

# **BILLINGS WEST HIGH STAFF HANDBOOK**



**2022-2023**

**BILLINGS WEST HIGH SCHOOL  
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## **BILLINGS WEST HIGH SCHOOL MISSION STATEMENT**

**Billings West High School commits to providing educational excellence by empowering and inspiring students and staff with opportunities for success.**

## **BILLINGS WEST HIGH SCHOOL BELIEF STATEMENTS**

### **WHAT STUDENTS EXPECT FROM BWHS:**

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

### **WHAT BWHS EXPECTS FROM STUDENTS:**

- \* Come to school every day on time.
- \* Behave respectfully to adults and each other.
- \* Obey school rules.
- \* Respect school property.
- \* Come to school prepared.
- \* Do assigned homework on time and neatly.
- \* Seek help before falling behind.
- \* Become involved in some aspect of school life.
- \* Understand the importance of education for success in the future--even if you think a class is "boring," "stupid" or "dumb."

### **WHAT PARENTS EXPECT FROM BWHS:**

- \* To receive a roster of who's who at the school--and ways of communicating with them.
- \* To be treated with respect.
- \* To be treated as a partner in your child's education.
- \* To be informed from Day One, orally and in writing, about the school's rules and philosophy and the dates of meetings and events.

### **WHAT BWHS EXPECTS FROM PARENTS:**

- \* At home actively support the school's mission, programs and rules.
- \* Discuss the importance of getting a good education for success.
- \* Talk every day, about school-i.e., "What happened today?" "What was the best thing you did?" Really listen and respond to your child's answers.
- \* Encourage your child to read. Have books, newspapers and magazines around. Use libraries as resources.
- \* Provide a quiet place and time to read and study.
- \* Ask your child to explain some of the homework to you.

## **BILLINGS WEST HIGH PHILOSOPHY & OBJECTIVES**

Billings West High accepts the philosophy and objectives adopted by Billings Public Schools. The philosophy states:

We believe each student:

- needs an equal opportunity to learn.
- has his/her own beliefs and deserves respect for them.
- will live up to the reasonable expectations set by schools and parents.
- has a desire to learn.
- has a curiosity and drive to succeed.
- is different, learns differently and needs opportunities to learn under these conditions.
- should feel good about him or herself.

We believe that the purposes of the schools are to:

- educate all students regardless of their individual differences, their potentials or their career and lifetime aspirations.
- maintain environments for effective learning.
- help students learn the basic skills of reading, writing and arithmetic.
- turn out responsible citizens.
- teach students to think critically.
- motivate students to keep their minds actively engaged in learning, now and in the future.
- help students be sensitive to and learn to get along with others.
- help students acquire attitudes for learning and improving themselves.
- provide learning opportunities through co-curricular and extracurricular activities.
- help develop the physical, ethical, emotional, aesthetic and social growth of all students.

We further believe that the full development of any student is not accomplished by the school alone. The home and community contribute to student growth by establishing attitudes which stimulate learning. The success of each student is, therefore, dependent upon the student, the school, the home and the community.

## **WEST HIGH SCHOOL PHILOSOPHY**

The educational philosophy of Billings West High is to accept each student at his/her level of maturity, capacity, and achievement and to help the student to acquire the skills and knowledge which will enable him/her to provide for his/her own needs and to share in providing for the needs of the community, state, country and world. Academic courses and extra-curricular activities have been established to assist each student to develop his/her highest capacities and to achieve this goal.

## **PROFESSIONAL ETHICS**

The following statements of principles were taken from a bulletin issued by the Montana Education Association and endorsed by their State Committee on Ethics:

1. The welfare of the pupil should be the first consideration of the educator.
2. Strive to improve the relationship between home, community and student.
3. Be courteous, just and professional in all relationships.
4. Continuous self-improvement should be the aim of all educators.
5. Tenure benefits should never be an excuse for doing inferior work.
6. Fulfill all contractual obligations.
7. Refrain from unfavorable criticism of associates except upon the request of the proper authorities.
8. All educators should belong to their professional organizations.
9. Refuse to endorse educational materials for personal use.
10. Conform to the accepted patterns of behavior of the most wholesome members of the community.
11. Confidential reports concerning educators should be truthful and unbiased.
12. Unethical practices should be reported to the proper educational authorities.
13. Local salary schedules should be upheld by all professional educators.
14. Avoid interference between other teachers and students.
15. Official business should be transacted only through properly designated officials.

**Please refer to the NEA-MEA Code of Ethics for Educators for a broad statement of ethics.**

**ADMINISTRATORS****KELLY HORNBY****JERIL HEHN****ROB BAZANT****ROD GOTTULA****FRED PETAK****2022-23 CERTIFIED STAFF**

**ADELBLUE, BARB**  
**ALDRICH, CHEYENNE**  
**AMUNDSEN, JASON**  
**ANDERSON, BOBBY**  
**ASLESON, PAUL**  
**BATTAIOLA, WILLIAM**  
**BEALER, DAN**  
**BEDFORD, OLIVIA**  
**BLOMQUIST, CHRIS**  
**BLOMQUIST, KRISTA**  
**BOTNEN, HAYLEY**  
**BRACKEY, TAYLOR**  
**BRUINSMA, ALAN**  
**BUCKNER, MARK**  
**BURKE, KEN**  
**BUSHEY, JONATHAN**  
**CAMPBELL, NATASHA**  
**CARTER, KOURTNEY**  
**CASAS, MOLLY**  
**CERISE, CAAREN**  
**CHARLTON, LORI**  
**CONWAY, DANA**  
**CORNWALL, ANITA**  
**COX, AMANDA**  
**COX, SEAN**  
**DARRAGH, KELLY**  
**DELAVAN, KATE**  
**DEMING, KELLY**  
**DRANGE, MARCUS**  
**DRANGE, SAMANTHA**  
**EAGLE, ANN**  
**EDWARD, LANCE**  
**EDWARDS, PAULINE**  
**ELMORE, LESLIE**  
**ENGLERT, BRITTNEY**

**FELCHLE, SCOTT**  
**FIELD, KARI**  
**GAY, SHEILA**  
**GEMMILL, JON**  
**GRAHAM, TARA**  
**GREEN, DAVID**  
**GROSSKOP, LEVI**  
**HALL, ERIN**  
**HALL, MARY**  
**HALL, MATT**  
**HAMBLIN, COURTNEY**  
**HECKATHORN, TOM**  
**HERNANDEZ, JEREMY**  
**HODIK, KATHLEEN**  
**HOOVER, HARMONY**  
**HOWARD, CHRISTOPHER**  
**HOWELL, JANA**  
**ISHMAN, RICHARD**  
**JOHNSON, CHARLES**  
**KING, DAVE**  
**LADD, MAUREEN**  
**LAM, GAYLE**  
**LEE, JASON**  
**MACARTNEY, STEVE**  
**MACASKILL, DERRICK**  
**MAYES, SAMANTHA**  
**MCILVAIN, JODY**  
**MCMEEKIN, JORDAN**  
**MCNEIL, GAYE**  
**MINTON, MICHAEL**  
**MOHR, ERIN**  
**MULVANEY, BEAU**  
**NIETO, STEVE**  
**NURRE, MYRA**  
**PALIN, SCOTT**

**PARMAN, MARIBEL**  
**PATTON, STEVE**  
**PETERSEN, KIM**  
**PIERCE, WHITNEY**  
**RADAKOVICH, TAMI**  
**RAGO, KRISTEN**  
**REGELE, ERIN**  
**ROBERTS, MAKENIZY**  
**ROCKEMAN, MATT**  
**ROSE, BRENDA**  
**SCHMIDT, LARS**  
**SCHUMAN, NICKI**  
**SCHLEHUBER, TAYLER**  
**SHATOLOVA, OLGA**  
**SMITHLIN, TOM**  
**SPITZER, TYSON**  
**SPRING, DAVE**  
**STANTON, JAMES**  
**STANTON, ROB**  
**STENE, NORMA**  
**STERGAR, JIM**  
**SWARM, CHARLES**  
**THOMAS, LINDY**  
**TOCCI, BETH**  
**TREGLOWN, GABRIEL**  
**VAN ZEE, DOUG**  
**WALTER, KIM**  
**WARD RIP, TORI**  
**WATSON, DANIEL**  
**WATSON, LACY**  
**WEBB, MICHAEL**  
**WILLIAMS, KATIE**  
**ZENT, LAUREN**  
**ZIESKE, MONICA**

**2022-2023**  
**BILLINGS WEST HIGH SUPPORT STAFF**

**SECRETARIES**

Brandilee Pauley (Principal's Sec)  
 Lisa Baumberger (Registrar)  
 Karen Payovich (Main Office)  
 Darcy Kovacs (Special Ed)  
 Casey Rein (Music)  
 Amber De Leon (Guidance)  
 Liz Welch (Activities)

**TECHNICIANS, CLERKS &**

**AIDES**

Amanda Cortez  
 Rhiannon Gardner  
 Beau Cantwell  
 Carolyn Rogers  
 Heather Keenan  
 Mary Beth Krogh  
 Christie MacDonald  
 Jenny Randall  
 Tracy Schock  
 Lee Stovall  
 Nicole Deaton  
 Amy Rogers  
 Mary Padilla Quiroz  
 Chance Parish

**CAFETERIA STAFF**

Kelly Huxtable  
 Robert Radmore  
 Jemille Russell  
 Diane Severson  
 Alice Slagowski

