



Billings West High School

Home of the Golden Bears

New Student Survival Guide 2017-2018

Mission

The fundamental purpose of West High is to ensure high levels of learning for all students so that every student is career or post-secondary ready when they graduate.

People to Know

School Leadership	Principal	Kelly Hornby	281-5602
	Associate Principal	Jeril Hehn	281-5614
	Assistant Principal (Last Names A-G)	Rob Bazant	281-5742
	Assistant Principal (Last Names H-N)	Fred Petak	281-5621
	Assistant Principal (Last Names O-Z)	Rod Gottula	281-5771
	School Resource Officer	Jerry Smidt	281-5627

Support Staff	School Activities Coordinator	Doug VanZee	281-5616
	School Resource Officer	Jerry Smidt	281-5627
	Main Office Secretary	Maureen Cicero	281-5775
	Principal's Secretary	Donna Schlepp	281-5601
	Registrar	Sherry Neill	281-5604
	School Activities Secretary	Elizabeth Welch	281-5617
	Attendance Secretary (Last Names A-G)	Rita Benzie	281-5623
	Attendance Secretary (Last Names H-N)	Julie Graham	281-5619
	Attendance Secretary (Last Names O-Z)	Michelle Guelff	281-5625
	Special Education Secretary	Lisa Baumberger	281-5603
	Music Secretary	Lisa Sharbono	281-5738

Guidance Staff	Guidance Counselor, Department Chair	Beth Tocci	281-5612
	Guidance Counselor	Dave Spring	281-5611
	Guidance Counselor	Kim Petersen	281-5610
	Guidance Counselor	Siobhan Flynn	281-5701
	Guidance Counselor	Levi Grosskop	281-5609
	Guidance Counselor	Dana Conway	281-5703
	Guidance Secretary	Lugene Turcotte	281-5613
	School Psychologist	Tammy Hanify	281-5608
	School Social Worker	Cindy Rawls	281-5645
	Tumbleweed Coordinator	Kassy Breshears	281-5705
	Upward Bound/ETS Advisor	Jamie Feeley	281-5676
	Native American Advocate	Don Barcus	281-5620
	Rimrock Foundation Counselor	Nakeesha Duneman	281-5704

Bell Schedules

First Lunch

Early	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
Lunch	11:05-11:55
4 th Period	11:55-12:52
5 th Period	12:59-1:56
6 th Period	2:03-3:00

Second Lunch

Early	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
4 th Period	11:12-12:09
Lunch	12:09-12:59
5 th Period	12:59-1:56
6 th Period	2:03-3:00

PLC Wednesday

Early	7:00-7:55
1 st Period	8:00-8:45
2 nd Period	8:53-9:41
3 rd Period	9:46-10:34
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
PLC	2:15-3:15

Career Center

Bus to CC leaves West at 7:30	
1 st Period	7:55-8:48
2 nd Period	8:53-9:47
3 rd Period	9:52-10:45
Bus from CC arrives at West at 11:05	
Bus to CC leaves West at 11:35	
4 th Period	11:55-12:48
5 th Period	12:53-1:47
6 th Period	1:52-2:45
Bus from CC arrives at West at 3:00	

