

STUDENT HANDBOOK 2017-2018



**BILLINGS WEST HIGH SCHOOL
2201 St. Johns Avenue
Billings, MT 59102
<http://billingswest.org>**

Billings West High School commits to providing educational excellence by empowering students with the means for success and challenging them

to become productive citizens.

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LATEX SAFE SCHOOL

West High is a latex safe school. For the safety of students, please review the following lists of latex safe items and items to avoid.

LATEX SAFE ITEMS:

Erasers – Vinyl and plastic are fine, RoseArt, and Sanford (**EXCEPT Pink Pearl**)

Pens/Pencils – Bic pencils/mechanical pencils with erasers sold in US, Sharpies

Glue – Washable school glue & glue sticks (Elmer’s & KidStix/American Glue Co. and Rose Art

Other – All Dixon/Ticonderoga products, **MOST** markers, colored pencils, watercolor sets, highlighters, dry erase (exclusive of grips) are safe

ITEMS TO AVOID:

Equipment: Latex or rubber gloves, rubber tubing, items that are torn or broken down and have rubber bladders or interiors, rubber handled/headed items. (Rubbermaid products are not actually made of rubber.)

Classroom Supplies: Rubber bands (use string or paper clips), rubber cement, rubber handled scissors, scented erasers (Sanford is okay, **except for Pink Pearl**), PenTech pencils, plastic bags with zippers, rubber playground equipment, **spray glue**, mouse pads with rubber backing (most have that), rubber mouse balls.

Other: Off-brands or cheaper foreign brands are at high risk for latex.

West High in no way endorses or discourages the use of any specific brands.



BILLINGS WEST HIGH SCHOOL

Home of the Golden Bears

SCHOOL SONG

Let’s go bears!
Let’s get on the ball!
Let’s show them
Who’s the best of all!
With spirit and with loyalty,
We’ll go marching on to victory!

Let’s go bears!
Let’s fight ‘em right!
Let’s show them
Who’s gonna win tonight!
With spirit and with loyalty,
We’ll go marching on to victory!



SCHOOL COLORS-----Black and Gold

SCHOOL MASCOT-----Bears



Follow us on Twitter @bwhnation

The official Twitter page for Billings West High School



WHAT A STUDENT CAN EXPECT FROM BWHS

- A safe, welcoming environment that offers consistency and structure.
- Unprejudiced treatment in a community of learners.
- Adults who model what they expect from students.
- Challenging, relevant and interesting courses in addition to basic skills for the 21st century.
- Interested, prepared teachers who hold high expectations for all students.
- Tutoring or recovery where efforts are being made and gaps need closing.
- A quality education that allows every student to develop the skills necessary for post-secondary success.
- Basic skills in mathematics, language and technology.



AS A BILLINGS WEST HIGH SCHOOL STUDENT, I PLEDGE TO BE:

Respectful of the rights and safety of the BWHS learning community.

Responsible in my academic, behavioral and personal choices.

Reliable as a partner in the process of my education.



CODE OF CONDUCT

BEING RESPECTFUL OF THE RIGHTS AND SAFETY OF THE BWHS LEARNING COMMUNITY MEANS THAT I

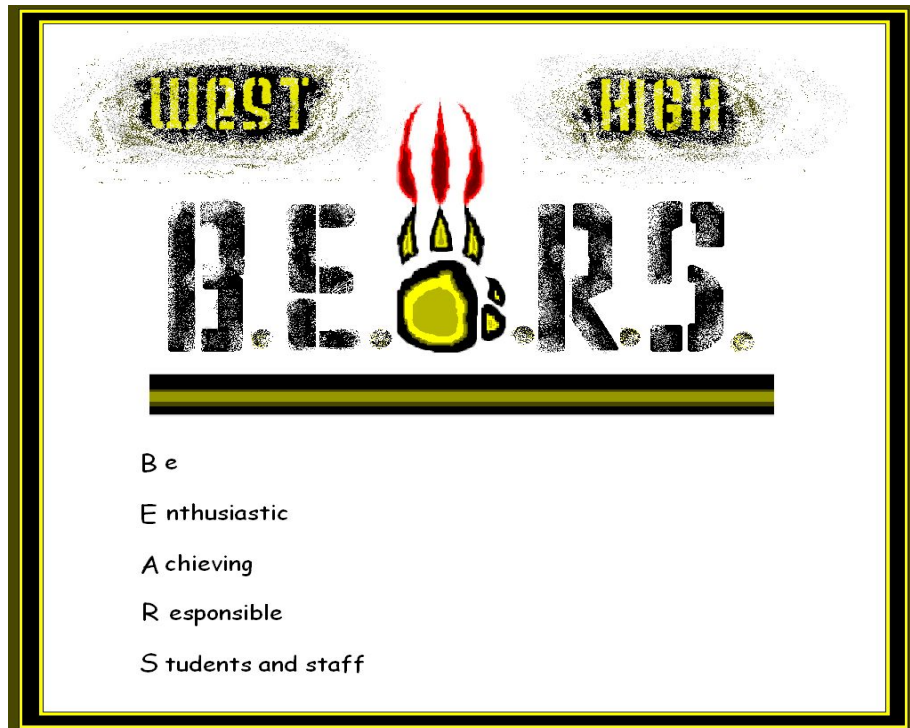
- Strive to be tolerant of others and eliminate harassment.
- Solve disagreements in a timely and non-violent manner.
- Work toward keeping BWHS free of drugs, alcohol, tobacco, gangs and weapons.

BEING RESPONSIBLE IN MY ACADEMIC, BEHAVIORAL, AND PERSONAL CHOICES MEANS THAT I

- Participate in my education by taking a course of study that will prepare me for my future.
- Use appropriate language and dress in the classroom, hallways, on school property and at school functions.
- Keep the hallways, parking lots, and school property litter free.

BEING RELIABLE AS A PARTNER IN THE PROCESS OF MY EDUCATION MEANS THAT I

- Come to school prepared by doing assigned homework on time and neatly.
- Complete all academic work honestly without cheating or plagiarizing.
- Assume responsibility for educational decisions and difficulties and seek advice or help as needed.



KEY CONTACTS

Central Administration

Mr. Terry Bouck
Kathy Olson, Brenda Koch

281-5065
Superintendent
Executive Directors, School Leadership

Billings West High Administration

Dave Cobb
Donna Schlepp
Jeril Hehn
Rob Bazant
Fred Petak
Rod Gottula

281-5600
Principal 281-5602
Principals' Secretary 281-5601
Associate Principal (Operations) 281-5614
Assistant Principal (A-G) 281-5742
Assistant Principal (H-N) 281-5621
Assistant Principal (O-Z) 281-5771

Attendance Office
Rita Benzie
Julie Graham
Michelle Guelff
Sherry Neill
Jerry Smidt

281-5623(A-G) 281-5624(H-N) 281-5625(O-Z)
(A-G) Assistant Principals' Secretary 281-5623
(H-N) Assistant Principals' Secretary 281-5619
(O-Z) Assistant Principals' Secretary 281-5625
Registrar 281-5604
School Resource Officer 281-5627

Career Center

281-5340

Counseling Department

281-5613

Beth Tocci, Head Counselor –Siobhan Flynn – Kim Petersen – Dave Spring – Levi Grosskop
Dana Martin – Heather Nitz, Social Worker

District Title IX Sexual Harassment Coordinator

Katie Nordstrom, Executive Director of Human Services, Lincoln Center 281-5039

Building Title IX Sexual Harassment Coordinator

Jennifer Hull 281-5759

School Activities Coordinator

Doug VanZee 281-5616
Liz Welch Activities Secretary 281-5617

IMPORTANT DATES TO REMEMBER

August 24-----First Day of School – Gr. 9
August 25----- -First Day of School- Gr. 10-12
September 4-----Labor Day
September 14----- Open House at West High
September 11-----School Pictures
September ----- Native American Heritage Day
October 31 -----Senior Pictures Due
October 4-7----- Homecoming
October 6----- Homecoming Dance
October 6----- End of 1st Six Weeks
October 17----- School Picture Retakes
November 21----- End of 2nd Six Weeks
November 18-----TWIRP
November 22-24-----Thanksgiving
December 25 – January 2 -----Winter Break
January 11 & 12----- First Semester Final Examinations
January 12 -----End of 1st Semester
January 15 -----PIR Day/ Student Holiday
February 9 – 12 -----Vacation Days
March 2 ----- End of 4th Six Weeks
March 17 -----Prom
March 29 – April 2----- Vacation/Holiday
April 20 -----End of 5th Six Weeks
April 11 -----PIR Day/Student Holiday
May 4 -----Vacation Day
May 29 -----Graduation
May 28 -----Memorial Day
May 31 & June 1 ----- Final Examinations
June 1 ----- Last Day of School/End of 2nd Semester

Contact the Activities Office for a complete calendar of athletic and special events.



