

WILL JAMES MIDDLE SCHOOL

Home of the Rustlers
2019-2020

1200 30TH ST. WEST
BILLINGS, MT 59102

School Communication at these locations:
PowerSchool – School Bulletin (select email notifications)
Remind 101 app: enter in @willja when send text to 81010
Facebook page: Will James Middle School
www.willjamesms.com

PRINCIPAL:

Kim Verschoot
Smidt 281-6101

**ASSOCIATE
PRINCIPAL:**

Tim Lowe
281-6102

MAIN OFFICE:

Katie Pringle
and
Kathy Michaelis
281-6100

**ATTENDANCE
OFFICE:**

Kim Forquer
281-6158

COUNSELORS:

Lance Dandliker- 281-6155
(A-L)

Nichole Hamnes- 281-6154
(M-Z)

NAME: _____

DAILY SCHEDULE								
Period	Subject	A	Room	Teacher	Subject	B	Room	Teacher
1								
2								
3								
4								
5								
6								
ADV								
Lunch								

This planner will assist you in organizing your daily assignments/activities.
You are expected to take it with you to all classes!

Will James Middle School Class Schedule

Monday, Tuesday, Thursday, Friday 8:10-3:10

Time	First Lunch	Time	Second Lunch	Time	Third Lunch
8:10-9:05	Period 1	8:10-9:05	Period 1	8:10-9:05	Period 1
9:09-10:04	Period 2	9:09-10:04	Period 2	9:09-10:04	Period 2
10:08-11:03	Period 3	10:08- 11:03	Period 3	10:08-11:03	Period 3
11:07-11:37	1st LUNCH	11:07-11:37	Period 4 (SPLIT)	11:07-12:02	Period 4
11:41-12:36	Period 4	11:37-12:07	2nd LUNCH	12:06-12:36	3rd LUNCH
		12:11-12:36	Period 4 (SPLIT)		
12:40-1:35	Period 5	12:40-1:35	Period 5	12:40-1:35	Period 5
1:39-2:34	Period 6 (WIN prep)	1:39-2:34	Period 6 (WIN prep)	1:39-2:34	Period 6 (WIN prep)
2:40-3:10	WIN	2:40-3:10	WIN	2:40-3:10	WIN

Wednesday 8:10-2:10

Time	First Lunch	Time	Second Lunch	Time	Third Lunch
8:10-9:01	Period 1	8:10-9:01	Period 1	8:10-9:01	Period 1
9:05-9:56	Period 2	9:05-9:56	Period 2	9:05-9:56	Period 2
10:00-10:51	Period 3	10:00-10:51	Period 3	10:00-10:51	Period 3
10:55-11:25	1st LUNCH	10:55-11:20	Period 4 (SPLIT)	10:55-11:46	Period 4
11:29-12:20	Period 4	11:20-11:50	2nd LUNCH	11:50-12:20	3rd LUNCH
		11:54-12:20	Period 4 (SPLIT)		
12:24-1:15	Period 5	12:24-1:15	Period 5	12:24-1:15	Period 5
1:19-2:10	Period 6	1:19-2:10	Period 6	1:19-2:10	Period 6

****Students should be out of the building by 3:30 UNLESS they are involved in organized school activities that go beyond that time (After School Detention or Extra-Curricular Activities). Make plans accordingly.**

Student's elective classes (except music) will follow a rotating A/B day schedule every school day

WIN stands for "What I Need" and is scheduled every day except Wednesdays.

Teachers will identify students who need additional time and support to master essential learnings. Used for both intervention and enrichment support.

Lunch time will be based upon which teacher a student is assigned. 6th grade students will primarily eat lunch with other 6th grade students. 7/8 grade students will have combined lunch period.

2019-2020-School Calendar

August-

19 – Fall sports begin

First Day for Teachers

20- Open House for 6th- 8th grade
students 6:00 pm-7:30 pm

22- First Day of Classes for NEW and
6th grade students

23- All students attend classes 6-8
grades.

