close association of teachers, coaches, sponsors and students in the classroom or in activities, can provide a unique opportunity to observe, one another.
- It is the philosophy of BCCHS that students should be encouraged and supported in their efforts to develop and maintain a chemical free lifestyle.

ALCOHOL OR DRUGS:

Billings Central Catholic High School holds high standards and high expectations for its students and believes that its students represent the greater Catholic community of Montana. In the event BCCHS is notified by self-referral, positive testing results, a school employee, or federal, state, or local law enforcement agencies that a student has violated laws involving the use, possession or being under the influence of alcohol, drugs, marijuana or other mood-altering drugs, BCCHS will enforce its procedures as outlined in the CONSEQUENCES FOR VIOLATION OF SCHOOL SUBSTANCE POLICY OR TESTING POLICY section below.

Usually, BCCHS does not involve itself in a student’s conduct apart from school and school-sanctioned events. However, there may be occasions when the student’s conduct, especially conduct involving the use and/or

possession of alcohol or drugs, even though separate from school, will be of such nature as to reflect on the good name of the Billings Catholic Schools and will be dealt with accordingly.

BCCHS will support those students who choose to self-report a Tobacco / Alcohol / Drug Use Policy Violation and will provide resources for assistance as well as take into consideration the student's initiative in his/her honesty when consequences are rendered.

ILLEGAL SUBSTANCE TESTING POLICY:

Students who wish to participate in a co-curricular and/or extra-curricular activity will be required to provide a clean drug/alcohol screen for participation in the activity. Furthermore, students may be required to provide a screen based on reasonable suspicion as articulated by school administration.

BCCHS REASONABLE SUSPICION TESTING POLICY:

BCCHS believes the close association of teachers, coaches, sponsors, peers, and parents in the BCS family can provide a unique opportunity to observe and support one another. In the event that the school administration or school resource officer is made aware of behavior related to chemical use by objective information, the school, in concert with the parent/guardian will work towards positive resolve. This may include required testing.

BILLINGS CATHOLIC SCHOOLS DRUG TESTING:

Statement of Purpose and Intent:

Enrollment at Billings Catholic Schools (BCS) is a privilege. Students involved in BCS carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs, alcohol and tobacco.

The goal of this program is to prevent illegal substance use, to educate students to the serious physical, mental, and emotional harm caused by use, to identify students with possible abuse problems, and to strive within BCS for an environment free of illegal substance abuse. In addition, and possibly most importantly, this program will provide a tool by which students can resist the pressure to engage in these dangerous and illegal activities, giving them an out to make the right choice, in a day and time where use and abuse is becoming a social norm. It is vital that educators and parents continually explore ways to encourage a drug and alcohol free lifestyle and it is the hope of BCS that this program will be part of the solution combined with parent communication.

The program is not intended to be disciplinary or punitive in nature. The goals of this program relate solely to creating lines of communication with families and to restricting the extra-curricular or co-curricular involvement of any student found to be in violation of this policy. Academic consequences will only occur on the third violation.

Process:

All BCS students in grades 10-12 are required to participate in a mandatory drug testing program that also includes monthly random testing. BCS freshman will only be included in monthly random testing. The testing will be completed at and by Billings Clinic, who will manage all aspects of testing including collection, communication with the school administration and President, appeals, and randomization of participants. All information will remain confidential and comply with HIPAA regulations. Initial and random testing will be paid by the school. Follow-up testing, if necessary, will be paid by the student's parents/legal guardian.

Students will test at the start of their fall activity if they are in a fall activity or prior to the first day of school. Following the initial test they will only be subject to random testing. Random tests, generated by Billings Clinic, will take place sporadically during each month. Students selected randomly will be notified by school administration and will have 72 hours to complete the test. The following schedule will be used for testing:

All Football, Volleyball, Cross-Country, Fall Cheer, Golfers, Soccer, and Pep Band participants are required to test prior to the scheduled first day of practice. The window for testing will be August 3-14, 2015. Official times and dates will be announced in the end of summer mailing.

All Students not in a fall activity who are enrolled in BCCHS will test the week of the August 17-21, 2015. Official times and dates will be announced in the end of summer mailing.

