

Billings Wildcats

**Billings R-IV High School/Junior High
118 W. Mt. Vernon
Billings, MO 65610**



**Student and Parent Handbook
2026-2027
“A Model School of Excellence”**

Dear Wildcat Students, Parents and Families:

Welcome to the 2026-2027 school year! I am excited for the opportunity to lead the junior high and high school for my fourth year at Billings! When you walk into the doors of Billings R-IV school district, you are walking into a family whether you are returning students or brand new faces.

The policies and procedures contained in this handbook are designed to help the school run smoothly so that every student will have a successful year at Billings High School and Junior High. We strive to create a positive learning environment that is supportive and inclusive of everyone.

The faculty and staff of Billings High School/Junior High are eagerly awaiting the opportunity to prepare you for your future and your success. Together, we will celebrate your successes and learn from any setbacks, supporting you every step of the way. Our commitment is not just to see you graduate but to watch you flourish as individuals who contribute positively to the world around them.

We encourage you to embrace each new experience, make new friends, and actively participate in the wide variety of clubs, sports and activities available. This is not just a place of education; it's a community where friendships are forged and memories are created.

Once again, welcome to Billings High School and Junior High. Let's make this year exceptional, unforgettable and full of triumphs!

Go Wildcats,

**Mrs. Hickman
Principal
Billings JH/HS**

BELL SCHEDULE (26/27)

New schedule for this year with a 4-minute passing period and advisory at the end of the day. Advisory will be structured to include academic and activity enrichment along with counseling lessons, club meetings, and assemblies.

	<i>Students may enter the building at 7:30AM.</i> <i>***Breakfast begins at 7:35am ***</i>
Warning Bell	7:55 AM
1st Period	8:00 AM – 8:56 AM
2nd Period	9:00 AM – 9:52 AM
3rd Period	9:56 AM – 10:48 AM
4th Period	10:52 AM - 11:44 AM
JH Lunch	11:48 AM - 12:12 PM
5th Period (JH)	12:16 PM - 1:08 PM
5th Period (HS)	11:48 AM - 12:40 PM
HS Lunch	12:44 PM - 1:08 PM
6th Period	1:12 PM - 2:04 PM
7th Period	2:08 PM - 3:00 PM
Advisory	3:04 PM - 3:40 PM

Billings High School & Junior High

School Mascot

Wildcats

School Colors

Royal Blue and Gold

School Song

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

Motto:

Rich in Tradition...Preparing for the Future!

Billings R-IV Beliefs

We believe in:

- Encouraging high expectations and accountability for all.
- Ensuring a safe learning environment for students and staff that supports them physically, emotionally, and mentally.
- Leading students to find their purpose in life and equip them with the tools to achieve their dreams, goals, and academic success.
- Establishing and sustaining relationships with families, community, and businesses.
- Instilling positive character, a strong work ethic, and value in a job well done.

Welcome To Billings High School & Junior High School

Administration & Staff

Mrs. Cynthia Brandt	brandtc@billings.k12.mo.us	Superintendent
Mrs. Chellsie Cutbirth	cutbirthc@billings.k12.mo.us	Bookkeeper/Board Secretary
Mrs. Hayley Mooneyham	mooneyhamh@billings.k12.mo.us	Payroll/Superintendent's Secretary
Mrs. Anne Hickman	hickmana@billings.k12.mo.us	HS/JH Principal
Mrs. Cheryl Thornton	thorntonc@billings.k12.mo.us	HS/JH Secretary
Mr. Justin Snider	sniderj@billings.k12.mo.us	Elementary Principal
Mrs. Natalie Verch	verchn@billings.k12.mo.us	Elementary Secretary
Mr. Tad Belling	bellingt@billings.k12.mo.us	Curriculum Director
Mrs. Dawn Moore	moored@billings.k12.mo.us	School Nurse
Mrs. Audrey Hill	hilla@billings.k12.mo.us	Transportation Director/Bus Driver
Mr. Ben McClelland		Bus Driver
Mr. Alby Bos		Bus Driver
Mr. Blake Towe		Bus Driver
Ms. Kara Laswell		Bus Driver
Mr. Sam Brown		Bus Driver
Mr. Blayne Armstrong	armstrongb@billings.k12.mo.us	Athletic Director, PE, HS BBB
Mrs. Lorri Osbourn	losbourn@trilakescoop.com	Special Ed Director/Process Coordinator
Mr. Ethan Flood	floode@billings.k12.mo.us	Maintenance Director
Mrs. Beverly Wilson	wilsonb@billings.k12.mo.us	Custodian
Mr. Drew Harter	harterd@billings.k12.mo.us	Custodian
Mr. Dustin Johnson	johnsond@billings.k12.mo.us	Technology Director
Mrs. Christina Irwin	irwinc@billings.k12.mo.us	Kitchen Manager

Board of Education

Mr. Ben Garbee	garbeebe@billings.k12.mo.us	Board President
Mr. Gary Verch	verchg@billings.k12.mo.us	Vice President
Mrs. Karley Reeves	reevesk@billings.k12.mo.us	Treasurer
Mr. Chris Bos	bosc@billings.k12.mo.us	Member
Mr. Jim Gearing	gearingj@billings.k12.mo.us	Member
Mrs. Stephanie Dobbs	dobbss@billings.k12.mo.us	Member
Mr. Austin Essick	essicka@billings.k12.mo.us	Member

CONTACT INFORMATION

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

Faculty

Lane Pybas	pybasl@billings.k12.mo.us
Mia Datema	datemam@billings.k12.mo.us
Blayne Armstrong	armstrongb@billings.k12.mo.us
Tori Lundy	lundyt@billings.k12.mo.us
Peirce White	piercew@billings.k12.mo.us
Robert Smith	smithr@billings.k12.mo.us
Sherryl Souttee	soutees@billings.k12.mo.us
Susie Smith	smiths@billings.k12.mo.us
Quinn Appletoft	appletoftq@billings.k12.mo.us
Hanna Holmgren	holmgrenh@billings.k12.mo.us
Lisa McClelland	mcclellandl@billings.k12.mo.us
Katie White	whitek@billings.k12.mo.us
Jordan Smith	smithjo@billings.k12.mo.us
Jason Tutterrow	tutterrowj@billings.k12.mo.us
Sydney Hosman	hosmans@billings.k12.mo.us
Blake Hosman	hosmanb@billings.k12.mo.us
Elizabeth Edwards	edwardse@billings.k12.mo.us
Howard Zeigenbein	zeigenbeinz@billings.k12.mo.us
Brady Greear	greearb@billings.k12.mo.us