23- PICTURE DAY

September –

2- School Closed/Labor Day

October –

3- End of first six-week grading period

**10-Parent/Teacher Conferences for
Middle School**

10&11- Early out for P/T Conferences

17 & 18- No School/PIR Days

November-

18- End of second six-week grading
period

27-29–School Closed-Thanksgiving

December –

23-31 – School Closed/Winter Break

January –

2– Classes Resume

10 – End of third six week grading
period and end of first semester

13 – No School/PIR Day

14- First Day of second semester

February –

17 – School Closed/vacation

25 – End of fourth six week grading
period

March –

30- No School/PIR Day

April –

8- End of fifth six week grading period

9- School closed unless it is used as a
Snow Day makeup day

10-13 - School closed/Holiday

May –

1- School Closed/vacation

25 – School Closed/Memorial Day

29 – Last Day of School-**early dismissal**

6 week grading periods:

Oct 3

Nov. 18

January 10

February 25

April 8

May 29

**Every Wednesday is Professional
Learning Community (PLC) Meetings
School Dismissal is at 2:10 on
Wednesdays**

Welcome to **Will James** Middle School

PHILOSOPHY

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

EXPECTATIONS

You are entering a school that is well known for academic achievement, good citizenship and positive behavior. We expect you to continue the Will James tradition. The staff is committed to helping you achieve excellence academically and socially. We expect you to make choices that support a warm, welcoming respectful environment so that you display pride in yourself and Will James. It is our goal that all students reach their full potential and make a positive contribution to our school and the Billings community. Create your own outstanding experience, leave a positive mark and let's have a great year together.

GUIDANCE AND COUNSELING

The school counselors are full-time guidance specialists who provide counseling and informational services. Counselors are assigned to students by last name, (A-L or M-Z), and make every effort to stay connected. If a student wishes to speak to a counselor, make an appointment by stopping in the guidance office and fill out a request form. Parents, too, may contact the counselors for an appointment or set up a time to meet with their student's team of teachers. Counselors and staff at Will James are very sensitive to the personal needs of students and families.

NOTE: Please read and review entire handbook.

Will James at a Glance

Colors

Navy and Silver

Mascot

Rustlers

Hours

7:30 Main office and Attendance open

8:00 Students may enter front doors

8:10 First class begins

3:10 School day dismissal

***2:10 Wednesday dismissal**

4:00 Main office is closed

Visiting the School

Parents are welcome and encouraged to visit Will James. Please sign in at Attendance Office in order to obtain a pass prior to visiting any classroom. The campus is closed to all student visitors from other schools.

Only people listed in student's contact list will be able to visit that student.

Closed Campus

All six middle schools in Billings are closed campuses.

Student are not allowed to go to lunch with other students and/or their friend's parents. Students are not allowed to order lunch to be delivered to the school. Once students arrive on campus, they are not allowed to leave for any reason unless with their class or their parent/guardian.

MET Transit Busing

There is a MET bus, RouteT3, that drops off at the school at 7:55 am and picks up at Will James at 3:25pm (*2:25 pm on Wednesdays). See their website for all routes: www.mettransit.com

***Students are to use designated crosswalks when crossing Grand, 24th, Central, 32nd, Broadwater, and any other busy road before and after school.**

Flowers and Gifts

Any flowers or gifts delivered to the school must be paid for prior to delivery. Students may pick up these items from the office at the end of the school day.

Items NOT allowed at Will James:

- Alcohol, tobacco, e-cigarettes
- Guns or weapons of ANY kind
- Firecrackers/explosive devices
- Balloons or items containing latex
- Laser pens or shock pens

Items NOT allowed in classrooms or hallways

- **Electronic devices** = cell phones, i-pods, ear buds, i-watches must be on watch mode only, etc. (TEACHER DISCRETION IN CLASSROOM)
- **Hydro flasks or metal equivalent water bottles**
- **Fidget spinners**
- **Hats of any kind or hoodies ON in the building**
- **Coats in the classroom**
- **Skateboards/Rollerblades/scooters**
- **No backpacks or purses in classrooms**

****Results in confiscation and possible discipline****

Gum/Seeds/Candy

Shelled nuts are not allowed during the school day at WJMS. Gum is never allowed in the music rooms, library, cafeteria and any lab area. Most teachers do not allow gum or candy and it is your responsibility to know & follow each classroom's guidelines.

After School Detention (ASD) will be assigned to any student who chooses not to comply with WJ rules.

Expectations of Students

It is expected that students will display appropriate conduct. Good behavior is appreciated and rewarded.