GENERAL INFORMATION
BELL SCHEDULE @ West High

PERIOD	BEGIN	END
Early Morning	7:00	7:55
1 st Period	8:00	8:57
2 nd Period	9:04	10:01
3 rd Period	10:08	11:05
1st Lunch	11:05	11:55
4 th Period – 1 st Lunch	11:55	12:52
4 th Period – 2 nd Lunch	11:12	12:09
2nd Lunch	12:09	12:59
5 th Period	12:59	1:56
6 th Period	2:03	3:00
XD Class (No Class Wednesday)	3:05	4:14

Career Center Schedule

Bus leaves @ 7:30 AM for Periods 1, 2, & 3 at CC

Period 1	7:55 – 9:48
Period 2	8:53 – 9:47
Period 3	9:52 – 10:45

Bus arrives at West @ 11:05 from CC

Bus leaves West @ 11:35 AM for Periods 4, 5, & 6 at CC

Period 4	11:55 – 12:48
Period 5	12:53 – 1:47
Period 6	1:52 – 2:45

Wednesday Schedule

PLC: Wednesdays – Classes End at 2:00

<u>West High School</u>	BEGIN	END
Early Morning	7:00	7:55
1 st Period	8:00	8:48
2 nd Period	8:53	9:41
3 rd Period	9:46	10:34
One Lunch	10:34	11:26
4 th Period	11:26	12:14
5 th Period	12:19	1:07
6 th Period	1:12	2:00
Academic Assistance	2:10	3:00

Wednesday Career Center Schedule

Bus leaves @ 7:30 AM for Periods 1, 2, & 3 at CC

1 st Period:	7:55 – 8:40
2 nd Period:	8:45 – 9:30
3 rd Period:	9:35 – 10:20

Bus departs CC @ 10:25 AM

PM Bus Schedule: Leaves West High @ 11:06 AM

4 th Period	11:26 – 12:09
5 th Period	12:14 – 12:57
6 th Period	1:02 – 1:45

Bus departs CC @ 1:50 PM

GENERAL CONDUCT

Respect, responsibility, and reliability are important aspects of the code of conduct and a building expectation for every student of BWHS. The words reflect policies that are detailed in the school handbook with many explained in greater detail in the Billings Public School policies. Billings West High School abides by all the policies of the Billings Public Schools. The policies can be found at www.billingschools.org under District Policies.

DRESS CODE

Clothing is to reflect respect for the district policies regarding sexual harassment, intimidation, and safety, as well as school position and philosophy promoting an atmosphere of tolerance.

Students are reminded that their appearance significantly affects the learning environment and may even be a safety concern in some safety sensitive instructional areas of the school.

- Students are not to wear clothing or jewelry that may create a material or substantial disruption of the educational process; be destructive to persons or property; represent or encourage gang activity, including bandanas of any color, "doo-rags", ICP or similar apparel; advertise alcoholic beverages, tobacco products or drugs/drug paraphernalia (i.e. marijuana leaves, mushrooms, Bob Marley or similar items); contain sexual connotations (I "Heart" Boobies, HOOTERS, etc); contain spikes or chains; exhibit offensive or suggestive language or graphics; or be considered offensively revealing or distasteful.
- Undergarments and shoes are required. However, undergarments should be fully covered including bra straps, waistbands and tops of "boxers". At no time should undergarments be showing through holes or tears in jeans/shirts or below the length of a skirt/shorts, etc. **Pants, shorts, and skirts should be worn at the waist/hips in order to keep undergarments covered, shorts and skirts shorter than thumb length are prohibited.**
- Bare midriff, see-through and backless garments are not appropriate nor are "spaghetti string" tops or those tied together by strings across the back or around the neck such as the "bandana" or "halter" tied tops. Students should keep their chests and backs significantly covered. 'Muscle shirts' (for either boys or girls), tube tops, tops with straps that do not cover the bra strap are not appropriate. Tank tops are acceptable if the depth of the armhole does not reveal undergarments or allow the chest and back to be visible through the armhole.
- Trench coats or other similar apparel are not allowed.
- Sunglasses or similar eyewear are not to be worn in the building unless medically required.
- No use of skateboards, rollerblades, Heelys, bikes, scooters, etc. in the building.
- Personalized shirts must reflect a clear and positive message that supports our school. i.e., Go Bears, West is Best, Black & Gold. Students will be required to change if the shirt is inappropriate and will receive the same consequences of a school dress code violation.

A good guideline is to dress in a manner that would be acceptable in the 'professional' and 'craft' job settings. Any other type of dress may be questioned and consequences assigned.

A teacher may require **additional** standards of student dress as deemed appropriate in order to insure a proper safety standard for the coursework/activities required in the class (i.e. science, vocational classes, P.E., for any special project, etc.). This may extend to footwear, fabric content requirements, head coverings, safety protection, etc. Failure to comply with these requirements may result in disciplinary action under the "Dress Code" policy as well as possible loss of points or credit for any work that a student may be unable to complete as a result of non-compliance with the regulation.

1st Violation – Warning

2nd Violation – Detention

3rd Violation – Two (2) Detentions

4th Violation – Full Day ISS

5th Violation – Truancy Center

ELECTRONIC DEVICES

The use of electronic devices, which may include, but is not limited to an iPod, cell phone or PDA (*personal digital assistant*), is a privilege. With this privilege comes the following student responsibilities and expectations:

- An iPod, cell phone, or PDA **can** be used before school, after school, during lunch, and at breaks during passing time in the hall; however, they are not to be used in any **classrooms or computer labs** during the 57 minute instructional period. Cell phones are to be set on vibrate or silence mode at all times while in the building.
- During study halls and in classrooms **at the teacher's discretion**, an electronic device can be used as a "listening device" as long as it is not used in a disruptive fashion as determined by the teacher. These devices are **not** to be used for "communication or video display."
- Consequences for inappropriate MP3 or cell phone use in the classroom.
 - 1st offense – 1 Detention – phone may be picked up at the end of the day
 - 2nd offense – 2 Detentions – phone may be picked up at the end of the day
 - 3rd offense – Full Day In-school Suspension – phone may be picked up at the end of the day
 - 4th offense – 1 Day Truancy Center - Loss of electronic device privileges
 - Further offenses – Out of School Suspension
 - **The administration reserves the right to move to any level of consequence or assign a combination of consequences based on the severity of the offense.**

Batteries are not to be removed; if it is then the phone will be searched before it is returned.

- If an electronic device is used in a manner that demonstrates academic dishonesty, the BWHS Cheating Policy will be utilized as a guide to determine future consequences.
- Voice or video recording outside of approved educational uses is prohibited
- Administration has the right to search electronic devices that are used in violation of school policy

Beware of Inappropriate Use

- Definition of "Sexting" – the act of students photographing themselves or others in various stages of undress, and then sending, receiving, or forwarding the photographs to other students...
- Viewing of pornography/inappropriate images is prohibited

Legal Consequences of "Sexting"

- Students may be charged under federal law with distribution or creation of child pornography, or under Montana's Sexual Abuse of Child statute. If convicted, students could also be faced with having to register as sex offenders.

STUDENT PROPERTY

Water guns, air horns, stink bombs, pepper spray, and mace are not allowed at BWHS; as well as any other objects that have no reasonable educational use or value. Items such as these will be confiscated until parents request their return. Students using these items on school grounds or at school functions are subject to disciplinary action.

PUBLIC DISPLAYS OF AFFECTION

Students at West High are reminded that this is a place of education and that should be their priority. Public displays of affection make observers uncomfortable and are not appropriate in the school setting, at anytime on the school campus or at a school function.

Examples of inappropriate behavior are kissing, excessive hugging, sitting on laps and "hanging" on each other. Violations can range from a warning, detention, suspension and/or Truancy Center.

