

# **STUDENT HANDBOOK 2021-2022**



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

**Empower. Inspire. Educate.**

## 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, Rose Art, 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 & Kid Stix/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.**

## Follow Billings West High School on Twitter @bwhnation



### 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 21<sup>st</sup> 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**

**School District 2 Central Administration**

Mr. Greg Upham  
Randy Russell, Brenda Koch  
Leadership

**281-5065**  
Superintendent  
Executive Directors, School

**Billings West High Administration**

Kelly Hornby  
TBA  
Jeril Hehn  
Rob Bazant  
Fred Petak  
Rod Gottula

**281-5600**  
Principal 281-5602  
Principal's 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  
Mary Krogh  
Maria Padilla  
Carolyn Rogers  
Lisa Baumberger  
Jerry Smidt

281-5623(A-G) 281-5624(H-N) 281-5625(O-Z)  
(A-G) Assistant Principals' Secretary 281-5623  
(H-O) Assistant Principals' Secretary 281-5619  
(P-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 – Kim Petersen, Head Counselor – Dave Spring – Levi Grosskop  
Dana Conway – Tami Radkovich

**District Title IX Sexual Harassment Coordinator**

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

**Building Title IX Sexual Harassment Coordinator**

Lacy Watson 281-5693

**School Activities Coordinator**

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

**IMPORTANT DATES TO REMEMBER**

August 23-----First Day of School – Gr. 9  
August 24-----First Day of School- Gr. 10-12  
September 6-----Labor Day  
September 13-----Open House at West High  
September 20-24----- Homecoming  
September 24-----Homecoming Dance  
September 28 -----Native American Heritage Day  
October 1-----End of 1<sup>st</sup> Six Weeks  
October 4-----Senior Pictures Due  
October 4 -----School Picture Retakes  
November 17-----End of 2<sup>nd</sup> Six Weeks  
November 19-----TWIRP  
November 24-26----- Thanksgiving  
December 23 – January 2 -----Winter Break  
January 13 & 14-----First Semester Final Examinations  
January 14 -----End of 1<sup>st</sup> Semester  
January 17 -----PIR Day/ Student Holiday  
February 21 -----Vacation Day  
February 28 -----End of 4<sup>th</sup> Six Weeks  
March 14 - 18-----Vacation/Holiday  
March 26 -----Prom  
April 19 -----End of 5<sup>th</sup> Six Weeks  
May 6 -----Vacation Day  
May 29 -----Graduation  
May 30 -----Memorial Day  
June 2 & June 3 -----Final Examinations  
June 3 -----Last Day of School/End of 2<sup>nd</sup> 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 <sup>st</sup> Period	8:00	8:57
2 <sup>nd</sup> Period	9:04	10:01
3 <sup>rd</sup> Period	10:08	11:05
<b>1st Lunch</b>	<b>11:05</b>	<b>11:55</b>
4 <sup>th</sup> Period – 1 <sup>st</sup> Lunch	11:55	12:52
4 <sup>th</sup> Period – 2 <sup>nd</sup> Lunch	11:12	12:09
<b>2nd Lunch</b>	<b>12:09</b>	<b>12:59</b>
5 <sup>th</sup> Period	12:59	1:56
6 <sup>th</sup> Period	2:03	3:00
XD Class (No Class Wednesday)	3:05	4:14

**Career Center Schedule**

**Bus leaves @ 7:35 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**

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

**Wednesday Career Center Schedule**

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

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

**Bus departs CC @ 10:25 AM**

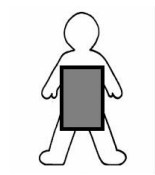
**PM Bus Schedule: Leaves West High @ 11:06 AM**

4 <sup>th</sup> Period	11:26 - 12:09
5 <sup>th</sup> Period	12:14 - 12:57
6 <sup>th</sup> Period	1:02 - 1:45

**Bus departs CC @ 1:50 PM**

**Billings West High School abides by all the policies of the Billings Public Schools. The policies can be found at [www.billingschools.org](http://www.billingschools.org) under District Policies.**

## **DRESS CODE**



**The area between one's armpits and mid-thighs should be fully covered at all times.**

**Students should dress in a manner that is acceptable in a professional job setting.**

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 (i.e. bandanas, visors or ski goggles worn backwards, etc.); advertise alcoholic beverages, tobacco products or drugs/drug paraphernalia (i.e. marijuana leaves, mushrooms, Bob Marley, etc.); 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.
- 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. Students will be required to change if the shirt is inappropriate and will receive the same consequences of a school dress code violation.