- ◆ Follow school and classroom rules
- ◆ Use appropriate language
- ◆ Settle conflicts respectfully – ask for help if needed
- ◆ Promote a Caring Community by including others, refusing to be part of hurtful talk and stopping bullying
- ◆ Arrive to class on time with necessary materials
- ◆ Be respectful and cautious when moving throughout the building
- ◆ Use your classroom's hall pass with teacher's permission if leaving class – go only where approved
- ◆ Follow cafeteria policies and procedures
- ◆ Respect school property and the property of others
- ◆ Wear clothing appropriate for a school setting
- ◆ Take school correspondence home to parents and return signed materials
- ◆ Limit the display of affection
- ◆ Display good manners and respectful behavior in the community
- ◆ No graffiti/stickers ON or IN lockers

What should I do if....

I arrive early?

Students are welcome to come inside to the cafeteria after 7:30 for breakfast. With a pass, a student may go to a teacher's room for extra help. Students may NOT go to their lockers nor enter front doors until 8:00. **Students need to be dropped off and picked up IN FRONT of Will James between 7:15 and 3:30. Belvedere Dr. and Lewis Ave. are suggested alternate streets for drop off or pick up locations.**

I am late?

Bring a note from home report to the Attendance Office to get a pass or call the Attendance Office.

I must leave early?

Bring a note from home and give it to the Attendance Office upon your arrival in the morning or parents call Attendance Office well in advance.

I have a personal problem?

Talk with your teacher, see your Guidance Counselor, or come to the Main Office.

I have trouble in class?

Talk with your teacher or your counselor.

My parents want a conference?

Contact specific teacher by email unless you want more than one teacher in the conference. Parents may call your counselor to set up a parent/teacher(s) conference or call main office to set up a conference with Administration.

I must leave the classroom?

Ask your teacher for permission and take the appropriate hall pass in school planner.

My telephone number has changed?

Call the Main Office at 281-6100 to report any changes.

I am moving or withdrawing?

Parents should call the Main Office to update current records or arrange for proper check-out. Students who are transferring out of Will James will be required to take a withdrawal form to every class and get each teacher's signature.

I need to use the telephone?

Students should make arrangements for rides **before** coming to school. If an emergency arises, you may ask the attendance office to use the student phone during passing time. It is located in the hall by the Attendance office.

ATTENDANCE POLICY

1. Consistent school attendance is required by law and is absolutely necessary for your child's success.

2. **Parents must call the attendance office at 281-6158 if your son/daughter is going to be absent from class.** Please call before 10:00 am and/or leave a message if you are calling outside regular school hours. Please call or leave a message well in advance for Attendance to provide an excuse slip for your student in their class.
3. If the office does not have a confirmation of an absence, the student, upon return will be called to the attendance office. An unexcused absence will be issued to the student until verification with the parent has been made. A note or telephone call may change the absence from unexcused to excused.
4. Upon returning to school, the student is responsible for making up any assignments or tests that were missed. In order to get full credit, the student must complete and turn in the work the day following the absence.
5. A student may not leave the school without a written note from a parent/guardian. This note must be turned into the attendance office **before** school.
6. The following are **not** excused absences:
 - a. Leaving the building without permission
 - b. Oversleeping, car trouble or missing the bus
 - c. Disciplinary suspension and incarcerations
 - d. Truancy
7. **The administration has final discretion regarding whether a student's absence is considered excused or unexcused.**

TARDY POLICY

All students are expected to be in class on time for every class period. If a student is late up to 15 minutes, they will be marked tardy. Any amount of time after 15 minutes, they will be marked absent. A full list of consequences for tardies will be provided in our student policy packet that will be given to students within the first 2 weeks of school. That policy packet is to be reviewed at home and returned to school with signatures.

HALL PASSING

We ask students to take care of personal needs (bathroom, getting needed items from locker, using the phone, etc.) during their passing time. Class time is instructional time and is very important, therefore bathroom passes will be issued by the teacher on an emergency basis only. Students are required to use student planners as their hallway pass in order to access passing privileges.

Pass time =4 min.
between classes

At every class change, students are given four minutes to pass. Each student is expected to follow the traffic patterns. Running, pushing, and shoving in the halls will not be tolerated and you may be required to spend time in after school detention if the behavior is continued or considered dangerous.