**CUSTODIAL STAFF**

Mike Headlee  
 Debbie Banderas  
 Brett Briney  
 Shelley Brooks  
 Pete Byram  
 Gavin Flexer  
 Brent Jelle  
 Jason Ovens  
 Justin Perkins  
 Peterson, Kirby  
 Michelle Rhodes  
 Heather Russell

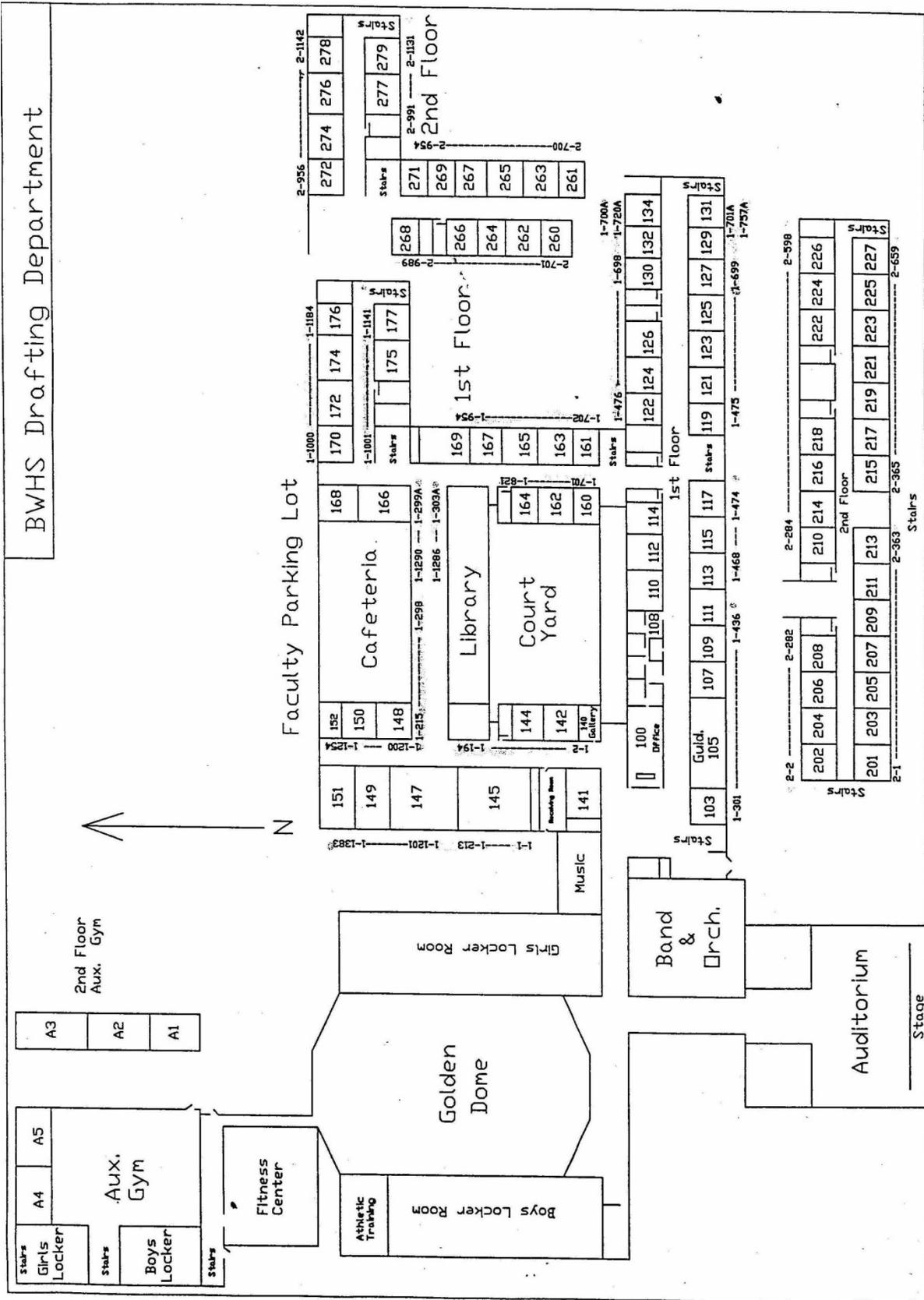
**NURSES**

Karisa Curtis  
 Johanna Schmeling Elsonbaty  
 Kristen Hergett

**ADMINISTRATION & GUIDANCE**

Principal .....	Kelly Hornby
Associate Principal.....	Jeril Hehn
Assistant Principal A-G .....	Rob Bazant
Assistant Principal H-N... ..	Fred Petak
Assistant Principal O-Z.....	Rod Gottula
Receptionist/Secretary .....	Karen Payovich
Principal's Secretary/Bookkeeper.....	Brandilee Pauley
Registrar .....	Lisa Baumberger
Activities Coordinator.....	Doug VanZee
Activities Secretary.....	Liz Welch
School Resource Officer .....	Jerry Smidt
Probation Officers.....	Tiffany Sherman Bryn Kojetin
Guidance Counselors .....	Beth Tocci Kim Petersen Dave Spring Tami Radakovich Dana Conway Levi Grosskop
School Social Worker .....	Cindy Rawls
Career Coach.....	Jenny Randall
Upward Bound Coordinator.....	Barb Waters
Tumbleweed Counselor.....	Jessica McGuire
Indian Ed. Coordinator.....	Bruce Spang
Guidance Secretary .....	Amber De Leon
Attendance Office A-G.....	Mary Beth Krogh
Attendance Office H-N.....	Maria Padilla Quiroz
Attendance Office O-Z .....	Carolyn Rogers

BWHS Drafting Department



2nd Floor  
Aux. Gym

A3 A2 A1

A4 A5

Aux. Gym

Boys Locker

Girls Locker

Fitness Center

Athletic Training

Boys Locker Room

Golden Dome

Girls Locker Room

Band & Orch.

Auditorium

Stage

Faculty Parking Lot

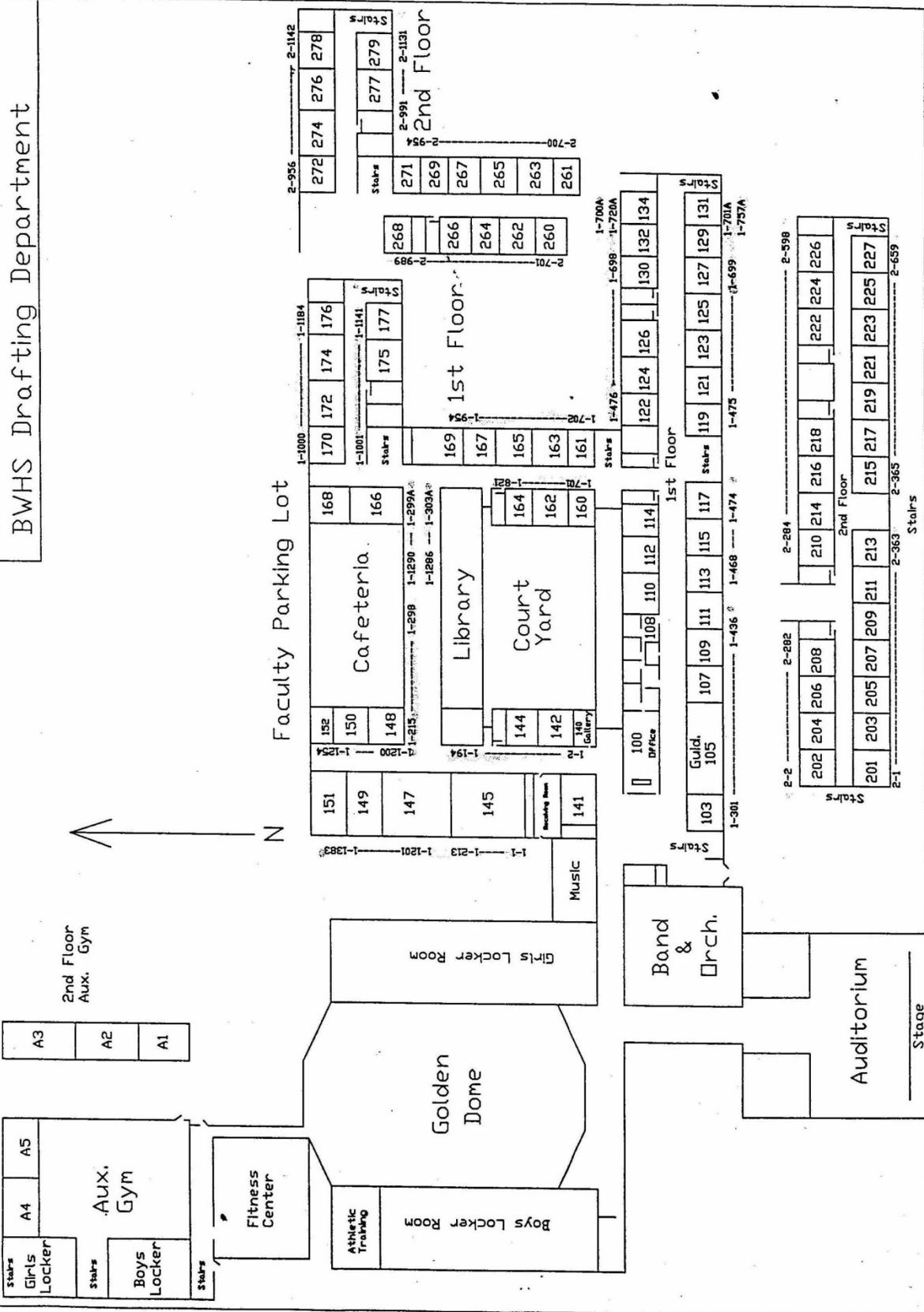
Cafeteria

Library

Court Yard

1st Floor

2nd Floor



**NEW STAFF**

William Battaiola – Social Studies  
 Daniel Watson – Health Enhancement  
 Lindy Thomas – Special Education  
 Brandilee Pauley – Principal’s Secretary  
 Karen Payovich – Main Office Secretary

Mary Hall – Business  
 Olga Shatalova – German  
 Lindy Thomas – Special Education  
 Chance Parish – Study Hall  
 Casey Rein – Music Secretary

**WEST HIGH**  
**DEPARTMENT LEADERSHIP TEAM**  
**FACULTY COUNCIL**  
**2022-2023**

The Faculty Council is composed of the administrative personnel, department chairman, and area coordinators.