A teacher may require **additional** standards of student dress as deemed appropriate in order to ensure a proper safety standard for the coursework/activities required in the class (i.e. science, vocational classes, P.E., special projects, 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.

1<sup>st</sup> Violation – Warning

2<sup>nd</sup> Violation – Detention

3<sup>rd</sup> Violation – Two (2) Detentions

4<sup>th</sup> Violation – Full Day ISS

5<sup>th</sup> Violation – Truancy Center

## **ELECTRONIC DEVICES**

The use of electronic devices, includes, but is not limited to iPods, cell phones, Bluetooth devices, etc., and is a privilege which requires students to comply with the following responsibilities and expectations:

- **Cell phones can be used before school, after school, during lunch, and during passing time in the hall; they shall not be used in classrooms or computer labs during the 57 minute instructional period without the explicit permission of the teacher. Cell phones are to be set on vibrate or silent mode at all times while in the building.**
- Headphones are required when listening to music; the use of external speakers is strictly prohibited on campus, and their usage may result in the confiscation of said device.
- If an electronic device is used in a manner that demonstrates academic dishonesty, the BWHS Cheating Policy will be utilized.

- Voice or video recording outside of approved educational uses is prohibited; students are not allowed to take pictures, videos or voice recordings of other students or staff without consent of all those being recorded.
- **Administration has the right to search any and all electronic devices if they suspect the usage of such devices is in anyway a violation of school policy and/or if they suspect such devices may contain evidence related to violations of school policy.**
- **CONSEQUENCES**
  - o 1<sup>st</sup> offense – 1 Detention – phone may be picked up at the end of the day
  - o 2<sup>nd</sup> offense – 2 Detentions – phone may be picked up at the end of the day
  - o 3<sup>rd</sup> offense – Full Day In-school Suspension – phone may be picked up at the end of the day
  - o 4<sup>th</sup> offense – 1 Day Truancy Center - Loss of electronic device privileges
  - o Further offenses – Out of School Suspension
  - o **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.**

### **Sexting**

- 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.
- 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. 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 any time 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. No body painting, students must be fully clothed.
3. Wear clothing appropriate for a school event; encourage wearing school colors.
4. No derogatory or negative comments to referees, players, coaches, half-time performers or fans.
5. Disrespectful behavior of any kind will not be tolerated.
6. External speakers are not allowed; only authorized music and announcements over the school’s P.A. system

Failure to comply with these rules may result in disciplinary action, including being asked to leave the premises, the loss of attendance privileges at any and all activities, in-school consequences such as detention or suspension, the forfeiture of activity tickets, or any combination thereof. In addition, there may be additional legal consequences.

### **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](http://billingswest.org)

### **VISITORS**

All visitors are required to present a photo I.D. before entering the building and to immediately 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 as to where students may be picked up.



### **ATTENDANCE POLICY**

Billings West believes that any absence from the classroom diminishes learning. We therefore expect the following:

- Teachers, coaches, counselors and club sponsors should generally refrain from removing from another staff member’s classes.
- Parents should only excuse their children from classes for family and medical emergencies.
- Students should regularly attend and actively participate in each day’s schedule of classes.
- Regular attendance is basic to meeting the educational needs of students.

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.

**HALL PASSES**

Any student leaving his or her assigned classroom is required to have a hall pass issued by the instructor responsible for them at that time.

**UNEXCUSED ABSENCES**

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

- Leaving the building without first checking out through the Assistant Principal’s office
- Excuses such as oversleeping, car trouble, or “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

**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. Excused absences are categorized as follows:

- Illness
- Medically related 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
- Other absences approved by school administration

Some absences (for example, medically related) may be waived when supported by required documentation or other documentation requested by school administration. Barring requested documentation, please understand that school administration will make the final decision in determining whether or not absences are excused or unexcused.