K-12 Counselor, TREND
A+ Coordinator, Career Tech Advisor
HS Health, JH Weights
Art
Math, SAR, NHS
Agriculture Education, FFA
Science
English
Social Studies, BBQ Team
Science
Library
Library Aide
Social Studies
English, Drama/School Play
Music, Choir, Band
Music, Choir, Band
Business, FBLA, Yearbook
HS/JH Sped
JH Health, HS Weights/PE

Coaches

Blayne Armstrong	armstrongb@billings.k12.mo.us	HS Boys Basketball
Kevin Armstrong	armstrongk@billings.k12.mo.us	HS Boys Basketball Assistant
Tyler Robertson	robertsont@billings.k12.mo.us	JH Boys Basketball, HS Boys Basketball Asst.
Quinn Appletoft	appletoftq@billings.k12.mo.us	HS Girls Basketball, JH/HS Cross Country
Elizabeth Edwards	edwardse@billings.k12.mo.us	HS Girls BB Assistant, JH Basketball, JH Volleyball
Kaitlynn Headley	headleyk@billings.k12.mo.us	JH/HS Cheer
Brady Greear	greearb@billings.k12.mo.us	HS Volleyball, HS Softball
Ryleigh Gearing	gearingr@billings.k12.mo.us	HS/JH Volleyball Assistant, HS Softball Asst.
Jordan Smith	smithjo@billings.k12.mo.us	HS Baseball
Jacob Anderson	andersonj@billings.k12.mo.us	HS Baseball Assistant
Kaitlynn Headley	headleyk@billings.k12.mo.us	JH Softball
Blake Towe	toweb@billings.k12.mo.us	JH Softball Assistant
Randy Roush	roushr@billings.k12.mo.us	Archery
Dustin Johnson	johnsond@billings.k12.mo.us	JH Baseball
Houston Harness	harnessh@billings.k12.mo.us	Track

NON-DISCRIMINATION STATEMENT

Billings R-IV School District does not discriminate based on race, color, national origin, sex, age, or disability in admission/access to, or treatment/employment of its programs, activities, or in any aspect of its operation. Inquiries related to District employment practices may be directed to Superintendent Cynthia Brandt, 118 W. Mount Vernon, Billings, MO 65610; telephone number 417-744-2623. Inquiries related to District programs may be directed to the Title IX Coordinator, JH/HS Principal Anne Hickman, 118 W. Mount Vernon, Billings, MO 65610; telephone number 417-744-2551.

Billings R-IV School

2026-2027

School Calendar

Board Approved March 25, 2026

July '26	August '26	September '26
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30
	30 31	
October '26	November '26	December '26
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
25 26 27 28 29 30 31	29 30	27 28 29 30 31
January '27	February '27	March '27
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3 4 5 6
3 4 5 6 7 8 9	7 8 9 10 11 12 13	7 8 9 10 11 12 13
10 11 12 13 14 15 16	14 15 16 17 18 19 20	14 15 16 17 18 19 20
17 18 19 20 21 22 23	21 22 23 24 25 26 27	21 22 23 24 25 26 27
24 25 26 27 28 29 30	28	28 29 30 31
31		
April '27	May '27	June '27
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1	1 2 3 4 5
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30
	30 31	

The Billings School District will follow the DESE regulations and state law for the calendar. This includes a calendar that meets 1044 hours of instruction and includes 36 weather make-up hours.

Events and Holidays

Aug 18 New Teacher Inservice
Teacher Professional Development
Aug 20 Open House
Aug 25 First Day of School
School Closed
Oct 19 Parent Teacher Conferences 11-7
Nov 25-27 Thanksgiving Break
Dec 21-Jan 4 Christmas Break
Mar 15-19 Spring Break
May 23 Tentative Graduation Date
May 28 Last Day of School

Holidays Not In Session:
Sept 4 Fair, Sept 7 Labor Day
Jan 18 Martin Luther King Jr. Day
Feb 15 President's Day
Mar 26 Good Friday
Mar 29 Easter Monday
May 31 Memorial Day

Make-Up Days, First 5 AMI Days
Potential Make-Up Days:
Dec 7, Jan 25, Feb 22, Mar 8, Apr 19, May 3

Oct 16 End of 1st Quarter (32 days)
Dec 18 End of 2nd Quarter (35 days)
Mar 12 End of 3rd Quarter (40 days)
May 28 End of 4th Quarter (40 days)

Student Hours: 1046
Student Days: 147
Teacher Days: 158

**Beginning July 1, 2019, Section 160.041 RSMo: A School District must adopt a calendar that meets minimum standards that provide 1044 hours of instruction and must include a minimum of 38 weather make-up hours for possible loss of attendance due to inclement weather and half the number of additional lost or cancelled hours up to 48, resulting in no more than 60 total make-up hours.*

A+ Schools Program

Goals of the A+ Program:

1. All students will graduate from high school.
2. All students complete a section of high school studies that is challenging and with identified learning experiences.
3. All students proceed from high school graduation to a college or postsecondary vocational or technical school or high-wage job with workplace skill development opportunities.

All eligible students at Billings High School, regardless of income, who meet all the criteria listed below have the opportunity to receive reimbursement for the unpaid balance of the cost of tuition and general fees, subject to legislative appropriation for a period of two years (six semesters) to any Missouri public community college, vocational or technical school after federal post-secondary financial assistance funds have been applied. This is contingent upon the student meeting ALL of the following requirements:

1. Attend Billings High School for at least two years prior to graduation.
2. Graduate from high school with a cumulative grade point average of 2.5 or higher on a 4.0 scale.
3. Have at least a 95% cumulative attendance record during high school.
4. Perform 50 hours of unpaid school-based tutoring or mentoring. 25% can be job shadowing.
5. Maintain a good record of citizenship and avoid the unlawful use of drugs or alcohol.
6. Earn *Advanced or Proficient* on the Algebra I EOC (EOC) Assessment or an equivalent Math ACT composite score based on their GPA.
7. Make a documented, good faith effort to secure all available federal post-secondary student funds that do not require repayment (must complete the FAFSA form the last semester of a student's senior year).
8. Male students must register for Selective Service and show proof of such registration.