SPORTSMANSHIP GUIDELINES

Sportsmanship – Expected Behaviors at School Events

1. Positive spirit signs and cheers. There will be no "hand held" signs.
2. Stand and remove your hat for the national anthem
3. No body painting, students must be fully clothed.
4. Wear clothing appropriate for a school event; encourage wearing school colors.
5. No derogatory, heckling or negative signs or comments to referees, players, coaches, half-time performers or opposing fans.
6. Disrespectful behavior of any kind will not be tolerated.
7. Big flags are allowed at outdoor events only. Flags must be kept in front of the home crowd, never on the opposing side.

Failure to comply with these rules may result in disciplinary action to include being asked to leave the premises, loss of privileges to attend activities, legal consequences, school discipline to include detention or suspension, forfeiture of activity ticket or any combination thereof.

ANNOUNCEMENTS

Announcements are posted daily on bulletin boards in West High, played throughout the day on monitors and are also updated daily on the West High website at: billingswest.org

VISITORS

All visitors are required to check in at the main office, failure to comply could result in a trespass charge. Students will not be allowed to bring guests to class.

EMERGENCY EVACUATION PROCEDURES

In the event West High needs to be evacuated, parents will be notified by phone as to where students may be picked up.



**ATTENDANCE
GENERAL POLICY**

Billings West believes that academic success depends upon continual contact between teachers and students and that any absence from the classroom lessens the learning opportunities offered by the school.

We therefore expect:

- That teachers, coaches, counselors and club sponsors seldom pull students out of another staff member's classes
- That parents excuse their children from classes only for family and medical emergencies.
- That students attend and actively participate in each day's schedule of classes.

Regular attendance is basic to meeting the educational needs of students. Optimal classroom instructional benefits are only possible when the student is in attendance. It follows that students, parents, and educators need a clear understanding of rights and responsibilities relating to attendance.

Students have the right to an appropriate education. Parents have the right to expect competent instructors and a school climate conducive to learning. Educators have the right to expect reasonable cooperation from students and parents.

Students are responsible for participating in the educational opportunities given them and are legally required to attend until they are 16 years old and have completed the eighth grade. Parents are responsible for supporting policies and programs of the school district including attendance laws. The school is responsible for providing a significant

curriculum, competent teachers, and adequate facilities and programs. The school is also responsible for maintaining accurate records and practicing diligence in reporting these.

HALL PASSES

Any student out of their assigned classroom is required to have a hall pass issued by the instructor responsible for them at that time.

P Grade Appeal Process:

Should a student who is passing a class go over his/her ten (10) allowed absences in a semester, the student may receive a "P" grade in each class for which he/she would have otherwise earned a passing grade. If that student wishes to receive the letter grade instead of the P grade, he/she may appeal for the letter grade using the "P Grade Appeal Process" form. The "P Grade Appeal Process" form needs to be filled out completely and returned to the assistant principal's office. Seniors in their final semester, if passing the course, will be issued a P (passing) grade when they go over their ten days. To receive the earned grade rather than a P, the student will have to return after graduation and serve one hour for each class period missed over ten in each class, i.e., if a student missed 12 days in 2 classes they would be required to serve four hours, two hours for each class.

UNEXCUSED ABSENCES

An unexcused absence is any unauthorized absence(s) from any class(es):

- Leaving the building without checking out in the Assistant Principal's office
- Excuses such as oversleeping, car trouble and "missing the bus"
- Disciplinary suspension and incarceration
- Truancy, defined as an unauthorized and invalid absence from school
- Any absence not deemed appropriate by the Assistant Principal or other building administrator

A blue admit slip is issued for unexcused absences. All class work may be made up; however, credit is awarded at teacher discretion. Unexcused absences normally require a consequence of two lunch detentions for every class that is unexcused, an entire day will result in a two-hour afterschool detention.

EXCUSED ABSENCES

A student is absent any time he/she is not physically present in class. Excused absences require a parent phone call before the absence and are categorized as follows:

- Illness
- Medical, Dental, Optical, Psychiatric, etc. related, including appointments which cannot be scheduled outside of the school day
- Participation in school related activities
- Bereavement
- Verifiable family emergencies
- Necessary absences approved by the parent
- School-sponsored function or
- Other absence approved by the school administration

An absence may be waived when it is supported by professional documentation (doctor, dentist, etc.) or other criteria as approved by the principal.

THE TEN-DAY RULE

According to the Board Policy and District Procedures, the total number of absences from any high school class may not exceed ten absences per semester. This policy is commonly known as the "ten-day rule". The following list distinguishes between absences counting towards the "ten-day rule" and absences not counting towards the "ten-day rule":

<u>What counts:</u>	<u>What doesn't count:</u>
	visit)
	sit)
suspension)	waiver)
)	it)
pproved non-school related)	lated)
d)	
hool suspension)	and 10 minutes or less late for class
	enter-Out of school suspension)
	suspension)

A student who misses a class for the eleventh day, which counts against them, of any semester may receive a "P" grade in place of their passing grade of record for that class. That student should remain in school/class. A student has the right to appeal "P" grades, by contacting their Assistant Principal and submitting a "P" Grade Appeal.

Students arriving late to school, excused by a parent/guardian before 6:45 a.m. for early morning class and 8:00 a.m. for first hour, and in class within 10 minutes after the start of class will not be counted absent. Students excused but arriving after class has been in session for 10 minutes will be admitted to class, but considered absent.

Students arriving late to school without an excuse must check in with their Assistant Principal's office/ Attendance Clerk upon arrival at school. They will then be sent to class after their absence is determined to be a Tardy or an unexcused absence.

Tardy policy:

- Students must be inside the classroom when the bell rings.
- A student who arrives after the bell but within the first 10 minutes of first period will be marked tardy. Students will receive one lunch detention upon receiving their 4th tardy (cumulative in all classes) and additional tardies will result in increased consequences.
- A student who arrives more than 10 minutes late to first period and is excused for being late by a parent phone call, will be coded E and sent to class. Keep in mind, an E counts against a student's 10 days.
- Any student arriving late for Periods 2-6 will be counted Tardy (Up to 5 Minutes). West High expects that the 7-minute passing period is adequate time for students to transition from one class to another. Students not in their classroom when the bell rings will be marked Tardy by the teacher. Students will stay in class, however, they will receive consequences after their 4th Tardy. Students that arrive after 5 minutes of the bell will remain in class and marked "R". All "Rs" will result in a one-hour detention.
- An unexcused absence in any period will result in two detentions.

If there is a hardship/special circumstance, especially for students that are chronically late, or have no transportation to school, please contact your Assistant Principal.

ATTENDANCE PROCEDURES

When a student is absent, the parent or legal guardian should call the Attendance Office at 281-5623 (Last Name A-G), 281-5619 (Last Name H-N) and 281-5625 (O-Z) before 10:00 a.m., if possible. These names will then appear on the excused list, and students may return to class without an admit from the Assistant Principal.

If no parent call is made and the school is unable to reach the parent by phone, the returning student must report to the Assistant Principal's office. If the parent is contacted and excuses the student, the student will be given an excused admit to class. If the school is not notified within 48 hours of the last absent day, the excuse will not be accepted and the absence will be considered truancy.

Parents are urged to arrange doctor and dental appointments during study halls or after school in order to minimize missed class time. When a student must leave the building during school hours, **they must check out in the Attendance Office before leaving the building and check back in upon returning to school in order to be excused**. Students who do not check out with the Attendance Office will be assigned one detention even if the absence is excused. The parent will be called to verify the excuse. When returning from an excused absence, the student must check in with the Attendance Office before reporting to class.

When it is necessary for an absence to be excused in advance, as for trips or other special requests, a clearance slip (advanced make-up slip) is required to be taken to each teacher and returned to the Assistant Principal, coach, or sponsor. Make-up work is required to be arranged ahead of time with teachers.

ACADEMICS

REGISTRATION INFORMATION

It is important for students to reflect yearly on their academic accomplishments and plan for the coming year. This planning should be careful and serious. The courses selected reflect the character and affect the future of each student. It is the general practice of Billings High Schools to allow students who meet enrollment standards to enroll in the courses and programs of their choices.

Students register for courses once a year. Curriculum offerings are listed in the spring. Counselors and teachers assist students in completing course selections for the coming year.

Time for selection and possible revision of course selections is provided, but all course decisions are final as of an announced date. Student course selections determine the number of sections per subject.