**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”:

<b><u>What counts against a student’s ten absences:</u></b>	<b><u>What doesn’t count against a student’s ten absences:</u></b>
• E (excused)visit	• C (counselor )
• I (ill)	• D (dean’s visit)
• A (uncleared absence)	• M (medical waiver)
• U (unexcused)	• N (nurse visit)
• X (out-of-school suspension)	• O (school related)
	• W (waived)
	• T (Less than 5 minutes late for class)
	• L (Truancy Center-Out of school suspension)
	• S (in-school suspension)

A student who misses more than ten days in any semester may receive a “P” grade in place of their grade of record for that class, assuming the student is passing. A student has the right to appeal “P” grades by contacting their Assistant Principal and submitting a “P” Grade Appeal.

**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.

### **Tardy policy:**

**Students arriving late to any class period, but within five minutes of the starting bell, will be marked tardy; students reporting to class more than five minutes late are marked as having an absence. Unexcused absences result in disciplinary action; Excused absences do not result in disciplinary action, but do count against the ten-day rule.**

**Students arriving more than five minutes late to any class period without an excuse must check in with their Attendance Clerk in the Assistant Principal's Office upon arrival at school. They will then be sent to class after their absence is determined to be a Tardy or an unexcused absence.**

- An unexcused absence in any period will result in detention.
- Students must be inside the classroom when the bell rings.

If no parent/guardian call has been received and the student is late the Attendance Secretary will send the student to the Assistant Principal. The Assistant Principal will try to contact the parent/guardian and then determine the status of the student. The Assistant Principal will attempt to determine if there is a hardship/special circumstance, especially for students that are chronically late.

If students 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 before 10:00 a.m. (Last Name A-G) 281-5623 (Last Name H-N), 281-5619 (Last Name O-Z) and 281-5625

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 could 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 choice.

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 a three-hour block. 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.



**VALEDICTORIAN REQUIREMENTS**

**\*Honors and AP classes have weighted GPAs, as follows: A=5, B=4, C=3, 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.**

**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**

Student Grades are available through PowerSchool. Report cards are mailed home at the end of each semester.

**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, but only if offered by an **accredited educational** agency, and only if prior approval has been given by school administration.
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) there is 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 teachers sign off that all books have been returned; otherwise, the drop will not take effect.

**WITHDRAWAL FROM SCHOOL**

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

1. Fill out a withdrawal form and have it 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 teachers or to the Assistant Principal's Office.

**SUPERVISED RELEASE TO WORK**

A student desiring a release from school for the purposes of employment 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**

<b>ACT</b>	<b>SAT</b>
<b>Test Date</b>	<b>Test Date</b>
September 8, 2018	October 6, 2018
October 27, 2018	November 3, 2018
December 9, 2018	December 1, 2018
February 9, 2019	March 9, 2019
April 13, 2019	May 4, 2016
June 8, 2019	
July 13, 2019	

**To register, see your Counselor or register online at [www.act.org](http://www.act.org) for ACT or [www.collegeboard.com](http://www.collegeboard.com) for SAT**

### **STATE MANDATED TESTING**

All Sophomores will take the preACT test, and All Juniors will take the ACT test each Spring. Both are mandated forms of measurement required by the district. The ACT is also mandated by the state.

### ● **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 (\$30.00), 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>
	<b>FALL</b>	
Football, Cross Country, Soccer, Golf		Volleyball, Cross Country, Soccer, Golf
	<b>WINTER</b>	
Basketball, Swimming Wrestling		Basketball, Swimming
	<b>SPRING</b>	
Track, Tennis		Tennis, Track, Softball

#### **Cheerleading**

#### **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! With that right comes certain expectations in order to participate; primarily, choosing to be drug and alcohol free and choosing to maintain a sound academic record. Please refer to the district website and Code of Conduct for more information.**

#### **ECONOMIC HARDSHIP**

Under certain conditions, financial aid is available to cover the 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 licensed 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 aid, 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. 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 BWH Code of Conduct as outlined in this handbook. School jurisdiction over such behaviors applies to all school settings, including classrooms, hallways, assemblies, and activities; furthermore jurisdiction applies to off-campus student behavior during lunch or while students are transitioning to or from school.