Career Center PLC Wednesday

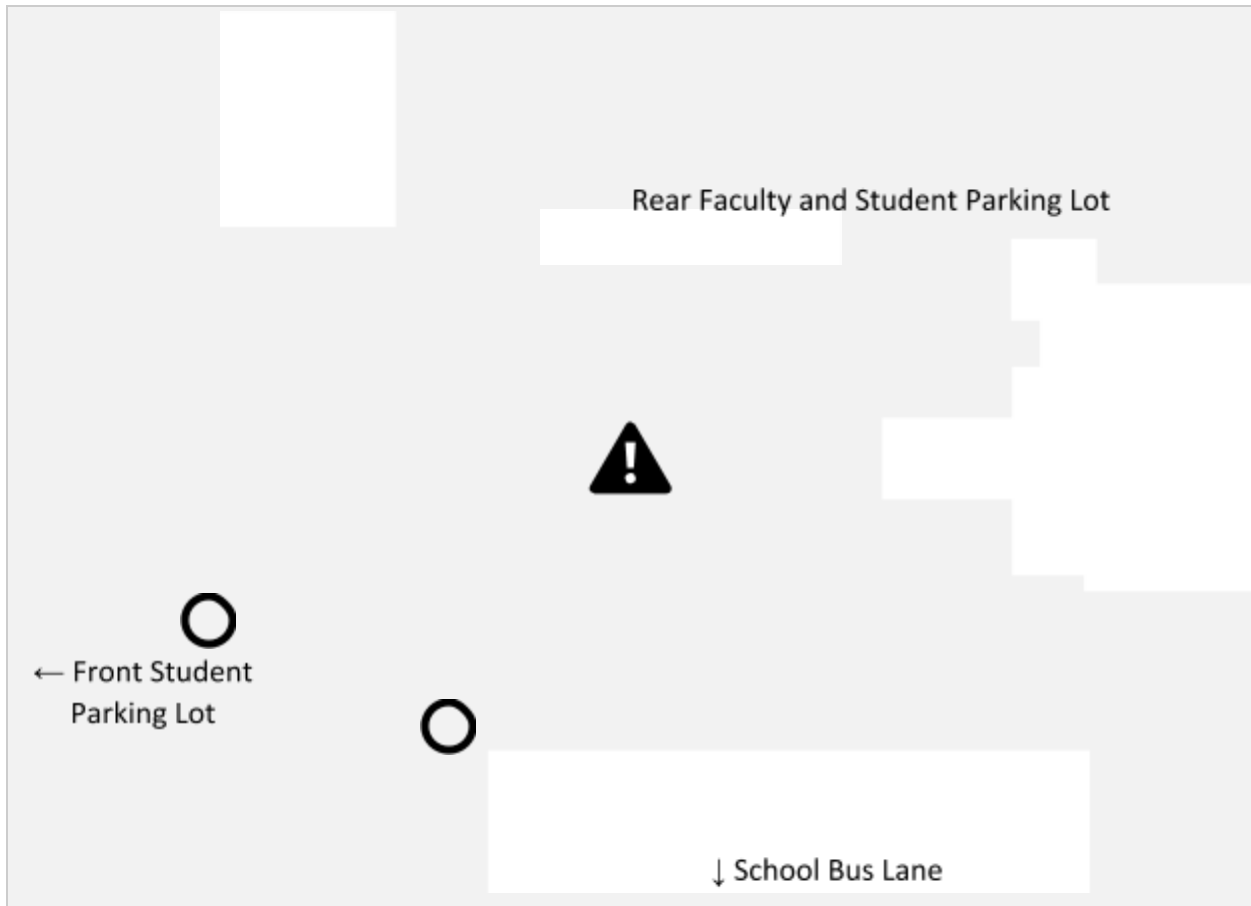
Bus to CC leaves West at 7:30	
PLC's	2:15-3:15
1 st Period	7:55-8:40
2 nd Period	8:45-9:30
3 rd Period	9:35-10:20
Bus from CC arrives at West at 10:25	
Bus to CC leaves West at 11:06	
4 th Period	11:26-12:09
5 th Period	12:14-12:57
6 th Period	1:02-1:45
Bus from CC arrives at West at 1:55	

Important Dates

August 23-----	First Day of School – Gr. 9
August 25-----	First Day of School- Gr. 10-12
September 3-----	Labor Day
September 13-----	Open House at West High
September 10-15-----	Homecoming
September 14-----	Homecoming Dance
September 4-----	School Pictures
September 28-----	Native American Heritage Day
October-----	Senior Pictures Due
October 5-----	End of 1 st Six Weeks
October 4-----	School Picture Retakes
November 20-----	End of 2 nd Six Weeks
November 17-----	TWIRP
November 21-23-----	Thanksgiving
December 24 – January 1-----	Winter Break
January 10 & 11-----	First Semester Final Examinations
January 11-----	End of 1 st Semester
January 14-----	PIR Day/ Student Holiday
February 8 – 11-----	Vacation Days
March 1-----	End of 4 th Six Weeks
March 16-----	Prom
April 8-----	PIR Day/Student Holiday
April 12-----	End of 5 th Six Weeks
April 18 – April 22-----	Vacation/Holiday
May 3-----	Vacation Day
May 26-----	Graduation
May 27-----	Memorial Day
May 30 & May 31-----	Final Examinations
May 31-----	Last Day of School/End of 2 nd Semester