The student financial incentive may be available for a period of up to four years after high school graduation. To maintain eligibility while attending a Missouri public community college or vocational/technical school, a student must be enrolled on a full-time basis and maintain a GPA of 2.5 or higher.

Students may participate in the program by obtaining, completing, and returning an A+ agreement Forms to the A+ coordinator. Enrollment into the A+ program is encouraged during the student's freshman year so that students and parents may focus on the goals of the program. The deadline for enrollment into the A+ program is December of the student's senior year.

SCHOOL HOURS

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

Breakfast will be served beginning at 7:35 AM

Classes Begins at 8:00 AM

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

ANNOUNCEMENTS

Announcements are given daily for students to have information about upcoming events. BHS/JH will provide other announcements and information through the school's social media, website, and student information system.

ASSEMBLIES

Student assemblies are held to provide information or for student entertainment and enrichment. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior or conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

Any student who does not cooperate is subject to disciplinary action and exclusion from future programs. Behavior for all assemblies, including virtual assemblies, is also expected to reflect students' highest levels of respect and responsibility.

ATTENDANCE

Missouri school law requires every parent or other person in the state having charge, control, or custody of a child between the ages of 7 to 17 years shall cause the child to attend regularly some school, public, private, parochial, or parish school not less than the entire time the school which the child attends is in session or shall provide the child at home with regular daily instruction during the usual school hours which shall, in the judgment of the court of competent jurisdiction, be at least substantially equivalent to the instruction given to the children of like age in the day school in the locality in which the child resides.

The instructional format for courses offered at BHS/JH requires students to attend class regularly and without tardiness.

Types of Absences:

Absence: Failure to attend class during the regularly scheduled class time; arrival to class after the first 15 minutes of class start time; failure to sign in at the office upon late arrival.

Truancy: An absence not approved by parents and by the school administration. Truancy violates state statutes and school regulations and may result in suspension or other disciplinary action.

Suspension: An absence required by school authorities as disciplinary action for inappropriate student behavior. Students cannot participate in activities, practices, or school events on or off-campus suspension has been served. This includes students assigned to in-school suspensions and out-of-school suspensions.

School Activities: Students represent their school in various athletic and academic activities. When a student serves as an authorized school representative, the student is not considered absent. Students participating in extracurricular activities resulting in missed classes are responsible for **ALL** assignments, assessments, etc., with the teacher.

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

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

The Billings School District has an attendance policy for junior high and high school. Students are allowed eight (8) absences per class per semester. Any absences over eight (8) will be considered excessive. **All absences, including those approved in advance by school officials, except those for school-sponsored**

activities, will count against a student's days absent. (The student should be careful in using absences because the school attendance committee may not waive excessive absences. All absences should be verified through a doctor's note or another verification form.) Students with less than a 90% attendance percentage in a semester will be in jeopardy of losing class credit.

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

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

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

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

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

When it is necessary for a student to leave school during the day, a parent or guardian **MUST** have contact with the office and the student must sign out in the high school office before that student is allowed to leave campus. Any student leaving the school without prior contact with administration, or the front office, will be considered truant. It is the student's responsibility to ensure their parents have contacted the school before leaving. When a student returns during the school day, he/she must sign back in at the front office.

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

ATTENDANCE PROTOCOL

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

BELL SCHEDULE

	Students may enter the building at 7:30 am. Breakfast served at 7:35 am.
Warning Bell	7:55 AM
1st Period	8:00 AM – 8:56 AM
2nd Period	9:00 AM – 9:52 AM
3rd Period	9:56 AM– 10:48 AM
4th Period	10:52 AM - 11:44 AM
JH Lunch 5th Period (JH)	11:48 AM-12:12 PM 12:16 PM - 1:08 PM
5th Period (HS) HS Lunch	11:48 AM - 12:40 PM 12:44 PM - 1:08 PM
6th Period	1:12 PM - 2:04 PM
7th Period	2:08 PM - 3:00 PM
Advisory	3:04 PM - 3:40 PM

BUILDING SECURITY

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

BULLYING

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

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

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

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

CLASS RANKINGS/HONORS

In the interest of encouraging and recognizing outstanding academic achievement, The Administration, Counseling Center, and Graduation Committee will select a valedictorian and salutatorian according to the following procedures:

- The valedictorian will be the student with the highest weighted grade point average as computed at the end of eight semesters of high school work.
- The salutatorian will be the student with the second-highest weighted grade point average as computed at the end of eight semesters of high school work.
- GPA will be calculated to the nearest ten-thousandth of a point. The GPA will be rounded to the nearest hundredth.

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

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

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

COLLEGE VISITS

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

CONDUCT AT EVENTS

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

DEFACING SCHOOL PROPERTY

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

DIRECTORY INFORMATION

Directory Information may be prepared for mass release (school yearbook, school directory, athletic programs, summer school, summer camps, PTA, businesses, churches, the military, etc.) unless parents/guardians or an eligible student indicates that they do not wish the information to be disclosed. Directory information may consist of the following: Name of student (first, last, middle), telephone number, name(s) of the parent, stepparent or guardian, mailing address, school, grade, height and weight (athletic programs), graduation date, attendance record, video/photographic images, awards or honors. Please be aware, that if a request is made

for your child's information to **NOT** be included in Directory Information, then his/her name and relevant information may not be included in such things as athletic programs, graduation press releases, and the yearbook. To request that your child's information **NOT** be included in Directory Information, pick up a form in the office, sign, and return it. This request must be made during the first 10 days of school.

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

DRESS CODE

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

The school has established appropriate dress standards. These include

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

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

All Dress Code decisions of the administration shall be final.