Information on Confidentiality and Communication:

- All information will remain confidential and comply with HIPAA regulations.
- Communication regarding testing will be provided by Billings Clinic to BCS administration and President.
- Positive results will require a meeting with BCCHS administration and parents/guardians.
- BCS employees will not comment regarding results or suspension.
- All drug screen documentation will be destroyed upon graduation of the student.
- Initial refusal to test is a choice to not attend BCCHS while refusal of random testing is a choice to not participate in extra-curricular and co-curricular activities at BCCHS.

CONSEQUENCES FOR VIOLATION OF TESTING POLICY

1st Offense

- Conference with Student, Parent/Guardian, Administrator and Coach/Sponsor.
- Mandatory conference with medical professional or drug addiction counselor.
- Fall mandatory test failure-15 Pupil Instruction (PI) days suspension from school related activity and provide a negative test result, paid by the student, prior to participation. (Carry over to the next activity)
- Random test failure—20 Pupil Instruction (PI) days suspension from school related activity and provide a negative test result, paid by the student's parent/legal guardian, prior to participation. (Carry over to the next activity)
- 10 hours of community service.

2nd Offense

- Conference with Student, Parent/Guardian, Administrator and Coach/Sponsor when applicable.
- Student must obtain a professional evaluation for substance abuse, paid by the student.
- Suspension from all school related activities for the remainder of the year or 45 Pupil Instruction (PI) days suspension from school related activities carried over to the following school year. (Whichever suspension is longer)
- Student must obtain a professional evaluation for substance abuse, paid by the student's parents/legal guardian.
- Student will complete random testing throughout the school year(s), at the discretion of the administration, until graduation as a condition of enrollment paid by the student's parent/legal guardian. (No less than once and no more than three times per quarter)
- 20 hours of community service.

3rd Offense

- Conference with Student, Parent/Guardian, Administrator, and President of BCS.
- Student must obtain a professional evaluation for substance abuse, paid by the student.
- Student may be suspended from school related activities for the remainder of high school.
- Student may be required to withdraw from BCCHS.

Chemical use policy violation consequences apply to all of the following activities: Athletics, Cheerleading, Drill Teams, Competitive Speech and Drama, Competitive Music Events, School functions/Activities (Dances), Clubs, Field trips (outside of classroom curriculum), Homecoming activities, and all other privileged activities.

NOTES:

- The selling or dealing of drugs will result in immediate expulsion.
- Students and their property are subject to search & seizure at any time there is reasonable suspicion
- Drug and Alcohol offenses will accumulate and carry over from year to year.

TOBACCO:

BCCHS is a tobacco free building where the use and possession of tobacco in any form may result in the following consequences:

First Offense:

1st Offense

- Conference with Student, Parent/Guardian, Administrator and Coach/Sponsor when applicable.
- 5 Pupil Instruction (PI) days suspension from school related activity and provide a negative test result, paid by the offender, prior to participation. (Carry over to the next activity)
- 10 hours of community service.

2nd Offense

- Conference with Student, Parent/Guardian, Administrator and Coach/Sponsor when applicable.
- Suspension from all school related activities for the remainder of the year or 15 Pupil Instruction (PI) days suspension from school related activities carried over to the following school year. (Whichever suspension is longest)
- Student must obtain a professional evaluation for substance abuse.
- Student will complete a monthly test until graduation as a condition of enrollment paid by the offender.
- 20 hours of community service.

3rd Offense

- Conference with Student, Parent/Guardian and Administrator to develop academic/behavior contract and determine a plan for professional help or expel student from BCCHS.

NOTE: Tobacco use violations will accumulate and carry over from year to year.

Diocese of Great Falls-Billings
Billings Catholic Schools
COMPUTER AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS
Purpose

This policy serves to protect the security and integrity of the Billings Catholic School's (BCS) electronic communication and information systems by educating students about appropriate and safe use of available technology resources.

The school reserves the right to monitor, retrieve, inspect and review the data, electronic mail (e-mail), files, settings or any other aspect of a school-owned computer or related system and will do so on an as-needed basis as determined by the school administration.