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

##### **DELEGATION OF AUTHORITY – QUESTIONING A STUDENT**

As per the District's School Board, building administrators may impose any disciplinary measure upon students under their charge, with the exception of expulsion, or corporal punishment. Such disciplinary action includes circumstances not outlined in this handbook. The Board authorizes teachers/adult supervisors of students to implement classroom disciplinary interventions for the removal of students from classrooms when accompanied by a referral to building administrators citing the student's disruptive behavior. **Administration has the right and authority to talk to and question students regarding school-related issues without contacting a guardian or having guardians present. Refusal of a student to cooperate with such questioning may result in consequences, including suspension.**

##### **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 being sent to the Truancy Center. In such situations, parents will be contacted.

## **TRUANCY CENTER**

The Truancy Center (281-5047) is located at 415 North 30<sup>th</sup> Street in the Lincoln Center. It is supervised by two district employees and one Sheriff's Deputy. Students who are absent from school without appropriate documentation of dismissal may be taken directly to the Truancy Center for the day by local law enforcement. 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 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. **All students sent to the Truancy Center are automatically subject to being searched**; this ensures they are not in possession of drugs, alcohol, or any materials they might use 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 or may not include referral to the Assistant Principals' Office for further action. Students referred to the Assistant Principals' Office must report there immediately. Failure to immediately report to the Assistant Principal's Office will result in further consequences, including suspension at the Truancy Center.

## **CHEATING/PLAGIARISM**

Cheating/plagiarism in any form will not be tolerated. 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**

- 1<sup>ST</sup> No Dress – Warning and remain in class with alternate activity
  - 2<sup>nd</sup> & 3<sup>rd</sup> No Dress – Detention and remain in class with alternate activity
  - 4<sup>th</sup> No Dress – Sent to Assistant Principal's office and issued two (2) detentions
- Continued failures to dress out will result in additional consequences assigned at the discretion of the Assistant Principals.

## **FIGHTING**

Any students fighting during school hours may be charged with disorderly conduct in addition to school consequences. Any student promoting, inciting, recording or actively engaging as an audience for a fight may also face the same charges and consequences. School jurisdiction over such behavior applies to all school settings, including classrooms, hallways, assemblies, and activities; furthermore jurisdiction applies to off-campus student behavior during lunch or while students are transitioning to or from school.

## **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 and dress. Our school prohibits gang-related behavior and 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 its 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 may lead to severe disciplinary action, including the loss of credit and suspension from school. Truancies accumulate throughout the school year. Initially, detentions may be assigned, with one detention being issued for each class period missed. Continued truancy is increasingly consequence by in-school suspension, students being sent to the Truancy Center, and a long-term suspension hearing, which may result in the loss of credit. Chronically truant students will be reported to the District's Truant Officer as prescribed by law. (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 meant for students to reflect upon changing the behavior that resulted in the detention. Students are expected to show up to detention on time and must have appropriate school work or a book to read. It is the responsibility of the student to note the date and time of his or her assigned detention as missing a detention for any reason will result in further consequences.

### **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.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is a temporary suspension from school attendance to be spent at the Truancy Center. Students are not allowed on 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.