DROP OUTS

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

DRUG/ALCOHOL/TOBACCO/E-CIGARETTE POLICIES

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

RANDOM DRUG TESTING - GRADES 7-12

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

Participation in school-sponsored activities and parking on school grounds is a privilege and will be viewed as such. Students involved in all of the aforementioned carry a responsibility to themselves, their fellow students, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

Each student participating in extracurricular activities, co-curricular activities, and clubs, and those who seek a parking permit will receive copies of the "Activities and Parking Permit Drug Testing Policy" with an "Activities and Parking Permit Drug Testing Consent" form which shall be read, signed, dated by the student, parent, and/or guardian. Students must return the consent form to the high school office within **15** school days of receipt before the student will be allowed to participate in any extracurricular activity, co-curricular activity, or club, or obtain a valid parking permit.

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

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

First Offense: Parent conference and student suspension from participation in all extra and co-curricular activities, clubs, and from parking on Billings R-IV campuses for **28 calendar days** (including all meetings, practices, performances, and competitions). During this time it is recommended that the parent/guardian obtain a substance abuse evaluation education/counseling for the student. The parent/guardian of the student will be responsible for the costs of this counseling. Students will remain in a class that involves co-curricular activities

during the suspension and may participate in classroom activities, but may not participate in any activities outside of the regular school day.

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

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

DUAL CREDIT

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

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

DUE PROCESS

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

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

ELECTRONIC/COMMUNICATION EQUIPMENT

Beginning in the 2025-2026 school year, all schools in the state of Missouri in accordance with Senate Bill 68, shall create a policy that prohibits students from using or displaying personal electronic devices from the beginning until the end of the school day.

Therefore, Billings Schools bans personal electronic devices from the beginning of the day until the end of the school day from 7:30am to 3:40pm on any day that school is in session, including instructional time, lunch, breaks, and passing times Personal Electronic Devices should be left at home, left in vehicles or placed on silent in their backpack or kept in lockers. Combination locks are available in the high school office if needed. Personal electronic devices should not be kept on a student including in their pockets, hoodies, etc and are subject to confiscation.

Personal electronic devices include cell phones, smartwatches, radios, iPods, tablets, earbuds, headphones, beepers, Bluetooth speakers, laser pointers, portable video games, etc. at school for personal use. Additionally, personal laptop computers may not be connected to the district's network, nor attempted to be connected. Such items are attractive targets for theft and may also interfere with the educational process.

The use/inappropriate use of any personal electronic devices will result in disciplinary action for insubordination. Exceptions to the use of personal electronic devices for medical reasons only need to be approved through administration. Parents and students are reminded that the school office phones are available for parents and students to contact each other for legitimate reasons, i.e. illness, personal matters, etc.

First Offense: Device is confiscated and turned into the office and verbal warning. Student may pick up the device after school in the office.

Second Offense: Device is confiscated and turned into the office and (1) after school detention. Additionally, students will not be allowed to participate or attend any extra-curricular activity or event that afternoon/evening. Parents/guardians must pick up the device during school hours from the office.

Third Offense: Device is confiscated and turned into the office and (2) after school detentions. Additionally, students will not be allowed to participate or attend any extra-curricular activity or event that afternoon/evening. Parents/guardians must pick up the device during school hours from the office.

Fourth and Subsequent Offenses: Device is confiscated and turned into the office and (1) day of ISS. Additionally, students will not be allowed to participate or attend any extra-curricular activity or event that afternoon/evening. Parents/guardians must pick up the device during school hours from the office.

*If a student refuses to turn over their device, parents/guardians will be contacted and students will be sent home on OSS for insubordination if they still refuse to turn over their device.

EMERGENCY DRILLS AND PROCEDURES

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

EXTRACURRICULAR ACTIVITIES

Participation in the various organizations and activities is strongly recommended for all students. There are various methods and requirements for selection and membership particular to each organization, but all must conform to rules approved by the Billings R-IV Board of Education. The Billings R-IV School District will adhere to all MSHSAA guidelines regarding "Resident Participation Students" as defined by Missouri Senate Bill 63.

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

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

Billings High School is a member of the Missouri State High School Activities Association and, as such, requires students involved in extracurricular and interscholastic activities to meet and uphold certain eligibility standards. **Students must be in attendance at least four clock hours in order to participate in any school-sponsored activity or MSHSAA activity that night unless PRIOR permission is obtained from the principal. Students must also be present on Friday for at least four hours in order to participate in Saturday or Sunday events. Students must also not be serving ISS/OSS or SD in order to participate in extracurricular activities.**

Per MSHSAA guidelines, all student-athletes are required to ride the bus to away competitions unless prior permission is obtained from the High School Office in cases of emergency. Likewise, student-athletes may only be signed out after an away competition by a parent or guardian except in cases of emergency and only with prior approval from the high school office.

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

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

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

ELIGIBILITY POLICY

Student grades will be updated weekly by teachers and can be accessed at any time by logging into the Infinite Campus Portal. Academic and attendance eligibility checks will take place approximately every three weeks beginning on Friday, September 11th. Grades will be due at 8am the following Monday (or Tuesday) and an eligibility report will be created. Students and parents will be notified by email of the status of their student's eligibility.

- Academic:
 - If a student is failing one or more classes at any tri-term/progress check, they will be ineligible and not permitted to participate or attend any extracurricular activities. This includes all athletic events, clubs, and activities as well as attending any school-sponsored events, including Homecoming and Prom.
 - If students are involved in a sport while they are ineligible, they may not compete in any game. It will be up to the coach if they will be allowed to practice, dress out for the game, etc.
 - Whenever a student's failing grade(s) has been corrected and a passing grade is established, then they will become eligible again.
 - A student MUST be eligible at the beginning of the day (by 8:00am) in order to participate or attend an event that day or after school.
- Attendance:
 - If a student's attendance is below 90%, they will be ineligible and not permitted to participate or attend any extracurricular activities. This includes all athletic events, clubs, and activities as well as attending any school-sponsored events, including Homecoming and Prom.
 - If students are involved in a sport while they are ineligible, they may not compete in any game. It will be up to the coach if they will be allowed to practice, dress out for the game, etc.
 - When a student's attendance is at or above 90%, then they will become eligible again.
 - Students with extenuating circumstances regarding their attendance may complete an attendance appeal and provide documentation of absences for a consideration of a waiver of this rule.
- Ineligible students will not be allowed to leave school early if their club/sport is leaving school early for an event or contest.