Cafeteria

Students are to report to the cafeteria for lunch on time and in a **quiet, orderly fashion**. Students have 30 minutes to eat lunch. They may bring lunch from home or order hot lunch from the school which is provided by Sodexo. Cost for lunch is usually \$3.00 but subject to change. On select days, there is a snack bar open during lunch periods that students may purchase in addition or instead of the hot lunch line. Due to our academic commitment to WIN, there are fewer staff members available for lunchroom supervision. As a result, students will remain indoors during their 30 minute lunch period. The cafeteria will be as clean as you make it. **Be sure to dispose of your trash when you have finished with your lunch.** Failure to do so may result in clean-up duty. Repeated infractions of the rules will result in eating lunch in isolation or long-term removal from the cafeteria.

Due to time constraints, teachers and staff may go to the front of the serving line.

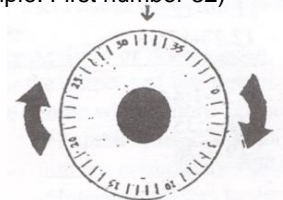
Locker Rules and Expectations

1. A locker is assigned to each student at the beginning of the school year. The lockers remain under the authority of the school and are the property of the school, not the student. However, the school is NOT responsible for items stolen from the locker, or for any materials left in the locker overnight.
2. If you must have a cell phone at school, you must keep it locked in your locker and volume turned OFF, not on vibrate, to limit the distraction.
3. Students are expected to **keep combinations confidential**.
4. Students are **not** to share lockers.
5. Students are expected to **leave other people's lockers and locks alone!**
6. Students are protected from unreasonable searches and seizures. However, school officials have the right to conduct a search of a student's locker as long as there is reasonable cause.
7. Any items found within the locker are assumed to be the property of the person to whom the locker has been assigned. Students will be held accountable for all items within their locker!
8. No Graffiti/stickers ON or IN lockers!

How to Operate a Locker

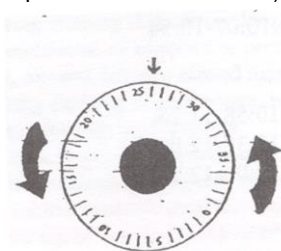
✓ Step 1

Turn the lock dial twice in a clockwise direction. After the second full turn, stop when you get to your first number (Example: First number 32)



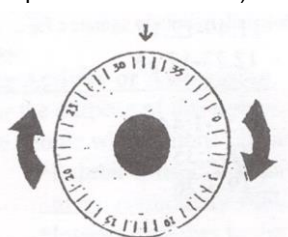
Step 2

Next, turn the dial in the opposite direction (counterclockwise) one full turn. After a full turn, stop when you get to your second number. (Example: Second number 26)



✓ Step 3

Finally, turn the dial slowly clockwise until you get to your third number. (Example: Third number 5)



✓ Step 4

Pull up on the locker latch to open

❖ Note

If the lock fails to open, repeat the process. If you accidentally go past a number in one of the steps above, you must start over again.

FIRST AID – ILLNESS MEDICATIONS-NURSING

In case of an accident or illness at school, the student should go directly to or send for help from, the Main Office, Counseling Office or Attendance Office. **The school nurse is shared with several other schools and is NOT in our building at all times.** Students, who need to consult with the nurse, should make an appointment through the Counseling Secretary.

Parents must maintain updated emergency telephone numbers and medical information. If a student needs to leave school they must check out with the Attendance Clerk. **Please call the Attendance Office (281-6158) well in advance if you are picking up your student for ANY reason during the school day.**

Medications – All medications should be taken at home if possible. If it is necessary to take medications during school hours, please comply with the following:

1. A consent form must be signed by parents and physician for the supervision of all prescription medication to be taken by students.
2. Medication must be in the original bottle with a current prescription label for instructions.
3. The student is responsible to come for medication and take it independently in the presence of designated school personnel.
4. **Non-prescription** medication may be kept in the student's locker for self-administration as per parent's instructions.
5. Students may carry individual inhalers following a consent form and labeling instructions.

ACADEMIC SUPPORT:



Success, nothing less!

WIN is an acronym for **What I Need**.

It is a 30 minute block of time at the end of the day (except Wednesdays) where students receive additional support in essential learning. WIN provides teachers an opportunity to re-teach materials students already learned in class or who may need additional support to master certain skills. It will provide students with extra time and support to learn what they need in particular classes or to cover certain topics.

Knowing how to balance and organize your time is one of the keys to being a successful person. During WIN, students can be empowered to make decisions about how they're going to use their time. Students will be learning life skills to help them organize and manage time between work, interests, and school. Teaching students how to do that while they're in school, while giving them an enriching experience, will benefit them into adulthood.