Its primary purpose is to coordinate the work and progress of the several faculty departments and all instructional areas.

It, also, reviews the problems of the respective departments and areas, and if possible, proposes solutions.

On occasions, the council will make "executive decisions" on behalf of the entire faculty.

Members are encouraged to bring ideas for school improvement as they are presented by the 'grassroots' or faculty members within the departments and areas.

It serves as a sounding board for proposed new ideas, practices, and innovations. It is not intended to be an "administrative arm" of the school.

Minutes of the Faculty Council meetings are distributed to all faculty members after each meeting.

**FACULTY COUNCIL**

**Mr. Kelly Hornby, Principal**  
**Mrs. Brandilee Pauley, Support Staff**  
**Mrs. Jeril Hehn, Associate Principal**  
**Mr. Fred Petak, Assistant Principal**  
**Mr. Rod Gottula, Assistant Principal**  
**Mr. Rob Bazant, Assistant Principal**  
**Ms. Beth Tocci / Kim Peterson, Counselor**  
**Mrs. Cheyenne Aldrich, Social Studies**  
**Mr. Steve Macartney, English**  
**Mr. Jon Gemmill, Math**  
**Mrs. Maureen Ladd, Science**  
**Mr. Paul Asleson, Foreign Languages**  
**Mrs. Brenda Rose, Art**  
**Mr., Derrick Macaskill, Tech Ed**  
**Mrs. Sheila Gay, FCS**  
**Mrs. Erin Regele, Library**  
**Mrs. Molly Casas, Special Education**  
**Mrs. Krista Blomquist, Health Enhancement**  
**Mr. Steve Patton, Music**

**MEETING DATES****TBD**

**BELL SCHEDULES****BELL SCHEDULE FOR 2022-2023 @ WEST HIGH**

<u>PERIOD</u>	<u>BEGIN</u>	<u>END</u>
Early Morning	7:00	7:55
1 <sup>st</sup> Period	8:00	8:58
2 <sup>nd</sup> Period	9:04	10:02
3 <sup>rd</sup> Period	10:08	11:06
<b>1<sup>st</sup> Lunch</b>	<b>11:06</b>	<b>11:54</b>
4 <sup>th</sup> Period	11:54	12:52
4 <sup>th</sup> Period	11:12	12:10
<b>2<sup>nd</sup> Lunch</b>	<b>12:10</b>	<b>12:58</b>
5 <sup>th</sup> Period	12:58	1:56
6 <sup>th</sup> Period	2:02	3:00
XC Class	3:05	4:15

**BELL SCHEDULE FOR 2022-2023 @ Career Center**

<b>Morning Session</b>		
<u>PERIOD</u>	<u>BEGIN</u>	<u>END</u>
1 <sup>st</sup> Period	7:55	8:48
2 <sup>nd</sup> Period	8:53	9:47
3 <sup>rd</sup> Period	9:52	10:45
<b>Afternoon Session</b>		
4 <sup>th</sup> Period	11:55	12:48
5 <sup>th</sup> Period	12:53	1:47
6 <sup>th</sup> Period	1:52	2:45

**WEDNESDAY PLC SCHEDULE**

<u>PERIOD</u>	<u>BEGIN</u>	<u>END</u>
Early Morning	7:00	7:55
1 <sup>st</sup> Period	8:00	8:48
2 <sup>nd</sup> Period	8:53	9:41
3 <sup>rd</sup> Period	9:46	10:34
<b>One Lunch</b>	<b>10:34</b>	<b>11:26</b>
4 <sup>th</sup> Period	11:26	12:14
5 <sup>th</sup> Period	12:19	1:07
6 <sup>th</sup> Period	1:12	2:00
<b>PLC Meetings</b>	<b>2:15</b>	<b>3:15</b>

## **USE OF BUILDING**

Each teacher is responsible for the students in his/her room, the care of the room, and the equipment in the room. Staff members should never leave their classes without supervision. Any student discovered mutilating school equipment should be referred to the assistant principal for students. **In addition, each teacher should make it a point to step into the halls and supervise the area around their room when students are passing from one class to another, before school, and after school.**

### **Lock the classroom door whenever the room is not in use.**

Please do not leave money or valuables in teachers' desks or in the classroom. The Activities secretary will check in money for E.C.A. accounts.

## **CAFETERIA**

The school operates a cafeteria in cooperation with the Federal School Lunch Program. Meals are served to students and to the faculty. Please encourage students to eat in the cafeteria.

Classrooms must be open when the bell rings to return to class after lunch. Teachers should be in their respective rooms when the warning bell rings.

## **FACULTY PARKING**

Faculty members and the cafeteria staff should park their vehicles in the faculty parking lot (area north and east of the cafeteria).

The **administrative staff** and the **janitorial staff** should park west of the woodshop; however, these cars must not interfere with deliveries of mail and supplies and must not block any exit doors or they will be ticketed by the fire department.

Any staff member who parks in the faculty parking lot must have a **Parking Permit**. The first permit is FREE and will be issued by the receptionist to new teachers. Any additional permits are available in the main office for \$2.00.

## **RECORDS AND FORMS**

- A. **Lesson Plan Books** - All teachers must keep an outline of lesson plans in his/her desk one week in advance. Planning is essential for effective teaching and necessary to assist substitute teachers. Lesson plan books need to be kept accurately and up-to-date. Grade records will be turned in to the office on the last day of school and kept in the archives for a period of five years. Please print out hard copies of student grades at the end of each semester and turn them into Sherry Neill, Registrar.

- B. Seating Charts - An up-to-date seating chart must be on each teacher's desk for each class period taught. Substitutes are at a complete loss without such information.

### **SOCIAL SECURITY CARDS, WITHHOLDING FORMS, AND CERTIFICATION**

All teachers should make certain that they have a social security number, that their W-2 forms are up to date, and that their teaching certificate is properly recorded.

### **DEPARTMENT SUPPLY PURCHASES**

All department supplies need to be purchased through 360 Office Solutions. Please follow the instructions listed on the last page of this handbook.

### **CREDIT CARD REQUISITIONS**

If you need to purchase supplies, other than office supplies, please get a credit card from **Donna Schlepp**, fill out a yellow requisition form and have your Department Chair sign the form for approval. You must return the signed yellow form, receipt and credit card back to Donna Schlepp as soon as you can.

### **DO NOT ORDER ANYTHING WITHOUT A CREDIT CARD!!!!**

### **FLOWER AND MEMORIAL FUND**

The purpose of this fund is to provide flowers or memorials for staff members or their immediate families in cases of illness, bereavement, or birth of child.

Annual contributions will be \$10.00 per year per staff member. Funds are to be kept in an appropriate bank account. Responsibility for administration of this fund shall rest with at least two staff members selected by an appropriate method. Expenditures from the fund should be made according to the following guidelines:

#### **IMMEDIATE FAMILY**

- A. Spouse and children
- B. Employee's
  - 1. Mother & Father
  - 2. Relative living in household of the employee

#### **FLOWERS:** Not to exceed \$75.00

- A. Upon death of faculty member or immediate family member
- B. Illness for hospitalized or confined employee only
- C. Birth of child

MEMORIALS: Not to exceed \$75.00

Employee or immediate family

CARDS:

To hospitalized or confined employee or member of the immediate family

**SIGN-OUT**

SIGN-OUT SHEETS - Teachers need not sign out providing they do not leave before the end of a school day (3:30 p.m.)

If a faculty member must leave the building during the school day for any reason, he/she should notify the main office, then sign out and in at the Main Office.

**TEXTBOOKS**

Textbooks are furnished by the school, but students are responsible for books and must pay for lost or damaged books.

As each book is issued see that the student's name, the book number of the book he or she receives, and the condition of the book when issued is recorded. When the book is returned, check the text; if a fine is paid, enter the amount collected in the "fine paid" column.

Each teacher has a book scanner that they can use to record books into the computer.

Each teacher is responsible for book fines. There should be no fine for reasonable wear and tear. A student who loses a book must pay the amount needed to replace the book. Receipts should be issued for all fines.

**SUBSTITUTE POLICY**

Placement of substitute teachers is done through the sub-system at the administration building from day to day for which the services of a substitute teacher may be required necessitates the following procedure:

1. The teacher who plans to be absent from school **must** record the absence on the District website under the heading "Frontline", as soon as you know that you are going to be gone. The sub-system is on duty 24 hours a day. An absence must be called in or recorded on the District website for record keeping purposes, even if no sub is required. **Wait for a job number or you will not get a sub.**
2. If a teacher wants to request a specific substitute teacher, you can do this when you go to "Frontline" to record your absence. Type in first and last name of the sub you want in the appropriate box. The subfinder will call this sub first.