All students are responsible for reading and following information that may be distributed from time-to-time by the school about appropriate precautions to protect the school's systems.

A student who violates any aspect of this policy may be subject to disciplinary action including revocation of system privileges, expulsion, law enforcement notification or legal action.

Teacher or Lab Administrator Discretion

Use of computers in class is always subject to a teacher's discretion and classroom rules.

Use of computers in a lab is always subject to a teacher's or lab administrator's discretion and lab rules.

Acceptable Uses

Students may use the school computer system only for legitimate educational purposes, which include classroom and independent academic research that is supported by the subjects studied in school. All use must be consistent with the terms of this Policy and/or any other school or diocesan policy. Students shall not access entertainment sites such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher.

Personal Use

The school recognizes that some personal use of school-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the school's equipment and computer network and to prevent abuse of this privilege.

Any personal use is recognized solely as a privilege granted by the school, which can be immediately revoked for any abuse and/or misuse.

Only BCS students, or authorized staff may use school-owned equipment.

Personal use must take place during appropriate times. Personal use should never preempt school work.

Reasonable use of e-mail systems for personal correspondence is allowable, provided it does not interfere with normal school work and is consistent with all provisions in this policy. Students should treat this privilege as they would the ability to make personal telephone calls during school hours.

Reasonable use of the school's access to the Internet for personal reasons is allowable, provided it does not interfere with the student's normal work and is consistent with all provisions in this policy.

If students want to use or connect their own peripheral tools or equipment to school-owned systems (such as digital cameras, personal digital assistants (PDAs), disks or flash memory cards), they must have prior approval from the school administration and follow provided directions for protecting the school's computer network.

Files from appropriate use of the school's equipment should not be stored on a computer's hard drive.

Storage of personal files is at your own risk. The school may inspect any data or information stored on its equipment or network, even if the information is of a personal nature. Data files are subject to deletion at any time without notice.

Use of school equipment or technology for personal business interest, for-profit ventures, political activities or other uses deemed by the school to be inconsistent with diocesan policy or school activities is not allowed. If there is any question about whether a use is appropriate it should be forwarded to school administration for prior approval.

Software, Hardware, Games and Screen Savers

In general, all software and hardware required for a student to complete his or her assignments will be provided by the school. Requests for new or different hardware or software should be made to your teacher or lab administrator. Teachers or lab administrators may provide sources of approved software that students can download without prior approval.

Unapproved hardware, software, downloads (free or purchased), commercial software, shareware, freeware, toolbars, plug-ins, screen savers, games and music or other equipment that have not been specifically approved by the school administration may compromise the integrity of the school's computer system and are prohibited.

The school may without notice remove any unauthorized programs or software, equipment, downloads, or other resources if they could harm school systems or technology performance.

If there is any question about whether software, hardware or downloads, etc. are appropriate it should be forwarded to the school administration for prior approval.

Instant Messaging (IM)

The school does not provide students with resources or tools to communicate by IM when conducting school business. Students are not allowed to use IM as a mechanism for personal communication through the school's computer network and, are not allowed to download or install any IM software on their school equipment.

Storing and Transferring Documents

Electronic documents, including school-related assignments or materials created on a student's home or personal computer should not be stored by students on lab computers. Data files are subject to inspection and deletion at any time without notice.

Transferring data and documents between computer systems requires information to be stored on CDs, removable drives or other storage media. These items can also be used to transmit computer viruses or other items harmful to the school computer network.

The school may have installed anti-virus software on each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns. All files on any storage media may be automatically scanned for these threats.

Internet (World Wide Web)

The school provides Internet access to students for work on school related research and assignments.

Occasional personal use of the Internet is acceptable within the bounds of all school and diocesan policies. The following considerations apply to all users of the Internet whether school related or personal:

There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.

Personal use of the Internet during school hours is permitted so long as such use does not violate the terms of this Policy and/or any other school or diocesan policy. However, students may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to explicit material, or material advocating intolerance of other people, races or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.

No software may be downloaded from the Internet unless approved in advance by the school administration, or as allowed elsewhere in this policy. Prohibited downloads include but are not limited to commercial software, shareware, freeware, toolbars, plug-ins, screen savers, instant messaging (IM) clients, games and music.