HOMEWORK:

Most teachers do not assign homework and allow class time to work on assignments. Homework is usually the result of not finishing a class assignment in the allotted time during class. Most teachers do not arrive until 7:35 so if you need assistance from a specific teacher you must have it pre-arranged and with a hall pass to attend that teacher's classroom in the morning.

At Will James we believe that the completion and practice of quality assignments is the key to success. Our students are required to complete all assignments so that they are ready for assessments of their knowledge. PowerSchool keeps track of assignments, current grades, and missing assignments. Please use the student and parent account to monitor progress in assignments and grades. The instructions and access codes for the parent account are given to students to take home in the first 2 weeks of school.

STUDENT DISCIPLINE

The goal of student discipline shall be to help students develop self-control, maturity and display socially acceptable behavior. **Discipline or consequences are not to be confused with punishment.** It is our objective to maintain a respectful, safe and orderly environment. Each teacher will establish student behavior expectations using positive and constructive methods. If a problem is encountered beyond the regular scope of classroom discipline or is a continued disruption, it will be referred to building administration. The following discipline steps will be used as a guideline with the student and administrator reviewing future referral steps:

LUNCH DETENTION

Students may be assigned lunch detention for various offenses. Students should report directly to the ISS room and **bring study materials with them.** Students have the option of bringing a lunch from home, eating a sack lunch delivered from the cafeteria (students will be charged the regular lunch price) or choosing not to eat. This time is meant to remove students from available free time, give them an opportunity to refocus on their behavior choices and focus on academic activities.

AFTER-SCHOOL DETENTION

After-school detention (ASD) will be from 3:10 to 4:00 p.m. Monday, Tuesday, Thursday, and Friday. Detention on Wednesday is available until 4 pm if multiple detentions are needing to be served; however, if only one detention is to be served, student will be excused at 3 pm. Students may be assigned to ASD by the administration. Parents and students will be given 24 hours advance notice of the detention, but the student may choose to start the detention the same day it is assigned. Students placed in ASD are responsible for their behavior and are expected to comply with the rules posted there. ASD is a silent study hall supervised by an Instructional Para Professional. **The student is expected to bring enough work to keep them busy the entire time.**

Failure to comply with the ASD rules will result in further appropriate consequences. Students who fail to attend ASD will have an additional detention assigned. If a student misses ASD again, he/she will be assigned to ISS and will still need to serve the original ASD.

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is located in room 103. A student who has been sent out of a class may be isolated in ISS if the administration deems it necessary and will remain there until released. ISS will be monitored by an Instructional Para-Professional and will be a silent study hall. The teachers will be asked to send work to ISS when appropriate. Students are required to bring academic material and remain on task with assignments or reading.

OUT-OF-SCHOOL SUSPENSION

Unfortunately, some students choose to behave in a manner that seriously disrupts the school environment, is disrespectful to staff or students, or shows a continued disregard for school expectations. These students may need a more serious intervention to assist them in developing self-control and self-discipline. **ALL** Out-of-School Suspensions will be assigned to the Truancy Center unless otherwise noted by the school administrator. **Parents are responsible for transporting their student to and from the Truancy Center (Lincoln Center) on the days assigned.** Students who are serving an OSS are not allowed on any Billings Public School property (except the Truancy Center) or any activity from the time of his/her suspension until he/she is allowed to return to school.

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

Computer Use

Students who choose to misuse the computer by accessing or attempting to access inappropriate sites, or make changes to computer settings without specific, prior permission will lose computer privileges.

- * **1st Offense** – No access for 4 weeks
- * **2nd Offense** – No access for 9 weeks
- * **3rd Offense** – No computer privileges.

Citing Resources

Students must remember to cite work that they have used from other sources. When work is not cited, it is considered to be plagiarism and falls under the offense of cheating.

Cheating/Copying

Students are expected to do their own work unless specifically communicated by the teacher. Students who copy off of another student's paper, use resources but do not cite and credit the original author, re-use another student's paper or lend their paper to others will be disciplined for academic dishonesty.

- * **1st Offense** – Student will receive a zero on the assignment.

* **2nd Offense** – Zero on assignment, assigned after school detention.

* **3rd Offense** – Zero on assignment, assigned one day ISS.

* **Further Offenses** – Continued zeros and OSS.