Students must take five (5) courses for credit each semester. Some Career Center classes are scheduled as three (3) hour blocks. These may be **required** (a class required for graduation) or **elective** (a class taken for credit but not required for graduation). Both required and elective courses affect students' grade point averages.

One half unit of credit is awarded for the successful completion of the work for any class meeting one full period per school day for an entire semester. A student may earn GPA credit only once for any course.

Middle School Courses Taken for High School Credit: (Beginning with the 2017/2018 school year.)

The following bullet points will apply to all middle school/elementary students, taking any classes that are eligible for high school credit (Algebra I and Honors Geometry at this time).

- Grades will NOT be calculated into the Grade Point Average (GPA) on the high school transcript.
- Grades will be calculated in the middle school GPA.
- High School credit will be issued to students passing any eligible classes, and both the course name and grade will be reflected on the high school transcript.
- Current eighth grade students who took an eligible for credit high school course will have the GPA calculation for that course removed from the high school transcript so the GPA is not adversely impacted.

High School GPA Calculations & Class Rank:

The following bullet points will apply to all high school students, current and future.

- Grade Point Average (GPA) is based on four years of high school. Grades and credit from eligible classes taken prior to enrollment in high school will be reflected on the transcript, but not calculated in the GPA.
- Incoming freshmen who took an eligible for credit high school course in middle school will have the GPA calculation removed from the high school transcript so the GPA is not adversely impacted. The credit, if earned, will still be awarded. The course and grade will be reflected on the high school transcript.
- Class Rank: In the weighted system, GPA will be rounded to the NEXT TENTH (from .1-.9). For example, 3.10=3.1; 3.11-3.19=3.2. Class rank and percent will be calculated on the rounded GPA. This protocol will compensate for variations in GPA beyond the nearest tenth due to students taking full or extended course schedules.
- Updated transcripts will be available in September 2017; please see your school counselor.
- Please visit with your child's counselor for assistance in completing college scholarships and/or college applications that ask for Class Rank and/or Class Percentile.

If you have specific questions about how this may impact your child, please contact your school counselor or principal for assistance. We appreciate your continued positive support as we continually strive to ensure our students are able to fulfill their academic goals during their time as a student with Billings Public Schools.

VALEDICTORIAN REQUIREMENTS

For all students entering High School prior to the 2015-16 school year, the following is the criterion to be considered a valedictorian:

- Be a full-time student.
- Have been enrolled in an accredited high school, as recognized by the State of Montana, for the equivalent of five consecutive semesters.
- Shall have the highest cumulative grade point average, based on full-time attendance at the end of seven semesters.
- While in attendance in Billings Public Schools, must have earned one honors credit (in the same course) per year in one of the four core subjects: math, science, social studies or English.*

*If a student has achieved the highest cumulative grade point average but has not met this requirement, he/she will retain the ranking of #1, but will not be eligible to be named a valedictorian.

***Starting with the school year 2015-2016, honors and AP classes will be weighted for all students. This means that those classes will be awarded an extra point; in the weighted system, and A=5, B=4, C=3, and D&F grades will remain D=1, and F=0.**

***Students graduating in 2016, 2017 and 2018 who continue to take at least one honors or AP class will not lose their opportunity to become valedictorian, and will be grandfathered into the new system... meaning their opportunity to become valedictorian will not be taken away as long as they enroll in at least one honors or AP class and receive a weighted A grade in that class.**

***Incoming freshman will fall under the new system for determining valedictorian. The student with the highest weighted grade point average after eight semesters of high school course work will be deemed valedictorian. In the case of a tie, multiple valedictorians will be recognized.**

***In order to maintain a level playing field, all students vying for valedictorian must earn at least 24 credits.**

FOUR-YEAR PLAN

A "Four-Year Plan" form has been developed by the counseling staff at Billings West High School. It is used for charting an individual student's progress towards graduation. You may request this form from the Counseling Department.

STUDENT RECORDS

Report cards will be mailed home at the end of each grading period. All school fines and fees must be paid before report cards, transcripts or diplomas are released.

GRADUATION/COLLEGE ENTRANCE REQUIREMENTS

Billings West High School Graduation Requirements

To graduate from Billings Public High Schools, a student must have a total of twenty-one (21) credits. These credits must include the following required classes totaling 14½ credits earned over a period of eight full semesters.

Montana University System College Preparatory Requirements

The Montana University System requires an ACT score of 22 or higher, a GPA of 2.5 or higher, or standing in the upper half of the student's graduating class. Fall term 1996, all students entering the University System must have completed the College Preparatory Curriculum

English

4 credits

4 years

Mathematics

2 credits

3 years including Algebra 1, Geometry, Algebra 2 (or sequential equivalent). Plus state testing requirements. Students are encouraged to take a math course their Senior year.

Social Studies

3 credits including World History, American History
1 semester of Government,
and 1 semester of a senior social studies option

*3 years including World History, American History, Government
and a senior social studies*

Laboratory Science

2 credits including Biology and either Earth Science, Chemistry or Physics

2 years including at least one year of Earth Science, Chemistry or Physics and one year of Biology

Other

1½ credits in Physical Education and Health
1 credit in visual or performing arts
1 credit in practical arts

2 years chosen from foreign language (preferably two years), computer science, visual and performing arts, or vocational education units which meet the Office of Public Instruction's guidelines

NOTE: No entrance requirements have been imposed for the community colleges or the vo-tech centers. A student who complies with the college preparatory requirements given meets the graduation requirements of the Montana State Board of Education.

CORRESPONDENCE/ONLINE COURSES

1. Students can acquire a maximum of **two credits** (4 classes) utilizing a correspondence/online program offered by an **accredited educational** agency.
2. Correspondence/online courses cannot replace courses that are offered by the district with these exceptions: a) the student needs to recover credit in failed classes, or b) due to a conflict in the student's schedule that cannot be resolved.
3. Correspondence/online courses require the signed approval of the parent, counselor, and school administrator prior to the start of the course.

Senior transfer students who do not desire a Billings Public High School diploma should, at the time of enrollment, make arrangements with the principal for the eventual transfer of credits earned in Billings to the school from which they wish to graduate.

Not more than one semester of attendance or two (2) credits earned through approved correspondence, extension, or summer school courses from accredited institutions may be applied toward graduation from a Billings Public High School. (Any exceptions must have the prior approval of the principal).

College entrance requirements are subject to change and students are encouraged to stay in regular contact with their counselor in regards to these requirements.

VISUAL AND PERFORMING ARTS

The courses offered through the following departments will meet the definition of visual and performing arts: Art, Music, and Drama. In addition, Graphics and Broadcasting are offered at the Career Center.

PRACTICAL ARTS

The courses offered through the following departments will meet the definition of practical arts: Technology Education, Family and Consumer Science, Business, Kodiak, and Westward.

In addition, all courses offered at the Career Center (other than Graphics, Broadcasting, Child Services and academic classes) meet the definition of practical arts.

WITHDRAWAL FROM A CLASS

A student who drops a course after the seventh week of any semester will receive a failing grade in that course. Any student dropping a class will need to immediately turn in all books and have teacher(s) sign off that all books have been returned for the drop to take affect.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school, the following steps are necessary:

1. Fill out a withdrawal form and have is signed by the student’s parent(s), Assistant Principal and Counselor.
2. Arrange an exit interview with a counselor.
3. Return books and other class materials to teacher(s) or the Assistant Principal’s Office.

SUPERVISED OUT TO WORK

A student desiring a release from school to work may submit an application to his/her respective counselor. The decision to release will be based on family hardship, the student’s attendance record, eligibility, and the accumulation of sufficient credits to graduate on schedule. In order to continue in the program, the student must satisfy all requirements.

TENTATIVE ACT & SAT TESTING SCHEDULE

ACT	SAT
Test Date	Test Date
September 9, 2017	October 7, 2017
October 28, 2017	November 4, 2017
December 9, 2017	December 2, 2017
February 10, 2018	March 10, 2018
April 14, 2018	May 5, 2018
June 9, 2018	June 2, 2018
July 14, 2018	

To register, see your Counselor or register online at www.act.org for ACT or www.collegeboard.com for SAT

STATE MANDATED TESTING

During Fall, Winter, and Spring, all Sophomores will take the NWEA MAP tests. Juniors will be required to take the Smarter Balance test in the Spring. This is a state mandated test that all students are required to take.