School Doors and Visitors

All school doors are shut and locked at 8:15 AM, except for Door 1 and 8. School doors are not to be opened from the inside of the building for anyone at any time, unless given permission by a staff member. All visitors are required to check in at the main office and wear a name badge while in the building. Failure to comply could result in a trespass charge. Students are not allowed to bring visitors to classes in most cases. Students should check with an administrator if they want to bring visitors to classes for special circumstances.



Peanut and Latex Safety

West High is a peanut and latex safe school. Please review the following lists of latex safe items and items to avoid. West High in no way endorses or discourages the use of any specific brands.

Latex Safe Items

Erasers: Vinyl and plastic made by RoseArt and Sanford. Pens and Pencils: Sharpies and those made by Bic with erasers sold in US. Glue: Washable school glue and glue sticks made by Elmers, KidStix, American Glue Company, and RoseArt. Other: All Dixon/Ticonderoga products, most markers, colored pencils, watercolor sets, highlighters, and dry erase products.

Items to Avoid

Latex or rubber gloves, rubber tubing, items that are torn or broken down and have rubber bladders or interiors, rubber handled/headed items, rubber bands, rubber cement, scented erasers, pink pearl erasers, PenTech pencils, plastic bags with zippers, rubber playground equipment, spray glue,

mouse pads with rubber backing, and rubber mouse balls (off-brands or cheaper foreign brands are at high risk for latex). Any peanut products.

Hazing, Bullying, and Cyberbullying

District policy specifically prohibits using violence, force, noise, coercion, threats, or urging other students to engage in such conduct. 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 or bullying include, but is not limited to:

- Any negative/threatening electronic communication (cyberbullying) sent to any other student or staff member.
- Any type of physical brutality or activity, or other activity that subjects a student to an unreasonable risk of harm that adversely affects mental or physical health or safety.
- 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.
- Loud and abusive language (Section 45-8-101 MCA defines this as disorderly conduct. A student guilty of this offense may be punished by a fine of \$100 and/or jailed for up to ten days.).

Positive Sportsmanship

Positive sportsmanship is expected at all school events. Students should stand and remove headgear for the national anthem or pledge. Dress code is in effect at all school events. Hand-held signs are not allowed. Disrespectful behavior in the form of demeaning cheers, comments, or gestures directed at officials, coaches, players, performers, or fans is not allowed and will not be tolerated.

Public Displays of Affection (PDA's)

Excessive PDA's can make observers feel uncomfortable and are not appropriate on-campus or off-campus at school functions. Excessive kissing, hugging, or touching, sitting on laps, and "hanging" on each other is not allowed.

Student and School Property

- Help eliminate opportunities for theft by keeping all valuable student property at home. If valuable property must be brought to school, it should be kept with students or locked in a hallway or locker room locker.
- Skateboards, rollerblades, roller shoes, bikes, scooters, and similar items are not to be used in or near the building. Water guns, air horns, stink bombs, pepper spray, mace, laser pens, and any other objects that have no reasonable educational use or value, are not allowed on school property or at school functions.
- Help keep your campus clean and orderly by picking up after yourself and using school facilities and property appropriately.

Substances

- West High is an alcohol, drug, and tobacco free campus. This includes synthetic chew and electronic cigarettes (regardless of their tobacco or drug content), and inhalants. Students found in possession of and/or suspected of being under the influence of an illegal substance on

campus; off campus before school, at lunch, or after school; or at a school event, will have immediate school consequences (in addition to possible criminal charges).

- Students should not be in possession of prescribed or non-prescribed medicines that are not their own. Students who must bring their own prescribed or non-prescribed medicines to school should bring only one day's worth per day, in the original bottle. The Assistant Principal's Office can hold medicines for safe keeping if needed.
- West High Administrators have the right to search any student and their property (including vehicles parked on school property) if there is reasonable suspicion that the student has violated school rules or the law, or to uncover any matter reasonably believed to be a threat to the educational environment. This right includes unannounced drug dog searches.