FINALS

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

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

First semester finals will be administered during the days of December 14th - 18th. Second semester finals will be administered during the days of May 18th - 28th.

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

FOOD/BEVERAGES

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

Parents are always welcome to bring lunch to school for their students to pick up at lunchtime. However, food deliveries from outside sources are not permitted. This includes, but is not limited to: pizza delivery, Get Fed Republic, GrubHub, etc. Food deliveries will be declined and sent back to the offices.

FUNDRAISING

Fundraising for student activities shall be held to a minimum and must have prior approval from the administration. Sponsors of student activities are required to deposit all collected funds daily at the principal's office. Sponsors shall obtain a receipt from the secretary for such funds. Sponsors shall maintain records and issue receipts for any funds collected from students and/or adults. At no time shall any sponsor maintain a private or "petty cash" fund. Students will not collect, count, or prepare cash for deposits. All club sponsors will conduct these activities.

GANG INFORMATION

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

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

GRADES AND GRADING SCALE

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

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

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

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

GRADE CLASSIFICATIONS

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

If at the beginning of the fall semester,

- a student has 0-5 credits earned, they will be classified as a freshman for that year.
- a student has 5.5 - 12 credits earned, they will be classified as a sophomore for that year.
- a student has 12.5 - 18 credits earned, they will be classified as a junior for that year.
- a student has 18.5 - 26 credits earned, they will be classified as a senior for that year.

GRADUATION REQUIREMENTS

English	4 units
Social Studies.....	3 units
Mathematics.....	3 units
Science.....	3 units
Physical Education.....	1 unit
Fine Art.....	1 unit
Practical Art.....	1 units
Personal Finance.....	1/2 unit
Health.....	1/2 unit
Electives.....	9 units
TOTAL.....	26 units

GUIDANCE PROGRAM

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

HALL PASSES

No student may leave a classroom unless excused by the teacher. Any student not in class must have a pass. It should not be necessary for a teacher to give students passes to go to their lockers or to the restrooms on a frequent basis. Students will leave their cell phones in the classroom, with their supervising teacher, when they leave class for water or bathroom breaks. Students will not be allowed to leave the building to go to their cars during the day except for emergency situations which will be approved by the principal.

HEALTH SERVICE

The school nurse will administer minor first aid in the health office located in the center hallway. If a student becomes ill or injured, they should get a pass from a teacher to visit the nurse. **Should a student become ill at school they must check in with the school nurse before contacting their parents.** For this reason, it is

very important that the school have every student's emergency information form on file with the nurse so that parents may be contacted quickly if necessary. If medication is to be taken at school it must be kept in the Nurse's office in its original container and a written note is required from a physician stating dosing information.

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

HOMELESS STUDENTS

We are committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless liaison. Policies will be reviewed to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records, and guardianship.

HOMEWORK

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

HONOR ROLL

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

INSURANCE

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

LEAVING SCHOOL

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

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

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

LIBRARY

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

LOCKERS

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

LUNCH

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

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

Per District Policy, students may charge up to \$20 for school meals. Once students have a debt of \$20, they will be offered an alternative lunch or students can purchase a lunch tray and/or a-la-cart items with cash until their account balance is paid off. Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. The district will make reasonable efforts to collect delinquent debts, including turning over unpaid meal charge balances to a collection agency.

CAFETERIA/FOOD & DRINK

The cafeteria/commons at BHS/JH operates on a closed noon hour and only in extreme cases is anyone allowed to leave campus during the lunch period. Students are not allowed to have outside meals from local restaurants brought to them. All outside food or drink will be kept in the office until the end of the day for the student to pick up. As a general rule, energy drinks will not be allowed on campus.

Students who leave campus during the noon hour must have permission from the principal. Students are expected to remain in the commons/cafeteria area during the lunch period unless permission is given by the cafeteria supervisor. Students are also to display appropriate conduct at all times including in the cafeteria. This includes the proper disposing of trash, putting trays and silverware away, talking appropriately, and remaining in their seats until lunch time has concluded. As a common courtesy to everyone, cleaning up the area students eat in is expected before leaving the cafeteria. Food and drinks may be consumed in the cafeteria/commons and are not to be taken into hallways or classrooms. Food and drinks in the hallways may be confiscated. Capped plastic bottles may be taken and stored in lockers if the privilege is not abused.

LUNCH/BREAKFAST PRICES

Full Price:

HS/JH Breakfast: \$2.50

HS/JH Lunch: \$3.40

Reduced:

HS/JH Breakfast: \$0.30

HS/JH Lunch: \$0.40

Extra Milk: \$0.60

MAKE-UP WORK

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

MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction. Billings students may request to participate in the Missouri Course Access and Virtual School Program (MOCAP). All requests should be made in writing to the High School Principal. For further information, see Board Policy. MOCAP requirements and guidance can be found at the following link:

<https://mocap.mo.gov>

MISSOURI OPTIONS PROGRAM

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

The program is specifically designed for students who are 17 years of age or older and are at least one year behind their cohort group. Please contact the high school principal if you are interested in this program to discuss options.

MISSOURI SCHOOL VIOLENCE HOTLINE INFORMATION

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

NOTIFICATION SYSTEM

Billings uses a rapid notification system that allows the school to contact all parents within minutes.

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

OFFICE PROTOCOL

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

PROGRESS REPORTS

Progress reports are emailed home to students in the 3rd and 6th weeks of each quarter. All grades will be updated by Tuesday morning to reflect students' current grades. Parents may access these grades via the Parent Portal. For more information or to set up a Parent Portal account, please call the High School Office.

PROMOTION/RETENTION

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

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

RECORDS AND TRANSFERS

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

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

REPORT CARDS

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

Eligibility Grade Checks will be conducted during the third and sixth week of each quarter. Individual teachers may send detailed grade reports home at these times as well. These will be signed and returned to the sending teacher.