● **ACTIVITIES**

DEFINITIONS

A service activity is an activity of a service nature scheduled during the school day for which no credit is granted. An extracurricular activity is an activity offered outside the regular school day, sponsored and supervised by the high school for which no credit is given.

ACTIVITY CARD

All students are encouraged to buy an Activity Card that allows them to attend most school activities. Students who participate in athletics or any performing activity must have an Activity Card. Students participating in athletic

activities must purchase an activity card (\$20.00), pay the participation fees (\$50.00), and pay any other miscellaneous fee associated with that sport/activity.

STUDENT ACTIVITIES

Each student is urged to participate in one or more of the activities listed below. Information for an activity may be obtained from the activity sponsor or in the Activities Office, room 108.

Clubs

Honorary Groups (Application and Selection Process): National Honor Society, Girls' State, Boys' State

Service Clubs: Pioneer Key Club

Special Interest Groups: Amnesty International, Art Club, Business Professionals of America (BPA), Chess Club, Creative Writing Club, Drama, Environmental Science Club, Family Career and Community Leaders of America (FCCLA), French Club, German Club, Math Club, Multi-Cultural Club, Science Club, Ski Club, Spanish Club, Sports Medicine, Technology Club.

Career Center Organizations—Health Occupations Students of America (HOSA), Future Farmers of America (FFA), Engineering/Robotics Club, Ford AAA Competition/Student Council, Jobs for Montana Grads (JMG), Skills U.S.A.

Athletics

<u>Boys' Sports</u>		<u>Girls' Sports</u>
	FALL	
Football, Cross Country, Soccer, Golf		Volleyball, Cross Country, Soccer, Golf
	WINTER	
Basketball, Swimming Wrestling		Basketball, Swimming
	SPRING	
Track, Tennis		Tennis, Track, Softball

Cheerleaders

Dance

Music--Band, Chorus, Orchestra

Publications--Kodiak Paper and Westward Yearbook

Speech Activities--Debate, Drama, and Forensics

Student Government – Student Body Officers, Class Officers, and Student Council Representatives

RULES OF ELIGIBILITY/Code of Conduct

1. School Policy and the rules of the Montana High School Association fully govern the eligibility of any and all students with regard to participation in all forms of extracurricular activities.
2. Please see the Billings Public Schools website to see the Code of Conduct
3. A student must satisfy Montana High School Association academic eligibility rules.
4. Only the grades of 4E, 4, 3, 2, 1, and P are considered passing grades. Grades of an "N" or an "Incomplete" are not passing grades. The record at the end of the semester is final, and scholastic deficiencies may not be "made up" in any way.
5. A student must be present in school for three full periods (half day) the day of an event, the day prior to a weekend event or the day prior to a travel day in order to practice or perform in any activity. Exceptions require prior approval from the school administration.

NOTE: Extracurricular activity is defined as any activity offered outside the regular school day and sponsored and supervised by the high school.

Participation in our activities programs is voluntary and thus a privilege not a right and with that right comes certain expectations in order to participate. In short, making the decision to be drug and alcohol free. Please refer to the district website and Code of Conduct for more information.

ECONOMIC HARDSHIP

Financial aide is available to cover costs of fees, lunch tickets, bus tickets, etc. Information is available through the Assistant or Associate Principal's office.



SPECIAL PROGRAMS

HOMEBOUND OR HOSPITALIZED PROGRAM

Homebound or hospitalized programs are available for students who are capable of profiting from academic instruction but are unable to attend school full-time due to illness, disease, or accident. A competent physician must diagnose the

condition and recommend this service for the student. It is expected that a student would miss more than 10 consecutive days of school before he/she is eligible for this program. Referral forms are available through the school nurse or counselor.

HEALTH SERVICES

The Nurse's office is open periodically to assist students and staff with health assessment, counseling, first aide, and referral if necessary. The Nurse maintains all health records and is to be kept informed of short or long term health conditions which may affect the student's attendance, ability to progress, or may interfere with his/her educational program. Appointments may be made in advance with the Assistant Principals' Secretary.

SPEECH AND HEARING SERVICES

Speech and hearing testing and therapy programs are available to students with speech, hearing, and language impairments. These services are provided by School District No. 2 at no charge. Teachers, counselors, the nursing staff, parents, or students may make referrals through counselors.



DISCIPLINARY ISSUES

Order and self-control are essential to meeting the educational needs of students. Behavior that inhibits the opportunity to learn is not acceptable. Disciplinary measures are taken for such behavior in a timely manner so that the quality of learning is not compromised for the students of Billings West High School.

Any parent/guardian who has concerns about any disciplinary matter involving their student should initially speak to the staff member involved. If unable to come to a resolution with the staff member, the parent/guardian should contact the student's Assistant Principal. If necessary, a meeting will be held.

GENERAL EXPECTATIONS

Students are expected to abide by the Billings Public Schools Policies and Procedures as well as the BWA Code of Conduct as outlined in this handbook for all school settings (e.g., classrooms, halls, assemblies, and activities). Teachers and staff of BWHS with the support of the administration assume the responsibility of enforcing these expectations.

Any series of repeated behavioral violations that create a pattern of misconduct may result in suspension.

DELEGATION OF AUTHORITY – QUESTIONING A STUDENT

The Board grants authority to a building administrator to impose on students under their charge any disciplinary measure, other than expulsion, or corporal punishment, that is appropriate and in accordance with policies and rules on student discipline including circumstances not outlined in this handbook. The Board authorizes teachers/adult supervisors of students to implement their classroom disciplinary interventions or remove students from classrooms with a referral to building administrators for disruptive behavior. Administration has the right and authority to talk to and question students regarding school related issues without contacting a parent or having a parent present.

LOUD & ABUSIVE LANGUAGE

Section 45-8-101 MCA, defines such activity as disorderly conduct. A person guilty of this offense may be punished by a fine of \$100 or jailed for up to ten (10) days or both such fine and imprisonment.

Inappropriate language or gestures used in school and/or anytime under school jurisdiction can range from a warning, detention, suspension or Truancy Center and parents will be contacted.

TRUANCY CENTER

The Truancy Center (281-5047) is located at 415 North 30th Street in the Lincoln Center. It is supervised by two district employees and one Sheriff's Deputy. Students found by law enforcement out of school without appropriate documentation of dismissal are taken to the Truancy Center for the day. Parents will be notified to come and pick up their student at the end of the day. Citations for students and/or parents may be issued in accordance with the statutes of the State of Montana.

The Truancy Center is also the location at which students assigned Emergency Suspension or Out-of-School-Suspension will serve their suspension time. Transportation to and from the Truancy Center is the responsibility of the student or his/her parent or guardian for the day(s) of the assigned suspension. The deputy on assignment will transport the student to the Truancy Center if the parent cannot be located to provide transportation from the school at the time the student is removed from school.

No books, school assignments, coats, etc. may be taken into the Truancy Center unless instructed to do so as a part of the suspension assignment. Students will be searched by the supervisors upon entry to ensure that they have no materials with which to harm themselves, others or property while serving their suspension.

CLASSROOM EXPECTATIONS

Teachers may establish rules of behavior for their classrooms. Violation of such rules may result in consequences determined by the teacher. This may include referral to the Assistant Principal for further action. Students referred to the Assistant Principal must report to the Assistant Principal's Office immediately. Failure to report to the Assistant Principal's Office will result in further consequences or suspension to be served at the Truancy Center.

CHEATING/PLAGIARISM

Cheating/plagiarism in any form will not be tolerated. Students will receive a zero grade on the assignment, which could consequently result in a lower final grade or failure in the class. The teacher will notify parents. It is up to the

discretion of the teacher whether or not the student will be permitted to redo an assignment for partial or full credit. Repeated offenses will be referred to the Assistant Principals' Office.

P.E. NO DRESS POLICY

- 1ST No Dress – Warning and remain in class with alternate activity
- 2nd & 3rd No Dress – Detention and remain in class with alternate activity
- 4th No Dress – Sent to Assistant Principal's office and issued two (2) detentions
- 5th No Dress – Sent to Assistant principal's office and assigned EDD 3-5 PM Thursday
- 6th No Dress – One day In School Suspension
- 7th No Dress – One day at the Truancy Center

FIGHTING

Any students fighting during school hours face a minimum charge of disorderly conduct along with school consequences. Any student promoting, inciting, recording or in an audience of a fight may face the same charges and consequences. School hours include on the way to school, lunch time or on the way home from school and anywhere school jurisdiction applies.

