

# WILL JAMES MIDDLE SCHOOL

Home of the Rustlers  
2016-2017

1200 30<sup>TH</sup> ST. WEST  
BILLINGS, MT 59102

School Communication at these locations:

[www.willjamesmiddleschool.org](http://www.willjamesmiddleschool.org)

PowerSchool

*Remind 101 app: @willja when text to 81010*

**PRINCIPAL:**

Kim Verschoot  
281-6101

**ASSOCIATE  
PRINCIPAL:**

Joe Halligan  
281-6102

**MAIN OFFICE:**

Katie Pringle and  
Kathy Michaelis  
281-6100

**ATTENDANCE  
OFFICE:**

Kristi Briggs  
281-6158

**COUNSELORS:**

Lance Dandliker-281-6144  
8<sup>th</sup> and select 6<sup>th</sup> grades

Amber Ault- 281-6114  
7<sup>th</sup> and select 6<sup>th</sup> grades

NAME: \_\_\_\_\_

| Daily Schedule |         |        |         |        |
|----------------|---------|--------|---------|--------|
| Period         | Subject | Room # | Teacher | Book # |
| 1              |         |        |         |        |
| 2              |         |        |         |        |
| 3              |         |        |         |        |
| 4              |         |        |         |        |
| 5              |         |        |         |        |
| 6              |         |        |         |        |
| 7              |         |        |         |        |
| 8              |         |        |         |        |

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

## Telephone Directory

Main Office . . . . . 281-6100

Attendance. . . . . 281-6158

## 2016-2017-School Calendar

### August-

22 - First Day for Teachers

25 – First Day of Classes

### September –

1-All School Open House

5– School Closed/Labor Day

20 – Early Out for 6-8 grades

### October –

20 & 21 School Closed/PIR Days

28- End of 1<sup>st</sup> Quarter

### November-

2, 3, 4 – Early out for 6<sup>th</sup> grade

Parent/Teacher conferences on 2 & 3

3 & 4- Early out 7 & 8 grade

Parent/Teacher Conferences from

12:30 to 6 on 3rd

23-25–School Closed-Thanksgiving

### December –

8 & 9 – possible Early Out @ 12:30

23 – School Closed/Winter Break

### January –

3– Classes Resume

13 – End of 2nd Qtr

16 – School Closed/PIR Day

### February –

10-13 – School Closed/vacation

### March –

24 – End of 3<sup>rd</sup> Qtr

### April –

3-School Closed/PIR Day

13-17 – School Closed/vacation

### May –

5 – School Closed/vacation

29 – School Closed/Memorial Day

### June -

2 – Last Day of School/Early Out 12:30

### Mid Term Dates:

1<sup>st</sup> qtr – September 30

2<sup>nd</sup> qtr – December 9

3<sup>rd</sup> qtr – February 17

4<sup>th</sup> qtr – May 5

### End of Qtr/Rpt Cards

1<sup>st</sup> qtr – Oct. 28/ Nov. 4

2<sup>nd</sup> qtr – Jan. 13/Jan.20

3<sup>rd</sup> qtr – Mar.24/Mar.31

4<sup>th</sup> qtr – June 2

# Welcome to Will James Middle School

## PHILOSOPHY

*The goal of the Billings Public Schools is to provide education for youngsters within an environment, which promotes the development of self-discipline and the responsible use of freedom. This*

*goal is best realized when the professional staff of each school works to ensure the orderly conduct of the educational program in order to facilitate learning. It is the aim of the Billings Public Schools to strive for student behavior, which is within the guidelines of each school's established rules and regulations. These guidelines will operate within the broader school district policy provided by the Board of Trustees.*