SAFE SCHOOLS ACT

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

SCHEDULE CHANGES

1. Unless special circumstances warrant, no schedule changes are to be made after the first full week of the semester has been completed.
2. All schedule changes are to be made during a conference with the counselor or in some cases the high school principal.
3. Unless special circumstances warrant, students will only be allowed one schedule change conference per semester.
4. Second-semester schedule changes may be made only under one or more of the following conditions:
 - a. The student has enrolled in a semester class the first semester and desires to enroll in a class second semester other than the one he indicated at the beginning of the year. (Note: a student will probably not be permitted to drop a required class to enroll in an elective class in the second semester).
 - b. The student was enrolled in a class in the first semester in which he/she has already passed the second semester, and must enroll in another class to receive credit. The student has failed the second semester of a required class in the past and needs to add that class.
 - c. The student has failed a specific first-semester class during the current school year and/or in the teacher's opinion will have difficulty passing the second semester. A senior needs to add a specific class to satisfy or help satisfy a graduation requirement. Very special circumstances exist that would, in the opinion of the high school principal, warrant a schedule change.
5. Any student fitting one or more of the aforementioned categories should contact the high school counselor.

SCHOOL CLOSINGS

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

SCOTT REGIONAL TECHNICAL CENTER

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

Programs offered are:

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

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

While attending SRTC students must:

1. Report to the gym lobby each morning at 8:00am to check-in and order lunch.
2. Refrain from horseplay on the bus while traveling to and from SRTC. Students who lose the privilege to ride the bus will not be allowed to transport themselves to SRTC and will be required to remain on the Billings School campus.
3. Maintain the required grade point average (2.0).
4. Maintain at least 90% attendance.
5. Maintain good citizenship and have no more than 10 days of OSS.

SEARCHES BY SCHOOL OFFICIALS

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

SEXUAL DISCRIMINATION AND HARASSMENT

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

SPECIAL EDUCATION

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

SUPERVISION

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

TARDINESS/LATE ARRIVAL

Students are expected to be in class in their assigned seats when the tardy bell rings. Being on time to class is extremely important. It is disrespectful to teachers and disruptive to others to have class time interrupted by those who are not on time. Teachers will record students who are tardy to their class. Students with more than 3 tardies per semester will be subject to disciplinary measures. Those measures include lunch detention, after-school detention, in-school suspension/Saturday detention or loss of assigned parking space.

Students arriving at school after 8:00am will be counted absent for the total number of minutes that they missed. This will count against their overall attendance and could affect a student's extra-curricular eligibility.

Cumulative Tardies	Consequence
3rd Tardy	Warning from Admin
4th, 5th, 6th Tardy	1 Lunch Detention per Tardy
7th,8th Tardy	2 Lunch Detentions per Tardy
9th Tardy	1 After School Detention
10 or more Tardies	1 Day of ISS, Attendance Meeting and/or loss of parking space.

TECHNOLOGY USE

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

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

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

TELEPHONES

There is a telephone in the high school office for student use during passing time. Students should not use the telephone during class time. If a student receives a phone call in the office, a message will be delivered between classes unless an emergency exists.

TESTING

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

TRANSPORTATION AND PARKING

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

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

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

VERBAL HARASSMENT

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

VISITORS

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

VOCATIONAL-TECHNICAL SCHOOL

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

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

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

WITHDRAWAL PROCEDURE

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

Student Discipline

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

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

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

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

PENALTY(S) FOR VIOLATION OF BHS/JH STUDENT CONDUCT CODE

Lunch Detention (LD)

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

After School Detention (ASD)

ASD will be held every Tuesday and Thursday from 3:45 pm. until 4:45 pm. The building principal will assign ASD. Students will be supervised by the Principal or other designated personnel. Each student is responsible for having his/her own work to do the entire ASD period. **Students will be required to be on time and write an ASD reflection!** Students who are absent the day of their assigned ASD will be re-assigned the next scheduled ASD. Students that missed one day of ASD will be re-assigned two days of ASD for each day missed. Any misconduct by the student will be grounds for automatic dismissal from ASD and an assignment of Out of School Suspension.

In-School Suspension (ISS)/Saturday Detention (SD)

Students who are assigned ISS/SD for any disciplinary problem will be allowed to make up work for full credit when arrangements are made by the student to obtain assignments from his/her teachers at the time of the suspension. Specific procedures/rules for ISS/SD are given to the student at the time of the suspension including an ISS/SD written reflection to be completed during the time that the student is serving ISS/SD. Students may not attend school-sponsored activities while serving ISS/SD. Saturday Detention will run from 8:00 am - 11:00 am.

Out-of-School Suspension (OSS)

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

Being on or Near School Property During Suspension

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

Prohibited Conduct

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

Arson

Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

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

Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury, physically injuring another person. All incidents of assault will be reported to the Billings Police Department.

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

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

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

First Offense: Expulsion.

Automobile/Vehicle Misuse

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

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

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

Bullying and Cyberbullying

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

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

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

Bus Misconduct

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

Dishonesty

Any act of lying, whether verbal or written including forgery including academic dishonesty.

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

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

Disrespectful or Disruptive Conduct or Speech

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

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

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

Drugs/Alcohol

1. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs imitation controlled substances or drug-related paraphernalia, including controlled substances, unauthorized inhalants and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substances Act. All vehicles parked in the school parking lot are subject to visual inspection by administration and/or the School Resource Officer.

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

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

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

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

Subsequent Offense: Expulsion.

Extortion

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

Failure to Meet Conditions of Suspension

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

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

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

False Alarms

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

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

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

Fighting (see also assault)

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

Hazing

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

First Offense: ASD, in-school suspension/Saturday detention or 1-180 days out-of-school suspension.

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

Public Display of Affection

Physical contact which is inappropriate for the school setting including but not limited to kissing and groping.

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

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

Sexual Harassment/Misconduct

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

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

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

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

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

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

Technology Misconduct

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

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

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

Theft

Theft, attempted theft or willful possession of stolen property.