3. If you feel your absence will be more than one day, call it in as a multiple day absence or contact the subfinder on the District website. You can cancel the second day if you come back to school but that way you have the same sub both days. (Make sure you cancel the sub if necessary.)
4. In case the teacher does not notify the subfinder, and the substitute and teacher both appear, the substitute can expect to be paid for a half day. The teacher will be charged with the extra half day of sick leave.  
**Please follow the above procedure very closely. Keep these instructions where they will be available when needed.**
  - \*\*\* Provide an up-to-date seating chart for each class and place it with your lesson plan book.
  - \*\*\* Place a copy of your daily program in your lesson plan book.
  - \*\*\* Plans with enough detail to permit the substitute to go ahead without further help; should be written for a week in advance.
  - \*\*\* Leave a personal note explaining unusual handicaps of a child or children in the room.
  - \*\*\* Give names of pupils having specific assigned responsibilities.
  - \*\*\* Leave a clear explanation of any extracurricular or outside classroom responsibilities that may go with the assignment.
  - \*\*\* Keep all plans, the lesson plan book, class record book, seating charts, crisis and fire drill procedures in the top drawer of the teacher's desk.

## **MISCELLANEOUS PROCEDURES**

### **MAGAZINES & PAPERBACKS**

The ordering of current events magazines, paperbacks, and other such items used for a specific class is the responsibility of the teacher.

In the case of paperbacks, a list has been developed by the English Department for the purpose of avoiding duplication at the different grade levels. Any books not appearing on this list should be cleared with the English Committee and the Librarian.

### **MAILBOXES**

Mailboxes are provided in the office for each teacher. Teachers should check mail boxes at the beginning of each day, noon hour and before leaving school.

### **SCHOOL BOUNDARY**

Boundary lines are difficult to enforce. Please notify the office immediately in regard to any student who is not attending high school in the proper attendance territory.

## **LATEX AND PEANUT SAFE SCHOOL**

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

### **LATEX SAFE ITEMS:**

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

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

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

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

### **ITEMS TO AVOID:**

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

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

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

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

PLEASE DO NOT BRING PEANUT PRODUCTS INTO SCHOOL. IT IS HARD TO LIST ALL OF THE ITEMS THAT CONTAIN PEANUTS BUT PLEASE BE AWARE THAT WE HAVE STUDENTS WITH VARYING DEGREES OF PEANUT ALLERGIES AND THE RESIDUE LEFT AFTER EATING ANYTHING WITH PEANUTS MAY CAUSE A VERY SEVERE AND POTENTIALLY LIFE THREATENING REACTION. PLEASE TRY TO BE AWARE OF PRODUCTS STUDENTS BRING INTO YOUR CLASSROOM AS WELL.

## **RESPONSE TO A CRISIS IN THE BUILDING**

Upon receipt of a call involving a threat or warning or if a directly threatening situation occurs, an announcement will be made—“**This is a yellow card announcement, please follow appropriate procedures.**”

Areas will be checked and secured by police or other emergency personnel. Refer to the yellow card as a reminder of your responsibilities.

# "YELLOW CARD"

## RESPONSE TO A CRISIS

- Teachers/staff must remain in classroom with students until further notice. Take roll. Be prepared to inform officials of missing students (students who have been in your class that day but not currently accounted for).
- If the situation occurs while students are outside, staff and students must report to the nearest safe location. (For example: gym, Mt. Olive, Central Heights, etc.)
- Keep students away from windows and doors, with the door shut and locked.
- Wait for further instruction on PA, telephone or bullhorn.
- Teachers on break will report to the main office for specific instructions.
- Do not talk to media--refer all media questions to the main office.
- Insist any students in the hall enter your room, if you are sure they are not the threat.
- Remove your voice mail for incoming calls.
- Keep this information card with your substitute folder or tape in on your desk (inform a trusted student of procedures).
- When situation is over, you will be notified via PA, telephone, or bullhorn by an administrator.

## SCHOOL CRISIS PROCEDURE PLAN

School Billings West High School  
 Principal Kelly Hornby  
 School Phone 281-5600

- 1.0 School Crisis Procedure Plan
  - 1.1 All staff have been informed that each has the responsibility to check their classrooms and/or their area to make certain that all students have exited if evacuation is appropriate. If a "yellow card" emergency, teachers will refer to that procedure card
  - 1.2 The staff assignments for "yellow card" emergency are attached. (CRT Team)

1.3 Special assignments for checking lavatories are:

The following people are responsible for checking the restroom near their room during building evacuation:

### **1ST FLOOR**

#### **Boys' Restrooms**

Across from 115  
Across from room 123  
Across from room 172  
Across from room 145  
In Lobby near Gym  
Locker Room

#### **Teacher**

Steve Macartney  
Jeremy Hernandez  
Ty Spitzer  
Derrick Macaskill  
Charlie Johnson/Jason Amundsen  
Doug VanZee

#### **Girls' Restrooms**

Across from 117  
Across from 127  
Across from 167  
Lobby near Jock Rock  
Locker Room

#### **Teacher**

Lacy Watson  
Ann Eagle  
Sheila Gay  
Casey Rein  
Krista Blomquist/Kelly Deming

### **2ND FLOOR**

#### **Boys' Restrooms**

Next to 218  
Across from 211  
Next to 277

#### **Teacher**

Scott Palin  
Tom Heckathorn  
Jon Gemmill

#### **Girls' Restrooms**

Across from 223  
Across from 213  
Across from 269

#### **Teacher**

Makenizy Roberts  
Kourtney Carter  
Cheyenne Aldridge

### **AUXILIARY GYM**

#### **Restroom**

Boys' Locker Room  
Girls' Locker Room

#### **Teacher**

Marcus Drange  
Krista Blomquist/Kelly Deming

### **AUDITORIUM**

**If any teacher is using the auditorium during a building evacuation, they are responsible for checking the restrooms in that area.**

**During "Yellow Card" emergencies, Mike Headlee and/or Donna Schlepp will monitor bell shut-off and PA shut-off.**

- 1.4 Special assignments for collecting absent slips from teachers after evacuation: All counselors are assigned to this responsibility.  
(See Map)
- 1.5 The registrar is responsible for securing all the permanent student records.
- 1.6 The guidance secretary is in charge of securing all the records in the counseling office.
- 1.7 The Head custodian is in charge of boilers, gas shut offs and electrical shut offs.

1.8 The cafeteria manager is in charge of the kitchen safety and security.

1.9 Persons in charge:

Kelly Hornby	281-5602
Rob Bazant	281-5742 – Sweep the building
Officer Smidt	281-5627
Jeril Hehn	281-5614 -- Get attendance slips outside front entrance
Fred Petak	281-5621 -- Get attendance slips outside 160 hall north end
Tami Radakovich	281-5701 -- Get attendance slips outside at south center entrance
Rod Gottula	281-5626 -- Get attendance slips outside fitness center on practice field
Mike Headlee	281-5650

## **FIRE DRILL INSTRUCTIONS FOR WEST HIGH SCHOOL**

**Please Note: The fire signal is indicated by a series of bells!**

The rooms are listed in the order in line. In case of a vacant room, proceed. Be alert to emergency. Proceed in an orderly manner. The lead rooms must clear the building so that those behind can get out and clear the building.

**Check and see that the class room doors and windows are closed as you leave.**

Leave in double lines where possible on the designated side of the halls. In some areas students will be moving in opposite directions in the same hall. The bell will ring for the return to the classrooms.

### **WEST HIGH CRISIS RESPONSE TEAM (CRT)**

**Kelly Hornby**  
**Cell 307-315-7081**

**Rob Bazant**  
**Cell # 406-670-1053**

Fred Petak  
(Cell # 406-672-7084)

Rod Gottula  
(Cell # 406-694-4522)

Jeril Hehn  
(Cell # 406-672-2508)

Media Contact Person:

Kelly Hornby or designee

Support Staff:

Donna Schlepp

Crisis Counselor

Tammy Hanify

Counselors:

Beth Tocci, Levi Grosskop, Dave Spring, Dana Conway,  
Kim Peterson, Tami Radakovich

Teachers:

Head Custodian:

Mike Headlee

Nurse:

Johanna Schmeling Elsonbaty

Police Officer:

Jerry Smidt (672-2511)

Social Worker:

Cindy Rawls

Tumbleweed Counselor

Jessica McGuire

Native American Liaison:

Bruce Spang

**DISTRICT CRISIS SUPPORT TEAM MAY INCLUDE:**

- |    |                              |          |
|----|------------------------------|----------|
| 1. | Superintendent Mr. Upham     | 281-5066 |
| 2. | Brenda Koch                  | 281-5119 |
| 3. | Randy Russell                | 281-5120 |
| 4. | AD Mark Wahl                 | 281-5072 |
| 5. | Facilities Dir. Scott Reiter | 281-5782 |
| 6. | Transportation-Sondra Baker  | 281-5595 |
|    | Principals                   |          |
|    | Jay Wahl                     | 281-5200 |
|    | Jeff Uhren                   | 281-5400 |
|    | Scott Anderson               | 281-5340 |

**IMMEDIATE ASSIGNMENTS**

<b>Action</b>	<b>Completed by</b>
1. Call 911	Kelly Hornby
2. Turn off bells	Brandilee Pauley
3. Notify classes in gym/aux gym	Dave Spring or if gone Levi Grosskop
5. Make "Yellow Card"	
Announcement or ring fire bell	Donna Schlepp/Kelly Hornby
6. Contact Mr. Upham @ 281-5065 or Brenda Koch @ 281-5119	Kelly Hornby
*****Refer all Media Personnel to the Main Office	

**NO ONE GIVES INFORMATION TO THE MEDIA EXCEPT KELLY HORNBY OR DESIGNEE.**

**COMMUNICATION PROCEDURES FOR PERSON-IN-CHARGE**

STEP 1 – DIAL 911

1. Tell the dispatcher what the exact problem is (or at least what is known of the problem).
2. Give the exact location by address. Our address is 2201 St. Johns Avenue.
3. Remain on the phone line until the first responding unit arrives.
4. Caller should have no other duties until the first responding emergency unit arrives.