Textbooks

The school furnishes individual textbooks in some classes. Students are responsible for those books and must pay for lost, damaged or stolen books. The teachers will have a guideline for replacement and for assessing fines. **Report cards will be held in the office until the assessed fines have been paid.**

***Students/parents are responsible to cover the cost of lost/stolen/damaged supplies checked out or loaned to students.**

Care of the Building

Everyone should take pride in our school building and school grounds by doing everything you can to keep it clean and attractive. Students are expected to pick up paper and litter from the classroom and hallway floors at the end of each class period. Please be thoughtful citizens and pick up paper and rubbish when you see it instead of walking by it.

Students marking or damaging school equipment/property in any way will be required to clean the article if possible and/or reimburse the school for damages. Parents and students are responsible for materials loaned to students.

Vandalism

Will James prohibits writing/graffiti on any items that do not solely belong to the student. Any personal writing or artwork is subject to school rules and standards of good taste/appropriateness. Vandalism is a punishable offense and will be dealt with severely. **This includes inside and outside of lockers.**

SCHOOL SAFETY

The fire alarm is a continuous ringing of bells. Safety demands that the building be emptied quickly, quietly, and as orderly as possible (running, pushing, crowding, or unnecessary talking is not allowed). Each student should know the directions for fire drills in each classroom and teachers will assist with exit routes. Each class should completely clear the building and steps to leave space for the last classes to exit the building. The last person out of the rooms and the building will close all doors and windows.

In case of an emergency drill or any other safety situation while classes are passing or at lunch, students are to use the nearest exit and meet their Advisory teacher in designated area. Teachers will be in charge of

the area they are physically located in, at the time the alarm sounds.

If our building would need to be evacuated for safety purposes, the L.D.S. Church across the street has graciously given us a key. Students and staff will remain at this alternate site until the Superintendent and safety officials have assessed the situation.



Have an adventure...Read a book!

Library Media Center

The Library Media Center is the hub for reading and study activities and the library staff strives to maintain a friendly, supportive and welcoming environment. Students and staff access information in a variety of formats including books, magazines, and multimedia computers. Students visit the library during free time and teachers frequently schedule library time for class projects.

Library Rules

- Let the librarian know when you arrive in the library and get permission before leaving.
- Food/drinks/candy/gum are not allowed in the library or computer lab.
- Be respectful of other students by being quiet. Return items to their appropriate area or to the librarian.
- Allow others to have access to quality, well-maintained equipment by treating books, computers and furniture with care and respect.
- Only one student out at a time with the bathroom pass.
- Show pride - clean any messes and push in chairs before you leave.

Book Check Out

Students may have up to five items checked out at one time. Books are due back in three weeks, magazines and reference materials are due back the next day. Students are responsible for returning all library materials on time. Students should respond to overdue notices as soon as they are received. If library materials are lost/stolen, they must be paid for. Report Cards and lock deposit will be withheld until all Library fines are paid if applicable.

Webcat is the "card catalog" for all School District 2 libraries. Students and parents may access Webcat at school or at home using the following web address:

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

or by clicking on the Webcat link on the School District's home page. Ask a librarian for help to borrow books from other schools.

PE Uniforms

All students are required to dress out for PE classes. Required attire is: Will James blue activities shirt, active shorts or sweatpants, athletic shoes and socks. Shorts must be an appropriate length for a variety of activities and stretches. If you do not have a Will James activities shirt, you may purchase one for \$9 from your PE teacher in the beginning of the school year. Exact cash is appreciated.

Enriched Classes

Students who qualify and are admitted to enriched classes must maintain a "B" or better in those classes. Grades for those classes will be reviewed at each reporting period. If a student is earning less than a "B", they will be placed on probation and are expected to raise their grade to a "B" by the next reporting period. Students who continue to earn less than a "B" may be removed from the class. Academic dishonesty may affect a student's placement in an enriched class for the next school year.

Special Days

Throughout the year special days are planned for student involvement and enjoyment. The elected Student Council officers will form committees with representatives from each class. They will be responsible for planning the special days such as Spirit Day(s), Hat Day, four dances and several assemblies.