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

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

Threats

Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

Tobacco/E-Cigarette/Vape-like Devices

1. Possession of any tobacco products or e-cigarette on school grounds, school transportation or at any school activity. All incidents of tobacco possession will be reported to the proper authorities.

First Offense: Confiscation of product, in-school suspension/Saturday detention

Subsequent Offense: Confiscation of product, in-school suspension, or out-of-school suspension.

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

First Offense: Confiscation of product, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of product, 4-10 days out-of-school suspension.

Truancy

Absence from school without the knowledge and consent of parents/guardian and/or the school administration, excessive non-justifiable absences even with the consent of parents/guardians. All incidents of truancy will be reported to the proper authorities.

First Offense: ASD, 1-3 in-school suspension/Saturday detention

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

Unauthorized Entry

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

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

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

Vandalism

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students) All incidents of vandalism will be reported to the proper authorities.

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

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

Weapons

No student may possess a weapon (regardless of length and including pocket knives) on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. School property is defined as : Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots, and school buses. All incidents of possession of a weapon will be reported to the proper authorities.

A weapon is defined as any of the following:

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

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

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

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

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

Subsequent Offense: Expulsion.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Billings R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Billings R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Billings R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Billings R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent of the Billings R-IV School District at 118 W. Mt. Vernon, Billings, MO 65610.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Billings R-IV School District Superintendent's Office.

This notice will be provided in native languages as appropriate.

Last revised November 2003

FAMILY EDUCATION RIGHTS AND PRIVACY ACT & NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Billings R-IV School District has designated certain information contained in the educational records of its students as directory information for the purposes of the Family Education Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) student's name, (2) parent's name, (3) address, (4) telephone number, (5) date and place of birth, (6) major field of study, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees and awards received, (11) most recent previous school attended, and (12) photograph.

Directory information may be disclosed by a school official of the Billings R-IV School district for legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff person; a person serving on the R-IV School Board; a person or company with whom the district has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his professional responsibility.

Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will NOT be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Parents or eligible students have ten (10) days after the annual public notice to view the student's directory information and to provide notice in writing to the building principal that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) day period, the school district may disclose any of those items designated as directory information without prior written consent.

In the event a notification of refusal is not filed, the Billings R-IV School District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

The Billings R-IV School District offers federal programs that include Title I, Title II, and Title IV. Program

Complaints may be addressed through the following procedure.

The standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and Improving America's Schools Act (IASA).

What is a complaint for purposes of this policy?

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or the Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or regulation of the Department of Elementary and Secondary Education.
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

How are complaints filed?

1. Complaints against local school districts.
A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. *A question about local school district policies, rules, or practices that are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local district level.*
2. Complaints against the Department of Elementary and Secondary Education.
A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.
2. Within thirty (30) days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten (10) working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision.

and notify the complainant in writing.

5. If the complainant disagrees with the decision of the Deputy Commission or Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.

NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Billings R-IV Board of Education believes that discrimination against a qualified disabled person, solely on the basis of disability, is unfair. Furthermore, the Board believes that qualified disabled persons should be in the mainstream of life in the school community to the extent that is reasonably permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the school district does not and will not discriminate on the basis of disabling conditions in the educational programs, activities, and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

Under P.L. 93-112, Section 504 of the Rehabilitation Act of 1973, P.L. 94-142, the Education for All Handicapped Children Act of 1975, and the Americans with Disabilities Act, the Republic R-III School District:

- May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.
- Must make facilities, programs, and activities accessible, usable, and open to qualified disabled persons.
- Must provide free appropriate education at elementary and secondary levels, including non-academic and extracurricular services and activities to qualified disabled persons.
- May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity, or from any adult education or vocational program or activity.
- Must provide each qualified disabled person with the same health, welfare, and other social services as are provided by other persons.

The statements of nondiscrimination by the district are published to patrons, employees, and students on an annual basis. Information regarding the Americans with Disabilities Act (ADA) and its applicability to the district's programs, service, and activities will be made available to applicants, participants, and other interested persons. Accordingly, it will be the policy of the Board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to disability to all of its students and employees.

Grievances – Alleged Discrimination on the Basis of Disabling Conditions

It shall be the policy of the Board that individuals be assured the opportunity for an orderly presentation in the review of grievances, which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of disabling conditions in educational programs governed by P.L. 94-142 shall be those outlines in the Missouri Department of Elementary and Secondary Education publication *Compliance Policies for Public Law 94-142, The Education for All Handicapped Children Act of 1975*.

No person shall suffer reprisals as a result of having initiated or presented a grievance.

This notice can be provided in the parent's native language.

BILLINGS R-IV SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT

Billings R-IV School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission/access to, or treatment/employment of its programs, activities, or in any aspect of its operation.

PARENT INVOLVEMENT PLAN

Billings R-IV School District

The Billings R-IV School Community, which includes district personnel and parents, recognize parent involvement in the educational process as a critical factor whose importance cannot be over emphasized. The necessity for parent involvement in the education program is also recognized by Title I policy which requires a written plan that describes the means for carrying out requirements for parental involvement. This written plan, which describes these requirements for the Billings R-IV School, will be distributed annually to the parents of all students participating in the District's Title I programs.

An advisory council consisting of the Title I coordinator, building administrators, Title I resource teacher, and parents of Title I students will assist in the formulation of the District's Title I program plan and the process of school review and improvement. The council will utilize the results of the annual program review survey to formulate the plan and to provide direction for program improvement. The council will also formulate a school-parent compact that will outline how parents, the entire school staff, and the students will share the responsibility for improving student achievement. The plan will be submitted to the parents of all Title I students for comment before adoption. The compact will:

- Describe the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
- Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables Title I children to meet the State's student performance standards; and
- Address the importance of on-going communication between teachers and parents through parent-teacher conferences, frequent reports to parents on progress, and reasonable access to staff and opportunities to volunteer, participate, and observe in the child's classroom.

School wide parent meetings will be held annually in the spring, to address program issues including: student selection; program goals, operating procedures, and services; individual and aggregate student achievement results and to inform parents of their right to be involved. All parents of Title I students will also be surveyed annually to elicit their view of program effectiveness and suggestions for improvement.