STEP 2

If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between the hospital and district administration, with instructions to relay progress reports as soon as possible.

STEP 3

Immediately notify the following:

Superintendent's Office      281-5066

STEP 4

If the Superintendent is not available, contact one of the following people in the order listed:

Brenda Koch                      281-5119

Randy Russell                    281-5120

**SECURITY SYSTEM AND IDENTIFICATION BADGES**

It is the expectation and responsibility of ALL students and staff to be mindful of school security and help keep our school safe!

**ALL students and staff are required to have Identification Badges and wear them every day!**

Perimeter doors will be “dogged” down during the school days and access will be gained by using ID badges on doors with a black swipe pad for entrance.

If you need access to school during non-school hours you will need to enter through the receiving room and disarm the alarm system before entering school. AAM master keys will be needed during non-school hours as perimeter doors will be locked as well.

See Rob Bazant for instructions on how to use the alarm system, and be sure to sign in and out on the clipboard when accessing the school during non-school hours.

### **Evacuation Site Assignments**

**Mt. Olive Lutheran Church - St. John's & 24th**

**Rob Bazant – Beth Tocci & Levi Grosskop**

**Pastor - Mark Grunst – 690-2368**

**Associate Pastor - David Preus**

**Secretary – LaRae Talafest**

**Business Manager – Donna Johns**

**WIFI – Yes**

**Office Hours – 8:00 – 4:00**

**Phone Number – 656-6687**

**Please use the front door – Sanctuary**

All students will be in the sanctuary which is to your right as you enter the building. The sanctuary seats 450 but will hold quite a bit more when students are also standing.

Auditorium	A-4	113	Receiving Room
Band/Orch.	A-5	114	144
Chorus	Main Office	115	145
Gymnasiums	Deans'/Attend. Office	117	147
Fitness Center	Counseling Offices	140	149
A-1	107	141	151
A-2	109	142	152
A-3	111		

**Open Bible Church 19<sup>th</sup> & Howard**

**Fred Petak – Kim Petersen & Dana Conway**

**Pastor – Ron Regan – 698-5111 (call 2<sup>nd</sup>)**

**Office Manager – Cindy Hill - 855-7799 (call 3<sup>rd</sup>)**

**Phone Number – 698-9311 (call 1st)**

**WIFI – Yes**

**Hours – 8:00 – 4:00**

**Please use the front door – Sanctuary**

First floor classes enter through the double glass doors in the back parking lot and report to the sanctuary. Second floor classes enter through the front doors and go up the stairs to your right and report to the meeting room.

Library	166	177	267
Café/Study Hall	167	178	268
148	168	260	269
150	169	261	271
160	170	262	272
161	172	264	276
162	174	265	277
163	175	266	278
164	176		279
165			

**First Alliance – 19<sup>th</sup> & Central****Rod Gottula – Dave Spring & Tami Radakovich****Pastor – David Gilford – 855-0616****Secretary – Rita Kunkel – 656-6850****Hours – 8:00 – 4:00****WIFI – Yes****Use main doors on 19<sup>th</sup> Street, use Sanctuary for seating**

All first floor rooms and second floor rooms 201-205 will go into the sanctuary, straight in from the entrance. The rest of the second floor rooms 206-227 will go to the gym, just to the left of the sanctuary. The sanctuary will have seats, the gym will most likely not.

119	131	208	218
121	132	209	219
122	134	210	221
123	201	211	222
124	202	213	223
125	203	214	224
126	204	215	225
127	205	216	226
129	206	217	227
130	207		228

All crisis plans are subject to change dependent upon the situation. Please follow prescribed plans unless otherwise notified.

**AUDIO VISUAL AIDS**

The AVA office and equipment storeroom is located in room 168.

- . Most of the equipment, DVD's, TV's & VCR's are checked out on a term basis to departments, individual teachers, or resource centers. The remaining pieces are checked out on a daily basis.
2. DVD's, TV's & VCR's are scheduled out to teachers on a day-to-day basis as requested.
3. Videos are available from sources such as: IMC, Parmly Library and others. Most of these are so called "free" videos, and as the budget allows a few rentals. Video ordering instructions are available in the AVA office.
4. DVD's, records, cassettes, etc. are available in the building for checkout. A catalog is printed each fall and distributed to all teachers. Expendable supplies are also available in the AVA office.
5. Catalogs of media and supplies are on file in the AVA office.

7. Public address systems are available for use in the gym, auditorium, and classrooms by request.

### **COPY SERVICES**

Printing requests are to be filled out and returned to the Print Room (116) to be printed in our **In-House Print Shop**. You **must** allow at least 24 hours turnaround time for printing. This applies to not more than 10 originals. **Please plan carefully to fully utilize this program.** If you have other larger needs that you want sent out to the District Print Shop, you must fill out a three part print shop order form. You can obtain these from Donna Schlepp in the Main Office as they will need to be coded from your department budget.

There are two copiers in the AVA room (116) available for limited teacher usage, i.e. classroom sets and emergency printing. You will need to use your copier code to access these machines.

### **GUIDANCE, COUNSELING, AND TESTING**

The responsibilities of the Billings West High School Guidance Office will include, but are not limited to the following:

- 1) Organizing and conducting testing, including, PSAT, Pre ACT, ACT, and AP. Faculty may be asked to assist in proctoring and administration of tests to large groups of students.
- 2) Registration of all students for their semester class schedules, January-February for the following year. This includes presentations and registration of all incoming freshmen at the public middle schools and the outlying schools that feed into West High as well.
- 3) Attendance at all IEP/504 meetings for identified West High students and attendance at those in the middle schools to which the counselor is invited.
- 4) Provide post-secondary and career planning information. Including financial aid workshops, college or vocational school application assistance, college entrance testing registration, scholarship information, and preparation of transcripts.
- 5) Provide personal and emotional counseling according to a student's need and make referrals to the school psychologist, school social worker, or to community agencies for additional support.
- 6) Provide academic advice to help students select challenging and appropriate classes for their ability level and to help them meet requirements to achieve graduation. Also, counselors will

inform students of their opportunities in summer school, evening high school, university connection, or correspondence course work.

7) Work cooperatively with classroom instructors, administration, and parents; sharing mutual information that will best serve the needs of the student.

Call parent/teacher meetings, advocate for student and staff, serve as a liaison between parent, student, and teacher.

## **LIBRARY**

### ***LIBRARY HOURS:***

**7:30 a.m.-3:30 p.m. Monday-Friday**

**7:30 a.m.-2:00 p.m. Wednesdays**

Students may visit the library with passes signed by their classroom teachers when class is in session. Before and after school and during lunch, students do not need a pass to visit the library.

### **LIBRARY GUIDELINES:**

1. The library is a shared space within the West High community and all West High students, teachers, staff, and family members are encouraged to use the library for study, reading, research, meetings, and events.
2. Please help us look after the library by tidying up after yourself and taking good care of library materials.
3. No food or open beverage containers in the library. Beverage containers that can be sealed and won't leak when dropped are completely welcome.
4. Please do not use the library computers to play games. They are for research and study. You are welcome to bring your own device to the library and play games on that.
5. Ask your librarians questions! We are champions of inquiry.

### **MATERIALS CHECKOUT:**

The West High Library has a large collection of print and audio-visual materials available for checkout. To search the collection, visit our [Library Catalog](#). School District #2 libraries also offer access to all district-wide library collections through our Inter-library Loan service. All library users must have their library card OR their school-issued ID/school access card in order to check out materials.

### **D2 E-LIBRARY:**

Library users also have access to a growing collection of eBooks through the [D2 eLibrary](#). Follow the link on the West High Library homepage and log in with your library card number. The D2 eLibrary is available 24 hours a day, 7 days a week, 365 days a year!

**DATABASES:**

The library provides access to a number of research databases on the [Student Resources](#) webpage. In order to access these databases, you will need usernames and passwords that are available for you in the library. The provided databases are:

- **EBSCO**

Multiple online resources covering current events, literature, history, health, environment, education, psychology, business, and other subjects.

- **JSTOR**

Full-text back issues of more than 900 scholarly journals.

- **LexisNexis**

U.S. & international news articles. Federal & state case law, codes & legislation. Company financial information & news.

- **CQ Press**

Comprehensive reports on important issues.