GANG RELATED BEHAVIOR

In an effort to ensure a safe, secure learning environment and to foster an attitude of respect for the rights of others, Billings West High School has adopted a zero tolerance policy on gang-related behavior/dress. Our school prohibits gang-related behavior/dress at school, during school related functions on or off campus, and on any other school district property.

DEFINITION OF A WEAPON

Weapon means an instrument, article or substance that, regardless of it's primary function, is readily capable of being used to produce bodily injury. Any student in possession of a weapon under this definition on any school district property or at any school district function is subject to suspension and legal consequences. MCA 45-8-361

TRUANCY

Truancy, defined as an unexcused absence from any assigned class period, leads to severe disciplinary action, including loss of credit and suspension from school. Truancies accumulate throughout the school year. Detentions may be assigned initially, with one detention assigned for each class period missed. On the third truancy, students are sent to the Truancy Center. Chronically truant students will be reported to the District's Truant Officer as prescribed by law. A fifth truancy in a school year warrants a long-term suspension hearing. Long-term suspension from school results in loss of credit. (The Billings Public Schools shall exercise full enforcement of Montana Attendance and Truancy Laws, School Laws of Montana: Codes 20-5-102, 20-5-103, and 20-5-106.)

DETENTION

Detention is a disciplinary consequence at BWHS. Its' purpose is to provide students time to reflect on changing the behavior that resulted in the detention. Students are expected to show up with appropriate work or a book to read. All detention guidelines must be followed.

Detention is assigned to a student after a referral from staff and a meeting with an Assistant Principal. It is the responsibility of the student to note the date and time of the assigned detention. Tardiness and absences are not tolerated. Refer to District Procedure 2-3350-P1.

IN-SCHOOL SUSPENSION

In-school suspension is a supervised temporary assignment during the regular school day. The rules of conduct for in-school suspension are the same as for detention. In-school suspension counts toward the ten-day absence policy. It is the responsibility of the student to acquire and complete all class assignments missed. Teachers have discretion in awarding credit.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is a temporary suspension from school attendance to be spent at the Truancy Center. A student is considered absent, and this day counts against the ten-day policy. Students are not allowed on the campus or at school events while suspended. It is the responsibility of the student to acquire and complete all class assignments missed during the suspension. Teachers have discretion in awarding credit.

SCHOOL DISTRICT #2 HARASSMENT, INTIMIDATION, AND BULLYING GUIDELINE

Our schools are places of learning and development. District policy specifically prohibits using violence, force, noise, coercion, threats, or urging other students to engage in such conduct.

"Harassment," "intimidation" and "bullying" means any threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication or threat directed against a student or students regardless of the underlying reason for such conduct that: causes a student physical or mental harm, damages a student's property or places a student in reasonable fear of harm to the student or the student's property; is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from access to educational opportunity or benefit; and/or substantially disrupts the orderly operation of the school. Generally, hazing means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, organization or club, or for any other purpose.

Hazing, intimidation, or bullying include, but are not limited to:

- Any negative/threatening electronic communication (cyber bullying) sent to any other student or staff member.
- Any type of physical brutality.

- Any type of physical activity or other type of activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
- Any activity that discourages a student from being in school.
- Any activity that is in violation of the law or school rules.
- Knowingly aiding and abetting another person who is engaged in hazing. All students and staff of Billings Public Schools are required to report any alleged hazing or bullying violations to school administration.

Discipline for students involved in hazing may include one or more of the following: conference with administration, harassment contract, warning notice, detention, suspension, or recommendation for expulsion, and it may also include suspension or expulsion from activities. Certain offenses may also be referred for criminal charges.

The building Title IX Sexual Harassment Coordinator is Ms. Jennifer Hull. She can be reached at 281-5759.

The district Title IX Sexual Harassment Coordinator can be reached at 281-5039, 415 North 30th Street, Billings, MT 59101.

Refer to Board Form 3210-F1 and Procedure 3250 P-1

PARENTAL RESPONSIBILITY

1. Parents have a duty to assist school officials in enforcing standards of student conduct and attendance.
2. The principal may request the student's parent to meet with the principal to review the school board's standards of student conduct, the parent's responsibility to participate in disciplining the student and maintaining order, and to discuss improvement in the child's behavior.
3. Any school official has the right and the responsibility to speak to any child at any time without parental permission.

	Warning	Detention(s)	Afterschool Detention 1-2 Hours, Possible Meeting with Parents	Full Day In-School Suspension, Possible Meeting with Patents	Truancy Center 1-3 Days, Possible Meeting with Parents	Truancy C 3-5 Days, Meeting w Parents
Cell Phone/electronic use		1st and 2nd Offense	3 rd Offense 4 th Offense parents will pick up phone	5th Offense	6 th Offense and subsequent Offenses	
Dress Code Violation	1st Offense	2nd/3rd Offense	4th Offense	5th Offense		
Public Display of Affection	1st Offense	2nd Offense				
Inappropriate use of school technology/network		1st Offense and Loss of Privilege	2nd Offense	3 rd Offense	4 th Offense	
Major class disruption, noncompliance, or insubordination			1st Offense	2nd Offense	3rd Offense	4th Offense
Bullying, threats/harassment	1st Offense	2nd Offense	3 rd Offense		4th Offense	
Profanity	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
Profanity or threats directed at staff					1st Offense	2nd Offense
Fighting/assault						1st Offense
Vandalism or theft					1st Offense	2nd Offense
Sexual harassment					1st Offense	2nd Offense
Weapon possession/use						
False fire alarms / bomb threats						
Tobacco possession, use or distribution					1st Offense	2nd Offense
Alcohol/drug possession, use or distribution						1st Offense
No Show to Detention		1st Offense	2 nd Offense	3rd Offense	4th Offense	
Excessive Detentions 7+ Days				1st Offense	2nd Offense	3rd Offense
Other:						
Truancy/Unexcused absences	Students will serve time in Detention or Truancy Center and will be placed on an attendance contract.					
No PE Clothes	See related section in handbook.					
Cheating	See related section in handbook.					
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by Administration.					
***Consequences may increase dependent on the severity of an offense. Administration reserves the right to determine the severity of consequences.						



MISCELLANEOUS INFORMATION

LIBRARY PROCEDURES:

Library hours are from **7:30 A.M. to 3:30 P.M.**

Students are admitted to the library with passes from classroom teachers. School District #2 libraries offer automated access to district wide library collections through the automated system called **LIBRARY K-12 CATALOG**. A library card is issued to each student during Freshman Orientation and is to be used all four years of high school. A replacement fee of \$1.00 is charge to replace lost cards.

Library rules:

1. Please come prepared and ready to work.
2. A library card and a student ID are needed to check out library materials.
3. No food, drink or personal electronic devices are allowed in the library.
4. Students coming from study hall must arrive before the bell and remain the entire hour.
5. Students coming from other areas of the building must have a pass in order to be admitted.
6. Library computers are used for academic uses only.

Students are introduced to basic library procedures and circulation rules during Freshman Orientation.

The following internet addresses offer electronic access to the **catalog** and other **databases** useful for research.

Unlimited access to:

INFOTRAC – (multiple databases covering all areas of the curriculum)

http://infotrac.galegroup.com/itweb/mtlib_2_737

Password: **discovery**

CQ RESEARCHER – (information on current topics from Congressional Quarterly reports)

<http://library2.cqpress.com/cqresearcher/> Username: **westbears**

Password: **bwhs77**

BPS LIBRARY K-12 CATALOG – (library holdings district wide)

<http://library.billings.k12.mt.us>

WORLD AND I – (cross-curriculum resource, global studies, headlines in review)

<http://WorldandISchool.com> Username (login): **bwhs** Password: **bears**

Limited access to in-house only:

SALEM HEALTH – (health-related reference from Magill's Medical Guide and others)

Use West High Library link at school homepage

HOMEWORK REQUESTS

Homework requests need to be called in by 9:00 a.m. in order for them to be collected by the end of the day. Students need to be absent for two or more days in order to request homework. Homework requests cannot be made for students being absent for only one day.

COLLEGE VISITATIONS

Up to five school days will be waived for seniors visiting colleges. Students must provide signed documentation from the college stating that they did in fact attend a college orientation. Days will not be waived until documentation is provided.