DANCE RULES

- Students should make arrangements **prior** to the dance to be picked up by 4:45.
- Dances will begin at 3:30 and end at 4:45
- Gates close @ 3:45 - Students will not be admitted after that time
- Only students currently enrolled at Will James will be permitted to attend-guests will not be allowed
- Since all dances take place at Will James, all school rules apply
- Respectful behavior is expected. Mosh pit, circling, pushing, shoving or lifting people into the air is not allowed
- Students with unacceptable behavior will be removed from the dance with no refund
- Once you leave the dance, you may not return
- You will not be allowed back to your locker or the hallway (bring all possessions with you)
- All students will exit out the west doors near the cafeteria and gym

Will James Activities/Contests

Throughout the year, students will have many opportunities to participate in a wide variety of contests, such as:

- Middle School Math Day
- Math Counts Competition
- MCTM and/or AMC Math Competitions
- Geography Bee
- Spelling Bee
- Any other competition sponsored by teachers

Other Activities

Sports Programs:

- Football (7-8th only),
- Basketball (6-8th),
- Wrestling (6-8th),
- Softball (7-8th only),
- Cross Country (6-8th),
- Volleyball (6-8th),
- Track & Field (6-8th)

Math Clubs

Student Council

KC Club

Art Club

Drama Club

Cube Club

Music Clubs (Choir, Band, Orchestra)

****Students may seek permission from the Principal to start any club as long as they have a sponsor teacher to supervise the club.

EXTRA-CURRICULAR ACTIVITIES

Will James Middle School encourages students to broaden their skills, knowledge, and citizenship by participating in extra-curricular activities. All students have several opportunities to participate in a variety of after-school activities.

SPORTSMANSHIP

We encourage all students to support your schoolmates in academic and athletic endeavors by attending scheduled events at our school and neighboring schools. **You are expected to display good sportsmanship and show your support by cheering positively for our participants, NOT against other teams/participants.** If you choose to display unsportsmanlike behavior, you may be asked to leave the gym/school, will not receive a refund and may have further disciplinary action.

BOYS' ATHLETICS

Boys in the 6-7th grade have the opportunity to compete in cross-country, wrestling, basketball and track. The 6-7th grade boys basketball program is designed to allow all kids to be placed on teams, practice, learn basic skills, and compete with other middle schools on

Saturdays. Boys in the 7-8th grade can participate in football, cross country basketball, wrestling and track. All programs in the 8th grade are competitive. In basketball, there is a program similar to the 7th grade for those boys that do not make the 8th grade competitive teams or may play with 7th grade competitive teams.

GIRLS' ATHLETICS

Girls in the 6-7th grade have the opportunity to compete in cross-country, volleyball, basketball and track. The 6-7th grade basketball and volleyball programs are also designed to allow all participants to be placed on teams, practice, learn basic skills and compete with other middle schools on Saturdays. Girls in the 7-8th grade can participate in softball, basketball, volleyball, and track. All of the programs in the 8th grade are competitive. For those that do not make the competitive teams in basketball and volleyball, there is a program similar to the 7th grade or may play with 7th grade competitive team.

2019-20 ATHLETIC SEASON SCHEDULE

FALL I: AUG. 19 - OCT. 7

- Cross Country (6-8th grade)
- Football (7-8th grade)
- Girls' Softball (7-8th grade girls)

FALL II: OCT.7 – NOV.26

- Girls' Basketball (6-8th grade girls)
- Wrestling (6-8th grade)

WINTER I: DEC. 9–Feb. 4

- Boys' Basketball (6-8th grade boys)

WINTER II: FEB. 3–March 24

- Volleyball (6-8th grade girls)

SPRING: March 23-May 19

- Track and Field (6-8th grade girls and boys)
- 6th grade: City Meet @ Medicine Crow
- 7th and 8th grade: City Meet @ Daylis Stadium

Athlete of the Year/ Four Sport Club

The athlete of the year award goes to a boy and girl in the 8th grade who displays great character, leadership, team work, effort and determination. The individual who is honored with the athlete of the year award must compete in at least three 8th grade sports programs to be eligible.

The four sport club is for 8th grade boys and girls who have competed in at least four school sports throughout the year.