- **Salem eBooks**

Online reference books covering the following topics: Decades, Great Lives from History, Great Events from History, Weapons & Warfare, Critical Insights: Authors, Critical Insights: Works, Environmental Issues, Forensic Science, Global Resources, Magill's Medical Guide, Genetics & Inherited Conditions, Psychology & Mental Health

- **Infobase eBooks**

50+ books from the following series:

Teen's Guides (guidance & character ed) --- The New Biology --- Essentials of Forensic Science --  
- Genetics & Evolution --- Global Issues --- Encyclopedia of Muslim-American History ---  
Handbook to Life in America --- Key Concepts in American History --- Milestones in Modern World  
History --- Encyclopedia of the U.S. Constitution --- Great Supreme Court Decisions

**CIRCULATION GUIDELINES:****Library cards:**

The same student ID card that allows you to gain access to the building functions as a library card. It is issued when enrolled as a student at West and it may be used until you graduate from West. If lost, ID cards can be replaced for \$5.00. Alternatively, you may purchase a library card from the librarians (that only functions as a library card—not access to the building) for \$1.00. Card-holders are held responsible for material obtained with their library card. A card may only be used by the person to whom it is issued. Card-holders should report lost ID cards immediately to the Main Office.

**Card Privileges:**

Most library materials check out for 30 days. Reference materials do not circulate. Items may be renewed on or in advance of the due date. However, if another patron has placed a hold on the item, the renewal request will be denied. One renewal is allowed for each item. Items borrowed from other libraries through Inter-library Loan may have other restrictions. Borrowing privileges can be suspended for several reasons, including overdue materials, outstanding bills, and lost materials. Overdue notices are issued periodically throughout the year. Questions regarding notices, bills, and suspended borrowing privileges should be directed to the librarians.

**SCHEDULING CLASSES:**

Teachers may schedule time in the library for their classes on a first-come, first-served basis. There are two areas in the library where classes may be held and, between the 24 desktop computers and 30 laptops available for individual checkout in the library, we can usually accommodate the needs of two classes simultaneously. To schedule in, contact Brittany Alberson. To view open availability, visit the [Library Calendar](#) webpage.

**SCHOOL NURSING SERVICE**

School Nurse - TBA

Location: Room 106

The work of the nurse involves the following areas:

1. Carry out appraisal activities to assess the health status of students and discover their health needs and problems.
2. Counsel students and their parents to interpret normal growth and development patterns and deviations from normal, assists parents in the utilization of professional medical resources for diagnosis and treatment, and interprets professional recommendations.
3. Serve as consultants and resource persons for the total health program by:
  - conferring with teachers and other school personnel to interpret problems and needs of individual students
  - home visitations to assist parents to assume responsibility for child health needs and to create a necessary linkage between the school, community health and welfare agencies, and medical profession
  - recommending health education materials and participating in classroom presentations
4. Protect the student's health by giving attention for environmental health factors and by assisting school personnel to care for illness and injuries occurring in school or while the student is under jurisdiction of the school.
5. Provide nursing care in homes.
6. Provide crisis intervention with families

## **SPEECH THERAPIST**

A School District #2 speech therapist visits the school each week to assist students with speech problems. Teachers may refer students to the therapist for such assistance.

## **GRADING**

Six week and semester test dates are shown on the school calendar.

At the end of each grading period, report cards will be mailed to parents. Semester report cards are withheld for unpaid fines or fees. Each student should receive up to two comments for each class and grade on each report card. This anecdotal information is especially crucial during the two mid-term reporting periods prior to the end of the semester.

The assignment of grades is the most difficult job that the teacher has and is often the only contact between the school and the parent. The assignment of grades thus has a certain public relations aspect, and because of this and the importance to the student, the job of assigning grades should receive appropriate time and attention from the teacher.

This year we have adopted a district wide grading scale. The final grade should represent a "total" or cumulative grade rather than being the average of the mid-term grades. This is especially desirable when students have made great progress and/or improvement in a subject.

The grading system consists of:

4E - A: Exemplary performance

4 - A: Excellent

3 - B: Above Average

2 - C: Average

1 - D: Below Average

0 - F: Failure

IN - Incomplete

P - Achievement Minimum (Credit Assigned)

S - Satisfactory (Co-curricular activity, credit assigned)

U - Unsatisfactory (Co-curricular activity, service classes, no credit)

N - No Grade / Attendance (10 day rule)

### **Weighted Grading Scale (Honors and AP Classes)**

5 - A: Excellent

4 - B: Above Average

3 - C: Average

1 - D: Below Average

0 - F: Failure

At the end of any grading period, a "P" may be assigned to a student who made much effort but little progress due to limited ability.

If a student is passing the class but loses credit because of more than 10 days absent, give the student the grade earned and the "N" grade will be entered by the registrar. If a student is not passing the class and loses credit because of more than 10 days absent, give the student a "0" grade.

Grade changes should go to the registrar once grades are posted.

During each mid-term a set of instructions will be distributed so that the proper grade procedures can be followed.

Failure cards are to be used at the end of each semester. Please take these to the Guidance office.

## **PROGRESS DISTRIBUTION**

### **INTERIM REPORT/SENIOR IN DANGER OF FAILING**

It is imperative that we communicate with the parents of those students who are having difficulty. **This report may be issued at any time and should be given whenever you feel it is important for the parents to know the academic status of their child.**

We have no defense for a complaint from parents who discover when the report cards are issued that their son(s)/daughter(s) failed or nearly failed the course and we made no attempt to notify them.

The communication device the District advocates is the PowerSchool Parent Connection.

PowerSchool Parent Connection provides parents with direct access to student data via the Internet. Using a confidential PIN and password, parents can connect to Billings Public Schools' student database using a web browser to view their student's information, such as assignments, attendance records, report cards, transcripts and more.

Teacher participation in the online access to the PowerSchool grade book is required at West High.

There are essentially two types of interim reports. Just after the sixth (6<sup>th</sup>) and twelfth (12<sup>th</sup>) weeks of the semester, report cards will be mailed home. Students will not be required to return these. In addition, a poor work slip may be sent home at any time. A copy (pink) should be retained by the teacher; the yellow copy should be forwarded to the student's counselor.

The procedure for seniors in danger of failing a second semester course needed for graduation is as follows:

\*Formal letters will be sent to the parents of the seniors who are in danger of a semester failure of a course required for graduation. This will be done early in the second semester after 6 weeks grades.

\*It will be the responsibility of the counselors of the senior and or the teacher to notify the building administration of possible semester failure.

### **STUDY HALL REGULATIONS**

1. Students must sign in then be seated and quiet when entering the study hall.
2. No talking will be permitted except under the following conditions:
  - (a) Permission must be secured from the teacher;
  - (b) Talking privileges are subject to cancellation at any time and for any length of time at the discretion of the teacher.
3. There will be no sign-out, except for emergencies. Students needing to go to lockers, to lavatories, etc., must do this between classes.
4. Students who have permission to report to a counselor or another teacher during study hall should report to study hall first. After roll has been taken, students may be excused.
5. A student who violates study hall rules will be sent to the Assistant Principal's office.

### **ATHLETICS**

The school has a comprehensive athletic program which includes varsity athletics and intra-mural sports.

#### **Varsity Programs:**

##### **Fall**

Football  
Cross Country  
Boys and Girls Golf  
Volleyball  
Soccer

##### **Winter**

Boys' Basketball  
Girls' Basketball  
Swimming  
Wrestling

##### **Spring**

Softball  
Tennis  
Track and Field

In order to be eligible for varsity athletics or any other extra-curricular activity which includes public appearances, students must meet the eligibility requirements of the Board of Trustees and those of the Montana High School Association. This includes the members of the band, orchestra, and chorus. The office will furnish each teacher with a list of ineligible students soon after the beginning of each semester.

### **EXTRA CURRICULAR ACTIVITY FUNDS (ECA)**

According to Montana School Law, ALL ECA funds are under the supervision of the Board of Trustees. All ECA funds, and annuities must be deposited with the Activities Secretary in room 108.

Expenditures should be made by purchase order or credit card. Purchase orders and credit card must be obtained from the Activities Office. All purchase orders and credit card transactions will need to have an invoice attached before the request will be processed. The club may keep the books but this should be done under the supervision of the sponsor. Books should remain in the possession of the sponsor.

The sponsor of each activity for which funds are deposited is expected to keep a proper record of receipts and expenditures. Each sponsor will receive a monthly computer printout showing fund balance. This should be checked each month for discrepancies.

ECA accounts are audited by the State Board of Examiners and reviewed by the Principal and Superintendent.

### **FUNDRAISING AND CONTESTS**

All events, including fund raising and contests must be cleared by the principal before permission is granted to participate. The school board has a definite policy regarding fundraising and participation in contests.

#### **Fund Raising by School Support Groups**

**4210**

The Board realizes that fund raising by school support groups is considered a usual and desirable part of the function of such groups; however, a building principal must approve a specific fund raising activity in advance of its taking place in a school or with student staff involvement during school hours.

Funds raised by school adjunct groups for the District are to be used for direct or indirect support of school programs. The District may accept equipment purchased by support

groups as a donation to the schools; however, such equipment becomes the property of the District and may be used or disposed of in accordance with District policy and state law.

### **Student Fundraising Activities**

**4210 – P1**

Student fund-raising activities shall be subject to the following requirements and conditions:

1. There will be no participation by schools, or by students under school supervision, in membership drives or fundraising campaigns for non-school-related organizations.
2. Elementary schools will not sponsor or participate in any fund-raising activities that could require or involve students in door-to-door fund-raising.
3. Direct sales to elementary students must be handled by PTO/PTA's. No outside group may be given direct access to students.
4. Any school organization conducting fund-raising projects must have approval of the building principal prior to initiating the fundraising campaign.