FLOWERS AND MESSAGES

Flowers and student messages are not delivered to students during class time. Flowers should be picked up in the main office after school (3:00 pm). Students will always be contacted immediately in the case of an emergency.

FOOD & DRINK

Food and drink is tolerated in the halls only as long as trash receptacles are used. Rules regarding food and drink in classrooms are dictated by individual teachers. The drink and candy machines are available only before school, at lunch and after school. These machines may be turned off for a period of time if students are not being responsible in cleaning up after themselves.

LITTER/CAMPUS ENVIRONMENT

Billings West High School promotes a litter free campus and neighborhood. A \$100 fine may be issued to students observed littering in addition to a warning, detention, Truancy Center or assignment to picking up litter on campus.

LOCKERS

Valuables should not be left in lockers and lockers should be kept locked. Fines may be levied for damage or vandalism to lockers. Lockers may be opened for inspection by the school. **For these reasons sharing lockers is not permitted.** An additional removable lock may be purchased for \$4.00 from the Activities office. Only school purchased locks can be placed on lockers; others will be removed. Students are encouraged to use their lockers.

Students are to have their ID's available at all times to help us maximize the safety of everyone at BWHS!

Replacement IDs may be purchased in the Activities Office for \$5.

Appropriate consequences will be implemented as needed to make sure students are wearing their ID badges.

STUDENT PARKING

All students are parking in the West High parking lot are required to buy a permit (\$20.00). They must follow all rules as outlined when they purchase their permit. Reckless driving, disregard for normal parking procedures, defiance of personnel enforcing parking rules, or parking in unauthorized areas may result in vehicles being booted, ticketed or towed and the loss of parking privileges and/or citations by police or fire officials.

REQUIRED COURSE READINGS

Required readings are a part of our district curriculum. Objections to assigned readings should be brought to the teacher's attention as alternate assignments may be available.

ALCOHOL

The possession or consumption of alcoholic beverages on school property or at school functions is strictly prohibited by West High School and district policy. Disciplinary actions will be taken against student violators. Minor in Possession will be issued through appropriate law enforcement. If a student is thought to be under the influence, they will be subject to testing with a breathalyzer. Refusal of the breathalyzer will result in an automatic suspension.

TOBACCO

The Montana Legislature's House Bill 457 makes it illegal for anyone under the age of 18 to possess tobacco products.

- Billings West High is a tobacco free campus.
- Any student less than 18 years of age may not possess or use tobacco, synthetic chew or electronic cigarettes on campus.
- Students 18 years or older may not use tobacco, synthetic chew or electronic cigarettes on campus.
- All student violators on campus will be suspended, and underage students will be referred to the police for prosecution.
- Students under 18 observed possessing or using tobacco products off campus will be referred to the police for prosecution and fines.
- There are no areas on campus designated for smoking including the parking lots.
- Legal student users of tobacco are requested to not congregate off campus creating problems for BWHS neighbors.
- Smoking cessation classes are offered. Details are available through counselors.

DRUGS

The consumption or possession of drugs or drug paraphernalia on school property or at school functions is strictly prohibited by West High School and district policy. Disciplinary actions will be taken against student violators. Law enforcement will be contacted for appropriate legal consequences. Students that are suspected to be under the influence of drugs may be required to provide documentation that they are not under the influence of drugs or face suspension. Students are encouraged to carry only one day's worth of their prescribed medicines. Possession of prescription drugs not prescribed to you is a violation of school district policy and federal law, this will be enforced.

TELEPHONE

The phone by the main office is available free of charge for one minute calls until 4 pm.

STATEMENT OF CAMERAS

Billings West High School employs the use of cameras as part of an overall security system. These cameras are used to help identify any illegal activity that may occur inside or outside of the school as well as for the overall safety of staff and students. Information used from these cameras may be used for school or legal discipline.

DANCE RULES & REGULATIONS

1. The dance time is from 9:00 p.m. to 11:00.
2. The doors will close at 10:00 p.m. No one will be admitted after 10:00 p.m. without a late pass which can be obtained from the Assistant Principals' office.
3. Once you leave, you will not be allowed to return.
4. You must show your West High I.D. to enter and pay admission fee, **dances are not part of the activity card fee.**
5. You must be a student of West High. Guest permits are available for non-students in the Assistant Principals' office.
 - a. If you bring a guest to a school dance, your guest must be enrolled in a high school educational setting. For TWIRP & PROM, guests must be 19 years of age or younger.
 - b. Your guest must bring a valid student I.D. (must be currently enrolled). If the guest does not have an I.D., they will not be admitted.
 - c. You are responsible for your guest's actions.
 - d. Guests who have dropped out of school will not be admitted.
 - e. Administration reserves the right to refuse to grant/issue a guest pass.
6. Dances are school functions sponsored by school organizations. All school rules concerning behavior, use of drugs, alcohol or tobacco apply.
7. There will be sheriff's deputies present.
8. No sexually suggestive (grinding) or mosh pit dancing will be allowed.
9. School administrators reserve the right to end dances early if dance rules are not adhered to. No refunds will be given.

CHILD ABUSE & NEGLECT

Montana laws pertaining to reporting and investigating child abuse and neglect are found in Title 41, Chapter 3, Part 2, and Montana Code Annotated 41-3-101, -102, and -201 through -207.

VOLUNTEERS

All volunteers at West High must fill out a confidentiality agreement. This can be obtained at the Parent Volunteer Coordinator's office.

EXCHANGE STUDENTS

All exchange students must enroll in six classes including English, U.S. History and one semester of Government.



DISTRICT POLICIES AND PROCEDURES

School district policies and procedures are subject to continual revision. Please refer to the Student Handbook that can be found on the Billings Public Schools Website in the Parent Section and then under Student Handbook.

**BILLINGS PUBLIC SCHOOLS
STUDENT/PARENT /PRINCIPAL AGREEMENT
FOR ELIMINATING GUNS AND OTHER WEAPONS FROM SCHOOLS**

While the elimination of guns and weapons from schools is the responsibility of all segments of the school and society, three individuals have especially crucial responsibility: the student, parent, and principal. This agreement draws attention to the specific responsibilities of those three individuals.

BY ACKNOWLEDGING RECEIPT OF THE BILLINGS WEST HIGH SCHOOL STUDENT HANDBOOK, WE AGREE TO THE FOLLOWING COMMITMENTS TO SAFETY IN OUR SCHOOLS:

STUDENT

- I agree not to bring or have in my possession any weapon or gun on school property or at any school event.
- I will tell my peers to seek adult assistance when conflict situations begin to get out of control.
- I will not carry another person's gun or weapon while on school property.
- If I see a gun or other weapon on campus or at a school event, I will immediately alert an administrator, counselor, teacher or school resource officer about its existence. Every effort will be made to maintain confidentiality.
- I understand that violating school board guidelines and procedures will result in long-term suspension/expulsion proceedings.

PARENT/GUARDIAN

- I will teach my children, including by personal example, about the dangers and consequences of guns and weapons use, and I will keep any guns and all weapons I own safely away from my children.
- I will support the school's policies to eliminate guns and weapons on school property and work with the school in developing programs to prevent violence.
- I will carry out my responsibility to teach my children how to settle arguments without resorting to violence, to encourage him/her to use those ideas when necessary and to follow school guidelines for reporting guns and weapons they see to an appropriate adult.
- I understand that the violation of school board guidelines and procedures by my child, will result in long-term suspension/expulsion proceedings.

PRINCIPAL

- I will support Community Crime Stoppers to ensure that students and parents have an anonymous way to report to an adult any guns or other weapons they see on campus.
- I will promote conflict resolution instruction for all students as part of the curriculum.
- I will communicate the school's policies on guns and weapons to all participants in the school community and focus upon the responsibilities we all have.
- I will use the school's student leadership groups and student meetings to obtain ideas to develop a safe school environment.
- I will report all guns and other weapons violations to law enforcement officials, according to established procedures.
- Following school board guidelines and procedures, I will initiate long-term suspension/expulsion proceedings against any student who violates this contract.