The parent involvement component will also include a quarterly newsletter to the parents of all Title I students. The newsletter will provide information regarding such things as program activities, favorite books, interpretations related to student and school performance, information related to scheduled meetings, and tips related to parenting skills. The newsletter may also contain a list of parent resource materials that are available for check-out through the school's parent resource section of the library.

The District will include Title I parents in all scheduled parent-teacher conferences. These conferences, which are to be held on a flexible schedule, will be utilized to inform parents of program activities, student progress toward established objectives, and overall program effectiveness. In addition to formalized conferences, the parents of Title I students will be provided with progress reports concerning student progress toward achieving curricular objectives on a quarterly basis and at other times as necessary.

The District will, with the assistance of parents, provide professional development activities to educate all school personnel in the importance of valuing parent contributions; communicating and working with parents as equal partners; implementing and coordinating parent programs; and building ties between home and school. Professional development activities will be held at preschool staff workshops and periodically throughout the school year.

Finally, comments from parents regarding the District's Title I program, including the School Parent Involvement Plan, are always welcome. Should you have comments regarding the program and/or this plan, please contact your child's teacher, Title I resource teacher, or the building principal.

Elementary Principal, Mr. Snider
Title I Reading Teacher, Ms. Helsel
NCLB ACT

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110) have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information the parents may request, districts must provide to each individual parent—

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

COMPLAINT RESOLUTION

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: **If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to solve the problem as quickly as possible.**

1. **Contact the person who you have a complaint about and discuss it with him/her.**
2. **If the problem still exists, contact the principal.**
3. **If the issue is still unresolved, contact the superintendent.**
4. **If not resolved at that point ask the superintendent to be placed on the agenda for the next school board meeting to discuss the issue with school board members.**

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any person directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about his procedure or how complaints are resolved may contact local district or Department personnel.

PUBLIC RELEASE

June 2026

Billings R-IV School District announced its revised free and reduced price policy for school children unable to pay the full price of meals served in schools under the National School Lunch Program and the School Breakfast Program.

Local education officials have adopted the following family-size income criteria for determining eligibility:

Household Size	Maximum Household Income Eligible for Free Meals			Maximum Household Income Eligible for Reduced Price Meals		
	Annually	Monthly	Weekly	Annually	Monthly	Weekly
1	\$20,748	\$1,729	\$399	\$29,526	\$2,461	\$568
2	28,132	2,345	541	40,034	3,337	770
3	35,516	2,960	683	50,542	4,212	972
4	42,900	3,575	825	61,050	5,088	1,175
5	50,284	4,191	967	71,558	5,964	1,377
6	57,668	4,806	1,109	82,066	6,839	1,579
7	65,052	5,421	1,251	92,574	7,715	1,781
8	72,436	6,037	1,393	103,082	8,591	1,983
Each add'l member	+7,384	+616	+142	+10,508	+876	+203

Children from families whose current income is at or below those shown are eligible for free or reduced price meals. Applications are available at the school office. To apply, fill out a Free and Reduced Price School Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. A complete application includes: (1) household income from all sources or Food Stamp/TANF case number, (2) names of all household members, and (3) the signature and last four digits of social security number or indication of no social security number of adult household member signing the application. School officials may verify current income or other information provided on the application at any time during the school year.

Foster children may be eligible regardless of the income of the household with whom they reside. Households with children who are eligible under the foster, Head Start, homeless, migrant, or runaway programs should contact the school for assistance in receiving meal benefits. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals.

Children who are members of households currently certified as receiving Food Stamps, TANF or FDPIR are eligible for free meals. To complete an application, the household must provide the names of the children, a statement that the household receives the qualifying benefits, the Food Stamps/TANF/FDPIR case number, and the signature of the adult household member making application. When known by the school that members of a household are receiving assistance from Food Stamps, TANF or FDPIR, households will be notified of their children's eligibility for free school meals. If any children in the household were not listed on the eligibility notice or not listed on the application, the household should contact the school to have benefits extended to all children in the household.

If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application. Such changes may make the children of the family eligible for these benefits.

Under the provisions of the policy, **Natalie Verch, Elementary Secretary** will review the applications and determine eligibility. If a parent is dissatisfied with the ruling of the determining official, they may wish to discuss the decision with the hearing official on an informal basis or he/she may make a request either orally or in writing to the, **Cynthia Brandt**,

Superintendent. Hearing procedures are outlined in the policy. A complete copy of the policy is on file in each school and in the central office where any interested party may review it.

USDA Non-discrimination Statement:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Free and Reduced Meals Information

Would you like additional assistance with breakfast and lunches for your children? This could be temporary or longer, due to a recent job situation, or the long-term status of your family.

It is quick, easy, **and confidential**. You can always apply if you are unsure, and see the results. In fact, we see many families qualify that did not think they would. If your application is approved for free or reduced meals, your child **will not be** singled out or identified. Their meals will just become free or reduced in the school lunch system.

Please fill out an application to see if you qualify for free or reduced prices. In doing this, you help our school qualify and receive additional grants and money. Many times grants are awarded first to the schools with the highest free and reduced percentages. Your application could make a difference, and you could be saving additional money you spend on school food for your family!

If you would like a copy of the Free and Reduced Meals Benefits Application, or have additional questions please call or email the office managers, Natalie Verch, 417-744-2552, verchn@billings.k12.mo.us or Cheryl Thornton, 417-744-2551, thorntonc@billings.k12.mo.us.

Confirmation of Receipt of the
Billings High School Student Handbook

Parents and students of Billings High School:

We have provided each student with a copy of the 2026-2027 Billings High School Student Handbook. The information in the handbook is included to help both the student and his/her family become familiar with procedures, facilities, and guidelines that will ensure a safe, positive and orderly environment for all our students. The administration, faculty, and staff of Billings High School ask that both parents and students sign and return this form no later than Friday, August 28, 2026 to the High School Office to confirm they have received and read the 2026-2027 Billings High School Student Handbook. In the event that a student misplaces or destroys their handbook, a new one may be obtained through the High School Office.

My student _____ and I have received, read, and agree to abide by the 2026-2027 Billings High School Student Handbook for this school year.

Signature of Student _____

Signature of Parent _____