Student contest activities shall be subject to the following requirements and conditions:

1. Elementary schools will not participate in non-school-related poster, essay, or speech contests.
2. Middle and high schools may participate in contests and activities approved by the National Association of Secondary School Principals, but with the following limitations:
  - a. One essay contest per year per grade level.
  - b. Three speech contests per year per grade level.
  - c. One art or poster contest per year per grade level.
3. Educational incentive programs can be undertaken at the choice of the building principal and the teaching staff if the project has a national corporate sponsor and has received recognition and approval of the National Elementary and Middle School Principals, the American Association of School Administrators, or the Association of Supervision and Curriculum Development.
4. Incentive programs promoted by local or regional businesses not approved by the above organizations must be reviewed by the District administration.

The following considerations/requirements apply to both fundraising and contests:

1. Projects must demonstrate a definite educational and/or citizenship value to be served.
2. All projects will be limited to voluntary student participation.
3. Schools may not serve as enrollment agents for non-school activities or programs, but distribution of materials may be authorized by the Superintendent or designee (Policy 3013). Enrollment forms for non-school activities are not to be returned to teachers, principals, or the schools.
4. All requests for variance from this policy must be approved by the Superintendent.

### **SELECTION CRITERIA FOR NATIONAL HONOR SOCIETY MEMBERS**

During the year the certified staff will be asked to rate two groups of students for National Honor Society. The first selection from any class is made in the spring of the junior year and is followed by one more selection in the fall of the senior year.

To comply with the constitutions of this chapter and the National Association that (a) selection be based on character, leadership, scholarship, and service and (b) selection be extended only to those students who attain established minimum criteria, the NHS Faculty Council of the Billings West High Chapter of the National Honor Society proposes:

- I. That the list of students eligible by minimum scholarship shall include:
  - a. only those juniors who have a 3.50 or better grade-point average for the first five semesters of high school coursework
  - b. only those seniors who have a 3.50 or better grade-point average for six semesters of high school coursework
  - c. only those students who have been in attendance at Billings West High School for a period of at least one semester
  
- II. That the following govern the Faculty Ratings of Students:
  - a. The list of students given the teacher should be held in confidence. At no time should it become the knowledge of students or non-school personnel.
  - b. A faculty member should rate only those students he/she has had in class or in an activity in which both he/she and the student are or were involved.

- c. The student would be given a composite rating of 4, 3.75, 3.50, 3.0, 2, 1, 0, or Not Worthy on the basis of leadership, character, and service. A "4" is the best score.
- d. The rating sheet should be signed by the teacher and returned to the chapter advisor within the prescribed time whether or not the teacher rates any of the students.
- e. A zero (0) rating of a student requires a written explanation by the teacher.
- f. A "Not Worthy" rating of a student requires that the teacher present a report, in person, at the selection meeting of the Faculty Council. Such a report should include the time, place, and particulars of the incident/s which prove the student to be unworthy.

## **Billings School District 2 Policies**

### **STUDENTS**

3120

#### **Attendance Policy**

Pursuant to state law, the Board authorizes the Superintendent to adopt procedures implementing compulsory attendance regulations throughout the District. These procedures shall be published in student handbooks annually.

#### **Removal of Student During School Day**

The Board recognizes its responsibility for the proper care of students during a school day. In accordance with District procedures, only a duly authorized person may remove a student from school grounds, any school building, or school function during a school day. A person seeking to remove a student from school must present evidence satisfactory to a principal of having proper authority to remove a student. A teacher should not excuse a student from class to confer with anyone unless a request is approved by a principal. The Superintendent will establish procedures for removal of a student during a school day.

#### **Compulsory Attendance**

Parents are responsible for seeing that their children of age seven or older prior to the first day of school attend school, until the later of the following dates:

1. The child's 16th birthday, or,
  2. The date of completion of the work of the eighth grade.
- Parents shall enroll the student unless the student is:
1. Provided with supervised correspondence or home study;
  2. Excused because of determination by a district judge that attendance is not in the best interests of the child;
  3. Enrolled in a non-public or home school;
  4. Enrolled in a school of another district or state under the tuition provisions of this title;

5. Excused by the Board of Trustees upon a determination that such attendance by a child who has attained the age of 16 is not in the best interest of the child and the school.

### **Student Attendance**

Regular attendance is basic to meeting the educational needs of students. Maximum classroom instructional benefits can happen only when the student is in attendance. Regular and punctual attendance being essential to educational welfare, it follows that student, parents, and educators need clear understanding as to rights and responsibilities relating to attendance.

### **Rights**

Students have the right to an appropriate education and are legally required to attend until they are 16 years old and have completed the 8th grade. Parents have the right to expect competent instructors and a school climate conducive to learning. Educators have the right to expect reasonable cooperation from students and parents.

### **Responsibilities**

Students have the responsibility to participate in the educational opportunities given them. Parents are responsible for supporting the policies and programs of the School District, including seeing that students attend regularly and get to their class(es) on time. The school has the responsibility to provide a significant curriculum, competent teachers, and adequate facilities and programs. The school also has the responsibility to maintain accurate records and practice diligence in reporting of attendance records. **It is the professional obligation and responsibility of ALL teachers to take regular attendance every period, every day!**

### **Attendance Policy - K-8**

It is the responsibility of the parent or guardian to assure their student is in school regularly. When a student must be absent for illness or other unforeseeable emergencies, parents must inform the school of the student's absence. In cases where doubt occurs concerning the validity of an excuse, the administration may request verification. If a student is not present and the parent has not notified the school of the absence, the school will attempt to call the parent.

### **Attendance Policy - Grades 9-12**

The intent of the attendance policy is to provide a structure within which 9-12 grade students can gain maximum benefit from the instructional program. The regular contact of the pupils with one another in the classroom and their participation in well planned instructional activities under the tutelage of a competent teacher are vital to this purpose.

### **Excused Absences**

Excused absences are categorized as follows:

- illness
- medical appointments which cannot be scheduled outside the school day
- participation in school activities
- bereavement

- verifiable family emergencies
- necessary absences approved by the parent

### **Unexcused Absences/Truancies**

In the event the principal determines an absence unnecessary, the absence will be considered as unexcused.

- leaving the building without checking out
- excuses such as oversleeping, car trouble, missing the bus, and being late from lunch
- Truancy, defined as an absence from school not verified as valid by the parent &/or building administrator. Absences which are unexcused or not cleared within 48 hours are also considered truancies. Chronic truants will be reported to legal authorities as prescribed by law.

### **Parent (or Guardian) Responsibilities**

When a student must be absent from class for illness, or other unforeseeable emergencies, parents must inform the school office of the absence. 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. The principal may make exceptions to this general policy and excuse the absence, after consultation with the teacher(s) who are involved, and after giving consideration to the circumstances related to the failure to notify and to the frequency of the student's absence. In cases where the validity of an excuse is in question, the administration may require verification from other sources.

### **Checking Out of School**

When a student finds it necessary to leave after the start of the school day, the student shall check out with the attendance clerk. Failure to follow this procedure may be considered truancy and appropriate action as defined in this policy will be taken.

### **Suspensions**

Suspended students may not participate in extracurricular activities while on suspension. One day suspension usually will cover a 24-hour period. Suspensions are counted as days absent from school.

Parents will be notified of all suspensions. Students who are absent as a result of a suspension are responsible for the work missed.

### **Limit on Total Absences**

If the total number of absences from any high school class exceeds 10 per semester, the student may receive a P grade for the classes in which he/she is passing. There is an appeal process through the Assistant Principal's office for students that wish to receive the letter grade from their classes. Absences from classes due to school sponsored activities are not counted in the ten (10).

Students may appeal the 10 absences per semester limit. A student who anticipates that an extended absence will exceed the 10 day limit may appeal in advance. Consequences for students identified as disabled will be determined by appropriate planning meetings.

**Tardy Policy**

Seven minutes of passing time is allowed between classes. If a student comes into class during the first 5 minutes of any other period without and admit, give them a T, and admit them into class. If they show up after that time please keep them marked absent and admit them into class. All absences and tardies will be monitored by the Attendance Office and consequences will be given for excessive absences and tardies.

**TRUANCY**

Truancy, defined as an unexcused absence from any assigned class period, leads to disciplinary action, including loss of credit and suspension from school. Truancies accumulate throughout the school year. Detentions may be assigned initially, with one detention assigned for each class period missed. Chronically truant students will be reported to the District Truant Officer as prescribed by law. A fifth truancy in a school year may result in a long-term suspension hearing. Long-term suspension from school results in loss of credit. (The Billings Public Schools shall exercise full enforcement of Montana Attendance and Truancy Laws, School Laws of Montana: Codes 10-5-102, 20-5-103, and 20-5-106.)

**DETENTION**

Detention is a disciplinary consequence at BWHS. Its purpose is to provide students time to reflect on changing the behavior that resulted in the detention. Detention is assigned to a student after a referral from staff and a meeting with an Assistant Principal. A time is agreed on for the detention. It is the responsibility of the student to note the date and time of the assigned detention. Refer to District Procedure 3250 P-6.

**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 does not count toward the ten-day absence policy. It is the responsibility of the student to 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 the campus or at school events while suspended. It is the responsibility of the student to acquire and complete all class assignments during the suspension.

**STUDENT DRESS CODE**

The high school dress code is intended to promote grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

1. Shoes, sandals or other adequate footwear must be worn at all times.
2. The entire area between a student's armpits and mid-thigh should never be visible during normal activities such as walking, sitting, and going up or down stairs.