### **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.

#### **Harassment, intimidation, or bullying include, but are not limited to the following:**

- 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 committing harassment, intimidation or bullying may include one or more of the following: a conference with administration, a conflict intervention agreement, detention, suspension, or recommendation for expulsion; such behavior 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 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 Center 3-5 Days, Meeting with Parents	Truancy Center 5-10 Days, Meeting with Parents	Out of School Suspension
Cell Phone/electronic use		1st and 2nd Offense	3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense parents will pick up phone	5th Offense	6 <sup>th</sup> 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		1st Offense and Loss of Privilege	2nd Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense			
Major class disruption, noncompliance, or insubordination			1st Offense	2nd Offense	3rd Offense	4th Offense		
Bullying, threats/harassment	1st Offense	2nd Offense	3 <sup>rd</sup> Offense		4th Offense			
Profanity	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense			
Profanity or threats directed at staff					1st Offense	2nd Offense	3rd Offense	
Fighting/assault						1st Offense	2nd 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	3rd Offense	
Alcohol/drug possession, use or distribution						1st Offense	2nd Offense	
No Show to Detention		1st Offense	2 <sup>nd</sup> 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.							
<b>***Consequences may increase dependent on the severity of an offense. Administration reserves the right to determine the severity of any infraction.</b>								

**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 our automated system, the **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 charged 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](http://infotrac.galegroup.com/itweb/mtlib_2_737)

Password: **discovery**

**CO 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. Furthermore 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. In addition to the possibility of a warning, detention, suspension or picking up litter on campus, the SRO may issue a monetary fine to students observed littering.

**LOCKERS**

**THEFT IS NOT UNCOMMON AT BWHS & CATCHING THIEVES IS VERY DIFFICULT! VALUABLES SHOULD NOT BE BROUGHT TO SCHOOL OR LEFT IN SCHOOL LOCKERS & LOCKERS SHOULD ALWAYS BE LOCKED.**

Fines may be levied for damage or vandalism to lockers. Lockers may be opened at any time for inspection by the school. For these reasons sharing lockers is not permitted. An additional removable lock may be purchased for \$5.00 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 parking in any West High parking lot are required to buy a current parking permit (\$20.00) and must follow all rules associated with the purchase of their permit. Reckless driving, disregard for normal parking procedures, defiance of personnel enforcing parking rules, or parking in unauthorized areas may result in detentions, suspensions, the loss of parking privileges or additional consequences such as vehicles being booted, ticketed or towed and/or citations by police or fire officials. Furthermore, any fraudulent behavior such as reproducing one's permit or lending it to other students may result in the aforementioned consequences. Parking permits must be hung visibly on the rear-view mirror so as to avoid any unintended consequences.

## **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 BWHS & SD2. Disciplinary actions will be taken against student violators. In addition to any school consequences, Minors in Possession may be cited by law enforcement. Students suspected of being under the influence will be subject to testing with a breathalyzer. Refusal of a breathalyzer test will result in an automatic suspension.

## **TOBACCO**

The Montana Legislature 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.
- Regardless of age, students may not possess or use tobacco-related products, including e-cigs on campus.
- All student violators will be suspended. Underage students will be referred to the SRO for prosecution as will any students 18 or over who are contributing to minors.
- Students who may legally use tobacco-related products are still under school jurisdiction and must comply with the directives of school administration during hours of jurisdiction

## **DRUGS**

The consumption or possession of drugs or drug paraphernalia on school property or at school functions is strictly prohibited by BWHS & SD2 policy. Disciplinary actions will be taken against student violators. Law enforcement will be contacted for appropriate legal consequences. **Students who are suspected of being under the influence of drugs may be required to provide documentation that they are not under the influence of drugs (such as undergoing a drug test) or face suspension. Neither BWHS nor SD2 are responsible for the cost of providing aforementioned documentation.** Students are encouraged to carry only one day's worth of any prescribed medicines and must report the possession of such medicines to the Assistant Principals' Office, as students cannot be in direct possession of some medications. Possession of prescription drugs without a prescription is a violation of school district policy and federal law; this will be enforced.

## **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. Viewing camera footage is not the right of students or their guardians and is only reserved to authorized school personnel.

## **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.

### **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, the 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](http://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 well as other conduct prohibited by school policies.

Student-participants are subject to the Code from the day they begin high school 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.

### **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 MHSAA 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.

**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](http://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**

**STUDENT/PARENT /PRINCIPAL AGREEMENT 2015-2016  
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.

**WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING COMMITMENTS:**

**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.

**Student Name (Please Print)** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**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.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**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.

Kelly Hornby

West High Principal