Additional District Policy & Procedure Information

As a student of Billings West High School and of School District #2; it is your obligation to know the contents of the *Billings West High School Student Handbook* and procedures specific to our school. You are responsible to know the contents of School District #2's policies and procedures and must understand that these policies and procedures and the school's student handbook carry the weight of and contain adopted policies of the school district. Violations of district policy will be dealt with through disciplinary actions assigned by our building administrator(s) as agents of the Board of Trustees. And, the assurances afforded by district policy will be provided to you by district administration and staff. Both rules and assurances are contained in the district's policies and procedures.

The district policies and procedures that are available by accessing the district's website at www.billingschools.org and clicking on *District Policies*.

School District policies and procedures are subject to continual revision.

Extracurricular Activities and Sports Code of Conduct

The Billings Public Schools believes that participation in extra-curricular and co-curricular activities in a safe learning environment contributes to the all-around development of young men and women and helps prepare them for life beyond high school. The Billings Public Schools activity programs are dedicated to providing programs of excellence which include competitive and enjoyable experiences for the students, student-participants, coaches, advisors, faculty, parents, fans, and community. In doing so, we hold high expectations for all in the areas of Character, Citizenship, Scholarship, and Leadership as we strive to be competitive, develop skills, make healthy decisions, and act as ambassadors of the Billings schools and Billings community. By committing to a team or activity, students choose to conduct themselves as models of good and moral behavior. The following are prohibited: the use, misuse, possession, sale and distribution of drugs, alcohol, tobacco (including e-cigarettes), and/or other controlled substances. IN addition, discrimination and unsportsmanlike conduct are prohibited, as defined below, as well as other conduct prohibited by school policies.

It is our goal in the Billings Public Schools to develop and maintain a culture in which our students consistently make appropriate lifestyle choices in regards to their own health and well-being. As a district, we are committed to providing our students with the most updated information on sleep, nutrition, training and conditioning, recovery, and avoiding chemical use. We call this the "Pure Performance Initiative".

It is the mission of the Billings Public Schools Activities program to RAISE THE BAR.....

- **Of the behavior expectations we have for ourselves as students involved in activities;**
- **Of our commitment we make to ourselves, our teammates, our school, and our family;**
- **Of our health, training, and practice preparation;**
- **Of our dedication to academic preparation; and**
- **Of our lifestyle choices on our journey to excellence.**

CODE OF CONDUCT EXPECTATIONS/DURATION OF CODE

Student-participants are subject to the Code from the date of first signing until graduation. The Billings Public Schools Code of Conduct is in effect full time (day and night) both on an off school district property, year round. Violations that occur outside of the school year will be applied during participation.

CODE OF CONDUCT AND CONSEQUENCES FOR ITS VIOLATION:

Definitions:

Activities: All school-sponsored sports, clubs, and other co-curricular and extra-curricular activities and organizations, including travel to and from activities and including related activities taking place during summer vacation.

Participant: A student who belongs to, holds membership in, or is enrolled in an activity.

Parent: A parent, legal guardian, caretaker relative, or other person with legal authority to make educational decisions for a participant.

Chemical Use: Using, being under the influence, having in his/her possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, e-cigarettes, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Distribution includes any attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student's own use by his/her doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

Associated Misconduct: No participant shall be present at any time in a setting where any other person is engaged in chemical use as defined above. It is not misconduct to be in the presence of a person of legal age using tobacco. It is not misconduct to be in the presence of adults who are lawfully using alcohol

at a family or social event that is unrelated to school or any school activity, such as weddings, holidays, and the like.

Vandalism: The act of willfully defacing or destroying the property, equipment, building, or facility of another person or entity.

Title IX Violation or Other Discrimination: Discrimination on the basis of protected-class status, gender discrimination, sexual harassment (unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature or based on gender or other protected class), sexual intimidation (unreasonable behavior – verbal or non-verbal – which has the effect of subjecting someone to humiliation, embarrassment, or discomfort because of his or her protected class status), public display of affection (any physical contact between two or more individuals of a sexual nature taking place in public in front of others) on school property, at school events, or during any school activity.

Disruptive, Destructive, or Disrespectful Conduct: Any conduct that violates other school rules or policies, including but not limited to fighting, hazing, bullying, harassment, intimidation, discrimination, stealing, destruction of property, violation of gun-free school's policy, and gang activity.

Unsportsmanlike Conduct: Questioning officials' calls; making inappropriate gestures; using derogatory, demeaning, or other inappropriate language; swearing; using disrespectful sign or cheers; heckling referees, players, coaches, half-time performers, or opposing fans; any other conduct that violates the sportsmanship rules and practices developed by the Board, administration, or Montana High School Association.

Calendar Days and School Days: Calendar days are all consecutive days between the first and last day of the scheduled school year., beginning on the first day that activities begin in August until the last day of the academic year or last day of an activity (whichever is later). Calendar days do not include summer vacation; therefore, discipline may extend from one school year into the next school year. School days are instructional days and any portion of an instructional day. Thus, for example, if students are released at noon on a particular day, that portion of the day is considered one school day for purposes of calculating days of suspension.

ACADEMIC STANDARDS FOR PARTICIPANTS IN SPORTS AND FORENSICS:

- Student-participants must be passing all of their classes (60% or better) in order to compete.
- Eligibility grade checks will take place at the end of each six-week grading period.
- If a student-participant does not have a passing grade in each class, the student will be suspended for one week of competition and until the student is passing all classes. The student will be required to attend all practice sessions during the suspension.
- An ineligible student will receive weekly grade checks until he or she is passing all classes. Once the student is passing all classes and following the one-week suspension from competition, he or she will be reinstated. No further grade checks will occur until the next six-week grading period.
- It is the responsibility of the student to make sure all required assignments are turned in prior to the six-week grade check.
- It is the responsibility of the ineligible student to pursue the necessary steps with his or her teacher(s) in order to improve his or her grades.
- Students who fail one or more semester classes must serve their one-week suspension during the next ensuing competitive week of competition.
- Student-participants are required to meet all MHSA standards of academic eligibility.

SPECIFIC ACTIVITY RULES

All coaches and sponsors are expected to have a current handbook describing the rules and expectations for that activity. Examples of such rules might include dress, curfew, bench conduct, and practice rules. All student-participants participating in that specific activity are subject to those rules.

For a list of disciplinary consequences, please see the district or school website

Scenarios?

What if you are at a party and drugs or alcohol show up?

You need to leave immediately!!! Do not wait or you will be in violation of the policy!

What if you are at a family function? Example – Wedding?

Policy does not cover family functions, provided you are not drinking or using drugs!!

Hazing (Initiation)/Bullying

Committing an act to a student or coercing a student into committing an act that creates a risk of harm in order to be admitted to a team. Knowingly aiding and abetting another person engaged in hazing.

Bullying is any type of physical or other activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student. Any use of power intended to physically or mentally coerce or intimidate another student. Violations could be subjected to suspension or expulsion from the team.

Remember: Being a part of Activities at Billings West High is a privilege not a Right!!!

Make good choices and hopefully being a part of any extracurricular activity is important enough to you to refrain from doing anything that would jeopardize your participation and success in it!!

Parent and Student:

This student handbook is to be used to enhance your educational opportunity at Billings West High School. The student handbook will be posted on the school web site, copies of the handbook are available in the Assistant Principals office. All West High School student guidelines and school district policies have been included and / or referenced in the handbook. (Additionally, all district policies and procedures are available by accessing the district's website at www.billingschools.org and clicking on District Policies.)

ACCEPTABLE USE OF ELECTRONIC EQUIPMENT- I understand that committing any violation of the regulations of Policy 3205 and / or Procedure 3205-P1 will result in losing my privilege of using district computer equipment / network services; school disciplinary action; and / or appropriate legal action.

We are asking that parents and students review the handbook and its contents.

This form must be returned to the school with parent and student signatures acknowledging receipt of the handbook. Each student will return the form to his or her first period teacher.

Student Name (Please Print)_____

Grade_____

Student Signature

Date

Parent Signature

Date

**BILLINGS PUBLIC SCHOOLS
STUDENT/PARENT /PRINCIPAL AGREEMENT 2017-2018
FOR ELIMINATING GUNS AND OTHER WEAPONS FROM SCHOOLS**

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- I understand that violating school board guidelines and procedures will result in long-term suspension/expulsion proceedings.

Student Name (Please Print) _____ **Grade** _____

Student Signature _____ **Date** _____

PARENT/GUARDIAN

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Parent Signature _____ **Date** _____

PRINCIPAL

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Dave Cobb
West High Principal