ELIGIBILITY GUIDELINES

In order to participate in extra-curricular activities, a student must maintain a passing grade in all courses in which he/she is currently enrolled. However, if a student receives a deficiency (failing grade), he/she may continue to participate as long as there is a grade average improvement. This guideline applies to interscholastic and instructional athletic teams, clubs, and student government. It will be enforced as follows:

1. Each of the five sport seasons is seven weeks long. The first grade check will be on Monday following the completion of three weeks of practice (which is the instructional/ non-competitive portion of the season.) The next grades check will be after week five unless a student has received a deficiency. Grade eligibility checks for clubs, student government, etc. will be on the same dates.
2. Staff members will keep students and coaches informed as to the pass/fail status in each class.
3. If a student is deficient (failing in any class), the following will occur:
First deficiency, the student will be put on probation and given one week to achieve eligibility. If the deficiency is not corrected at the conclusion of one week, the student will be allowed to practice but not participate in any contest.
4. Individual cases of eligibility will be reviewed by the coach/ sponsor, assistant principal, teacher(s), and principal or his/her designee.
5. A student must be in attendance the last half of the day to be eligible to participate in an activity scheduled for that day or receive approval from an administrator.
6. A student may not participate in an activity if he/she has been suspended in school or out of school on the day of the activity.
7. The attendance and suspension rules apply to the previous Friday if there is a Saturday activity.
8. Three unexcused absences from practice will result in the student's suspension from the activity.
9. All participants in athletic activities must have a current physical on file, participation agreement form, concussion form, code of conduct forms, emergency medical information form, and media release, and other required forms turned in at the main office. Also, you may pay the participation fee starting two weeks prior to the sport beginning in order to participate.

TITLE IX COMPLIANCE

WJ Compliance officer: Nichole Hamnes (Guidance Counselor)

Billings Public Schools affirms that all students, staff, parents, legal guardians, volunteers, visitors, and members of the public shall have an equal opportunity to participate in, and accrue the benefits of all educational programs or activities provided by the district. The District has appointed a coordinator to assist any employee, student, parent, or legal guardian with a Title VII/Title IX/Section 504/Title II ADA concern. Inquiries about these concerns may be referred to Human Resource Services, Billings Public Schools, 415 North 30th Street, Billings, Montana, 59101, or call (406) 247-3874.

10. If you may have difficulty paying for the activity fee, please mention that to main office as there may be assistance programs available.

***Participation fees are non-refundable once the student participates in his/her first practice. The fee per activity is \$45.**



CHEMICAL USE POLICY

It is the position of the Billings Public Schools that participation in co-curricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the district's belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

1. To emphasize concern for the health and well-being of the students while participating in activities.
2. To provide a chemical free environment that will encourage health development.
3. To diminish chemical use by providing an educational assistance program.
4. To promote a sense of self- discrimination among students.
5. To confirm and support existing state laws which prohibit the use of mood-altering chemicals.
6. To emphasize standards of conduct for those students who through their participation are leaders and role models for their peers and younger students.
7. To assist students who desire to resist peer-pressure that often directs them toward the use of chemicals.
8. Each student who participates on a sports team will receive a full disclosure of the chemical policy.

Last year's 6th and 7th grade students chose our 2019-2020 school motto to be:

SUCCESS, nothing less!

BILLINGS PUBLIC SCHOOLS
2019-2020 School Calendar
 Approved 12-17-2018

JUNE 2019						
Su	M	T	W	Th	F	Sa
					31	1
2	P	P	P	6	7	8

AUGUST 2019						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	P	P	P	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
Su	M	T	W	Th	F	Sa
1	*	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	P	P	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	PTC	PTC	PTC	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	*	*	*	30

DECEMBER 2019						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	*	*	*	*	*	28
29	*	*				

JANUARY 2020						
Su	M	T	W	Th	F	Sa
			*	2	3	4
5	6	7	8	9	10	11
12	P	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	*	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	P	31				

APRIL 2020						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	SD	*	11
12	*	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
Su	M	T	W	Th	F	Sa
					*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*	26	27	28	29	30
31						

Graduation Date/Times
 Sunday, May 24

Skyview - 10:00
 Senior - 2:00
 West - 6:00

Note: Wed. Nov. 6 is Parent Teacher Conferences for Elem. and PLC for MS & HS



Last Day of School - May 29th is early release for elementary, middle school and high school.						
	Wed. Professional Learning Community Meetings - Dismissal 1 hour earlier than normal					
P	PIR Days - Required					
P	PIR/TRADE days - March 30th -no district sponsored training; No school					
SD	Snow Day - This will be a vacation day unless we are required to make up a school day lost due to poor weather earlier in the year. If we are required to make up a day, this vacation day will become a required day of attendance.					
PTC	Elementary Parent Teacher Conferences - Elementary early release					
	High School Semester Testing - HS early release					
	Middle School Parent Teacher Conferences - MS early release					

	First and Last Day of School
	Vacation or Holiday
	Elementary End of Trimester
	Six-Week Grading Period for MS & HS