Dress Code

Student appearance significantly affects the learning environment. Clothing is to reflect respect for district policies regarding tolerance, harassment, hazing, bullying, and safety.

Students are not to wear clothing (or jewelry) that...

- Creates a material or substantial disruption of the learning environment.
- Is destructive to persons or property (including spikes or chains).
- Represents or celebrates gang activity (including bandanas, doo-rags, ICP, etc.).
- Advertises alcohol, drugs, tobacco or related paraphernalia (including marijuana leaves, mushrooms, Hooters, etc...).
- Displays sexual connotations or other offensive language or graphics.
- Is see-through or significantly reveals the chest, midriff, or rear.
- Is significantly concealing (including trench coats or like apparel).

Other Dress Code Expectations

- Headgear must be removed in classrooms and offices.
- Undergarments and shoes must be worn (undergarments must be fully covered).
- Shorts and skirts must be thumb length or longer.
- Sunglasses must be removed in the building (unless medically required).
- Personalized clothing for special events must reflect a clear and positive message.
- Additional student dress expectations may be required in particular classes or activities for participation and to insure safety standards (this may extend to footwear, fabric content requirements, head coverings, and safety protection).

Electronic Devices

The use of any electronic device such as a cell phone or music player is a privilege. With this privilege come the following expectations.

Electronic Devices...

- Can be used before school, after school, during lunch, and during passing periods.
- Are not to be used anywhere on campus during instructional periods, unless given permission by a staff member.
- Must be set on vibrate or silence mode at all times on campus.
- That play music are not to be played out loud in the building and must be played at appropriate volumes outside the building.
- Must be turned over to a staff member if they ask for it. If a student does not turn their device over when asked, additional consequences may be assigned. Confiscated devices may be picked up at the end of the school day.
- Are not to be used to cheat or plagiarize in any way. The Cheating Policy will be enforced in these instances.

- Can be confiscated and searched by administration when the device is thought to be involved in a violation of school or district policy.
- Must not be used in “sexting” in any way. Sexting is the act of students photographing themselves or others in various stages of undress, and then sending, receiving, or forwarding the photographs to other students... Students may be charged under federal law with distribution or creation of child pornography, or under Montana’s Sexual Abuse of Children statute. If convicted, students could also face registration as sex offenders.

Cheating and Plagiarism

Cheating or plagiarism in any form will not be tolerated. Students will receive a zero grade on the assignment and the teacher will notify parents. Repeated offenses will be referred to administration for further school consequences.

School Dances

- School dances run from 8:30-11:30 pm with doors closing at 9:30 pm. Once a student leaves, they are not allowed to return.
- There is an admission charge for dances. Dances are not part of the activity card fee.
- Students must show their current West High ID for admission.
- Guest passes are available for non-West High students in the Assistant Principal's' office prior to the dance. Guest Passes will be given at the Assistant Principal's discretion. Guests must be enrolled in a high school educational setting and be 19 years old or younger. Guests must bring a valid student ID. Guests who have withdrawn from school will not be admitted.
- Dances are school functions sponsored by school organizations. All school expectations and rules apply. Sexually suggestive (front to back) or mosh pit dancing is not allowed.

Attendance

Attendance Codes and the Ten Day Rule

- The total number of absences from any class may not exceed ten per semester. Absences that count against the ten-day rule are: **A** (uncleared), **E** (excused), **I** (ill), **U** (unexcused), and **X** (out-of-school suspension). Absences that do not count against the ten-day rule are: **C** (counselor’s visit), **D** (dean’s visit), **L** (Truancy Center-out of school suspension), **M** (medical waiver), **N** (nurse visit), **O** (school related), **R** (Extended Tardy), **S** (in-school suspension), **T** (tardy), and **W** (administratively waived).
- A student who is absent more than ten periods for a given class, and passes the class, will be issued a “P” grade in most cases. The student will receive credit for the class and the “P” grade will count as 1.0 GPA point. Based on extenuating circumstances, staff members can advocate for a student to receive the earned grade rather than the “P” grade. A student may also appeal a “P” grade to receive the earned grade. Administration has the final authority in all credit awarding, credit removal, advocating, and appeal situations.