Students may not participate in any Internet chat room unless the topic area is directly related to a student's school work.

The school may monitor any student's use of the Internet without prior notice, as deemed appropriate by the school administration.

Internet Safety

Internet access is limited to only those 'acceptable uses' as detailed in this policy.

Staff members will supervise students while students are using BCS Internet access, to ensure that the students abide by the terms and conditions for Internet access, as contained in this Policy.

Each BCS computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, pornographic, harmful, or inappropriate for students as defined by the Children's Internet Protection Act, the Director of Information Services, the BCS Technology Committee, the school principal, and the mission of BCS.

Notice of Computer Problems / Security

Students are responsible for notifying a teacher or lab administrator about computer problems or odd computer behavior. Do not demonstrate the problem to other users. If applicable, keep your account and password confidential. Do not use another individual's account. Attempts to log on to the Internet or any computer system as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Be polite, and do not become abusive in messages to others

Use appropriate language; do not swear or use vulgarities or any other inappropriate language

Do not reveal personal information, including the address or telephone number of yourself, students, or staff members

Recognize that use of the computer network is not private. People who operate the system have access to all files and data transmitted. Messages relating to or in support of illegal activities may be reported to the authorities

Do not use the network or Internet in any way, which disrupts the service or its operation for others.

Unacceptable Uses of the Internet, E-Mail and Other Technology

All users are strictly prohibited from visiting or posting to social networking sites.
Computer games whether installed or played online are not allowed.
Students may not use Instant Messaging (IM) websites or software.
Wastefully using resources, such as file space or printer ink and paper.
Hacking or gaining unauthorized access to files, resources, or entities.
Using another person's account or password, be it a student or a member of the staff.
Posting or forwarding material authorized or created by another without that person's consent.
Copyright law and this policy prohibit the republishing of text or graphics found on the Web or the BCS Website or file server, without explicit written permission of the content owner.
Posting anonymous messages, or using a person's name other than one's own when posting messages, blogging, chatting, etc... or forwarding material.
Using the network while access privileges are suspended or revoked.

School computer systems may not be used to transmit, retrieve or store any type of communication message, image or material that is illegal or that:

- Threatens a likelihood of disruption in the school;
- Is discriminatory, defamatory or harassing;
- Harms or interferes with the rights and reputation of students, employees, alumni, or the school itself;
- Contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin or physical attributes or any other condition or status protected by federal, state or local law;
- Is obscene, x-rated, pornographic in nature or contains adult-only related materials;
- Violates any policy of the school and/or diocese, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the school and/or diocese.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as the intentional or malicious destruction of or damage to any property or data of another user, the Internet, the school or any school or other network or computer equipment. This includes, but is not limited to, the uploading or creation of computer viruses.

Violations

Any use of BCS technology not in keeping with this Policy is not acceptable and will not be permitted. Users are required to immediately notify the school administration in the event that they become aware of security breaches (accidental or otherwise), viruses, unsolicited obscene material, hate mail or otherwise potentially violent communications, or any other use of the school's technology by anyone that involves a real or apparent unacceptable use as defined in this Policy. A student who violates any aspect of this policy may be subject to disciplinary action including expulsion, law enforcement notification or legal action. The Director of Information Services, BCS Technology Committee, or school administration will make decisions regarding whether or not a user has violated this policy and may deny, revoke or suspend access at any time. These decisions are final.

Indemnification

The user agrees to indemnify BCS for any losses, costs, or damages, including reasonable attorney fees, incurred by BCS, related to or arising out of any violation of this policy.

Please sign, date, and return to BCCHS main office!

CEN+RAL

ACKNOWLEDGEMENT OF RECEIPT OF:

BILLING CENTRAL CATHOLIC HIGH SCHOOL
STUDENT HANDBOOK
2018-2019

I have received and understand it is my responsibility to read the contents of the
BILLINGS CENTRAL CATHOLIC HIGH SCHOOL STUDENT HANDBOOK 2017-2018.

Parent Sign:
Print:
Date:

Student Sign:
Print:
Date:

Please print name, sign and return this form to the school office.