3. Clothing may not display or imply profane or obscene language, or pictures showing crude or vulgar gestures; nor express racial, ethnic or sexual/sexist innuendoes or implications; nor advertise or promote illegal activities. Clothing may not advertise or encourage the use of drugs, alcohol or tobacco.
4. Students are prohibited from wearing to school any jewelry or other ornament, such as spikes, studs or chains, or any other ornament that could cause personal harm to the student or to another student. Students are permitted to wear jewelry as long as it is not distracting or potentially dangerous.
5. Wearing of items that have been associated with gang activity (regardless of color) will not be tolerated. Students are prohibited from wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in affiliation with any gang. Repeatedly wearing all one color, sporting a bandana, or showing gang graffiti or symbols on clothing, items, or on one's person is prohibited.
6. Any tattoos or other types of body art not in compliance with the dress code policy (depicting drugs, profanity, nudity, obscenity, etc.) must be entirely covered so as not to be visible.

**School administrators hold discretionary authority to make decisions regarding attire and appearance-related matters not specifically addressed in the dress code policy.**

**Teachers also have the discretion to require additional standards of student dress as deemed appropriate in order to ensure a proper safety standard or effective delivery of coursework, instruction, or activities required in the class. This may include, but is not limited to, the wearing of closed-toed shoes, safety goggles, aprons or shop coveralls, tying back long or loose hair, or rolling up of loose sleeves.**

### **Equal Employment Opportunity and Non-Discrimination**

**5002**

Billings Public Schools is committed to equality of employment opportunity. The District shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training.

Such equal employment opportunity shall be provided without discrimination with respect to race, color, national origin, age, sex, disability, marital status, veteran status, religion or other protected class, unless based upon reasonable grounds of valid bona fide occupational qualifications (BFOQ's) as provided by law.

No qualified disabled person shall, solely by reason of a disability, be subjected to discrimination or limitations, unless bona fide occupational qualifications exist. The District may make reasonable accommodation to the known limitations of an otherwise qualified disabled applicant or employee. While the District will not make pre-employment inquiry as to whether an applicant has a disability, nor as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform essential job-related functions.

All inquiries or complaints regarding discrimination should be directed to the Executive Director of Human Resources Services, 415 North 30<sup>th</sup> Street, Billings, Montana 59101-1298. Complaints will

be processed in accordance with the District procedures established and maintained by the Superintendent.

Persons wishing to file complaints with outside regulatory agencies may reach them at the following address: U.S. Department of Education, Office of Civil Rights, Federal Building, 1244 Speer Blvd., Denver, Colorado 80204-3582 or Montana Human Rights Commission, PO Box 1728, 1236 East 6<sup>th</sup>, Helena, Montana 59624.

In compliance with federal regulations, the District will notify students, parents, staff, and community members of this policy and the designated compliance Coordinator (Superintendent or designee).

### **Resolution of Complaints/Grievances Regarding Harassment or Discrimination 5003**

Billings Public Schools recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among individuals, to reduce potential areas of grievances and to establish and maintain recognized channels of communication between individuals.

The District intends to expedite the process for all concerned parties. Individuals are urged to use the prescribed grievance procedures (negotiated in some instances) whenever they feel that an action has aggrieved them. The procedures are established to secure a proper and equitable solution to a complaint to the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A grievance must be a claim by an individual based upon alleged violation, misinterpretation or a misapplication of existing language within an appropriate collective bargaining agreement or within existing language of District policies and procedures, including, any alleged act of discrimination based on race, color, creed, physical or mental disability, sex, marital status, political beliefs, religion, parental status, age, or national origin. The grievance must cite the specific violation, and a remedy must be identified that is suitable.

All documents, communications and records dealing with the processing of a grievance regarding harassment or discrimination shall be maintained in a separate file and shall not be kept in the permanent records of the aggrieved.

The Superintendent shall establish, maintain, and make available to all employees, students, parents, and legal guardians due process procedures required by the Constitution, federal or state laws, rules, and regulations. The primary focus will be to secure, at the earliest level possible, equitable solutions to concerns.

### **Commitment to Civil Rights 5004**

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 concerning Title VII/Title IX/Section 504/Title II ADA may be referred to Human Resources Services, Billings Public Schools, 415 North 30<sup>th</sup> Street, Billings, Montana, 59101, or may be made by calling 1-406-255-3699.

Procedures established and maintained by the Superintendent address questions, concerns, and the resolution of conflicts relating to Title VII/Title IX/Section 504/Title II ADA that may be raised by a student, staff, parent, legal guardian, volunteer, visitor, or member of the public in Billings Public Schools.

### **Sexual Harassment Prevention**

**5005**

The Board of Trustees of the Billings Public Schools is committed to provide a positive and productive environment free from sexual harassment. The Billings Public Schools will not tolerate sexual harassment in any form.

“Sexual Harassment” means: a) sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act; and b) unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment. An intimidating, hostile, or offensive working environment includes unwelcome sexually-oriented jokes, innuendoes, obscenities, picture or any action with a sexual connotation that makes an employee feel uncomfortable in the work in the workplace; or any aggressive, harassing behavior in the workplace or that affects the workplace, whether or not sexual in connotation, is directed toward an employee based on the employee’s sex.

Reporting procedure: Employees who believe they are being subjected to sexual harassment by anyone connected with their work should report the matter promptly to their immediate supervisor or to the first level supervisor who is not involved in the alleged harassment; or to the Billings Public Schools’ Equity Coordinator.

No student, staff, group or organization will suffer a reprisal or reduction in status as a result of having presented a grievance for review or having represented someone in a grievance. Violations of this policy: Substantiated violations of this policy may result in disciplinary action up to and including termination of employment.

**Billings West High School  
Requisition for Use of  
West High Equipment**

1. Fill out this form.
2. Submit at least one (1) week in advance; sooner if you wish to insure availability.
3. An approved copy of this form will be signed and returned to you and shall comprise your reservation for use.

Name of the Person Requesting Use \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number (\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date and Time Requested \_\_\_\_\_

Check Equipment Required:

\_\_\_\_ DVD player    \_\_\_\_ VCR    \_\_\_\_ TV    \_\_\_\_ Camcorder    \_\_\_\_ Camera  
 \_\_\_\_ Overhead Projector    \_\_\_\_ Tape Recorder    \_\_\_\_ Typewriter  
 \_\_\_\_ Radio/Cassette player    \_\_\_\_ Film Strip Projector    \_\_\_\_ Carousel Projector  
 \_\_\_\_ Shop Equipment    \_\_\_\_ Video Tapes (Title) \_\_\_\_\_  
 \_\_\_\_ Tables # \_\_\_\_\_    \_\_\_\_ Chair # \_\_\_\_\_    \_\_\_\_ Other \_\_\_\_\_

Equipment Requested (Be specific) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

School District Tag # or Serial # \_\_\_\_\_

**I hereby agree not to hold the Billings Public Schools liable for any damages resulting from the use of this equipment. I will also be responsible for any damage to this equipment while it is checked out in my name.**

**Borrower's Signature** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Date**

**Principal's Signature** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Date**

**Principal's Action:** \_\_\_\_ Approved  
                                   \_\_\_\_ Disapproved

**Equipment Returned:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Date**

**Signature:** \_\_\_\_\_

**Billings Public Schools**  
415 North 30<sup>th</sup> Street - Billings, MT 59101-1298  
(406) 281-5000 - www.billingschools.org



Computer Equipment Check-Out Form

I, \_\_\_\_\_ am checking out the following computer equipment from  
\_\_\_\_\_ School.

I am checking out a:

Macintosh \_\_\_\_\_ PC \_\_\_\_\_

Desktop \_\_\_\_\_ Laptop \_\_\_\_\_

Computer Manufacturer \_\_\_\_\_

Computer Serial Number \_\_\_\_\_

District Asset Tag Number \_\_\_\_\_

Monitor Manufacturer \_\_\_\_\_

Monitor Serial Number \_\_\_\_\_

District Asset Tag Number \_\_\_\_\_

Printer Manufacturer \_\_\_\_\_

Printer Serial Number \_\_\_\_\_

District Asset Tag Number \_\_\_\_\_

Check off the following items that you take to use with the computer equipment.

Scanner \_\_\_\_\_ Model Name and Number \_\_\_\_\_

Serial Number \_\_\_\_\_ District Asset Tag \_\_\_\_\_

Camera \_\_\_\_\_ Model Name and Number \_\_\_\_\_

Serial Number \_\_\_\_\_ District Asset Tag \_\_\_\_\_

Computer Bag \_\_\_\_\_

Other (please describe) \_\_\_\_\_

I understand that I am responsible for any loss or damage to this equipment and technical support will not be provided by the District. I understand that this equipment is District property and I will continue to comply to the terms of the Billings Public Schools Acceptable Use Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Building Administrator

## 360 OFFICE SOLUTIONS ORDERING PROCESS

### Teacher's orders

USERNAME: last name first initial

PASSWORD: sd2west

1. Go to our West High Website and click on Teacher Links
2. Click on 360 Office Online Catalog
3. Create your order in shopping cart
4. Check out
5. Select Attention with the drop down menu and find your name and click on it
6. Enter First and Last name, (Under Purchase orders)
7. Enter Last name
8. Update Changes
9. Print a copy before you place your order and have your department head sign it and give it to Donna so she can process the order.
10. PLACE ORDER or hit save order if you need to come back and do it later (you will see a note saying order needs to be approved, this is not submitted until you hit the PLACE ORDER)

### If order is Saved

- A. Add last name as name of order
- B. When ready to order click on saved order
- C. Select name
- D. Move to cart
- E. Check out.