Excused and Unexcused Absences

- An **E** or **I** absence requires a parent phone call, preferably prior to the absence. Absences due to medical, dental, optical, mental health, and other health-related appointments will be coded **M** if the student provides the Attendance Office with a signed and dated note from a health professional.
- A **U** absence is any unauthorized absence from any classes. Parents and administration will decide cooperatively if an unauthorized absence will be excused or unexcused. Class work missed as a result of unexcused absences may be made up. However, credit is awarded at the teacher’s discretion.

Tardies

- Students must be inside the classroom when the bell rings.
- A student who arrives after the bell but within the first 5 minutes of any 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 5 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.
- 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.

Other Attendance Expectations

- Students are required to have a hall pass when in the halls during instructional time.
- Students are required to check in and out of the Attendance Office when coming to and leaving school at irregular times. Failure to do so will result in a Lunch Detention.
- Students are required to go directly to study hall for R's and to come directly to the Attendance Office on all call slips. Failure to do so will result in a Lunch Detention.
- Students involved in "fake calling" to excuse tardies or absences will be automatically assigned a One Day Truancy Center Suspension.
- Students are required to identify themselves to all staff members when asked. Failure to identify can result in a One Day In-School Suspension or One Day Truancy Center Suspension.
- Parents must notify the Attendance Office within 48 hours of an absence, to excuse. After 48 hours, the absence may be coded U.
- For pre-arranged absences due to family or activity trips, students should pick up an Advanced Makeup Slip from the Attendance Office, take it around to their teachers, and return it to the Attendance Office.

Academics

- Students register for courses for both semesters of the following year, with their Counselors during second semester. Students must enroll in at least five courses for credit each semester. One-half credit is awarded for passing any course that meets one full period per school day for an entire semester. A student may earn GPA credit only once for any course. Report cards will be mailed home at the end of each six-week grading period. All school fines and fees must be paid before report cards, transcripts, or diplomas are released.
- A student who drops a course after the seventh week of the semester will receive a failing grade in that course. A student who wishes to withdraw from school must meet with their Assistant Principal, complete a Withdrawal Form that must be signed by a parent, and return all school books and materials.

Graduation Requirements

- Students must earn at least **21** credits to graduate, **14.5** from required courses and **6.5** from electives. The required credits and courses are as follows: **4** in English; **2** in Math; **2** in Science including 1 in Biology and 1 in a Physical Science; **3** in Social Studies including 1 in World History, 1 in American History, 0.5 in Government, and 0.5 in a Senior Social Studies; **1.5** in Health and Physical Education; **1** in Practical Arts; and **1** in Visual or Performing Arts.
- A maximum of two credits earned through approved correspondence, extension, or summer school courses from accredited institutions may be applied toward graduation from a Billings Public High School.
- 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. Correspondence/online courses require signed approval of the parent, counselor, and administrator prior to the start of the course. All correspondence/online courses required for graduation must be completed by the end of the first semester of a student's senior year or the student will be required to enroll in the class on campus for the final semester in order to ensure on-time graduation.

Valedictorian Requirements

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.

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.

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.**

Activities

Students are encouraged to participate in one or more activities. 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. Students are encouraged to buy an Activity Card that allows them to attend most school activities. Students who participate in any activity must purchase an Activity Card and pay a participation fee.

Clubs

- Honorary Groups (Application and Selection Process): National Honor Society, Girls State, and Boys State
- Service Clubs: Pioneer Key Club
- 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.

Activities

- Boys Fall: Football, Cross Country, Soccer, and Golf
- Boys Winter: Basketball, Wrestling, and Swimming
- Boys Spring: Track and Tennis

- Girls Fall: Volleyball, Cross Country, Soccer, and Golf
- Girls Winter: Basketball and Swimming
- Girls Spring: Track, Tennis, and Softball

- Cheerleading and Dance Team
- Music: Band, Orchestra, and Chorus
- Publications: Kodiak Paper and Westward Yearbook
- Speech, Debate, Drama, and Forensics
- Student Government: Student Body Officers, Class Officers, and Student Council Representatives