## EXPECTATIONS

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

## GUIDANCE AND COUNSELING

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

**NOTE: Please read and review entire handbook.**

## **Will James Bullying Policy and School District Calendar** ***Will James at a Glance***

### **Colors**

Navy and Silver

### **Mascot**

Rustlers

### **Hours**

8:00 Students enter building  
8:15 First class begins  
3:15 School day ends

### **Class Schedule**

**Hallway access** 8:00

**Period 1** 8:15 - 9:10

**Period 2** 9:15 - 10:05

**Period 3** 10:10 - 11:00

#### **4<sup>th</sup> Period (8<sup>th</sup>) Lunch (7<sup>th</sup> grade)**

Lunch 11:05 – 11:35

Period 5 11:40 – 12:30

#### **5<sup>th</sup> Period (7<sup>th</sup>) Lunch (8<sup>th</sup> grade)**

Period 4 11:05 – 11:55

Lunch 12:00 - 12:30

#### **12-12:30 (6<sup>th</sup> grade Lunch)**

**Period 6** 12:35 - 1:25

**Period 7** 1:30 - 2:20

**Period 8** 2:25 - 3:15

**All Clear Bell:** 3:45

**\*\*Students should be out of the building by 3:45 UNLESS they are involved in organized school activities that go beyond that time.**

### **Visiting the School**

Parents are welcome and encouraged to visit Will James. Please sign in with the main office prior to visiting any classroom. Visitors must obtain a Visitor's Pass from the school secretary. The campus is closed to all student visitors from other schools. **Only people listed in student's contact list will be able to visit that student.**

***Items NOT allowed at Will James:***

**included toward the back of this handbook.**

- **Guns of ANY kind, or any weapons**
- **Firecrackers/explosive devices**
- **Items containing latex or balloons**
- **Laser pens or shock pens**

### **Items NOT allowed in classrooms or hallways**

- **Electronic devices = cell phones, iPods, ear buds, etc. (TEACHER DISCRETION IN CLASSROOM)**
- **Hats or head coverings**  
**\*\*Results in confiscation and possible discipline\*\***
- **Coats in the classroom**
- **Skateboards/Rollerblades**
- **No mid-size/large bags or purses**

### **Expectations for Students**

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

- ◆ Follow school and classroom rules
- ◆ Treat peers, staff and visitors with respect
- ◆ Use appropriate language
- ◆ Settle conflicts respectfully – ask for help if needed
- ◆ Promote a Caring Community by including others, refusing to be part of hurtful talk and stopping bullying
- ◆ Arrive to class on time with necessary materials
- ◆ Be respectful and cautious when moving throughout the building
- ◆ Use your classroom's hall pass with teacher's permission if leaving class – go only where approved
- ◆ Follow cafeteria policies and procedures
- ◆ Respect school property and the property of others
- ◆ Wear clothing appropriate for a school setting

- ◆ Take school correspondence home to parents and return signed materials
- ◆ Limit the display of affection
- ◆ Display good manners and respectful behavior in the community

### ***Flowers and Gifts***

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

### ***What should I do if....***

#### **I arrive early?**

Students are welcome to come inside to the cafeteria after 7:35 or sign into a teacher's room for extra help. Students may NOT go to their lockers nor enter front doors until **8:00**.

#### **I am late?**

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

#### **I must leave early?**

Bring a note from home and give it to the Attendance Office upon your arrival in the morning.

#### **I have a personal problem?**

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

#### **I have trouble in class?**

Talk with your teacher or the counselor.

#### **My parents want a conference?**

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

#### **I must leave the classroom?**

Ask your teacher for permission and take the appropriate hall pass or call slip.

#### **My telephone number has changed?**

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

### **I am moving?**

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

### **I need to use the telephone?**

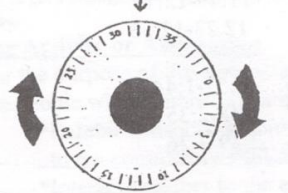
Students should make arrangements for rides **before** coming to school. If an emergency arises, you may ask the attendance office to use the phone.

### **How to Operate a Lock**

#### **✓ Step 1**

Turn the lock dial twice in a clockwise direction. After the second full turn, stop when you get to your first number

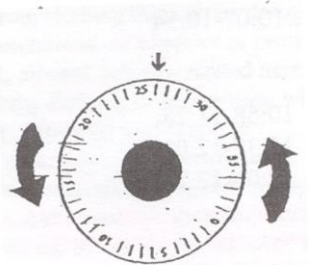
(Example: First number 32)



#### **✓ Step 2**

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

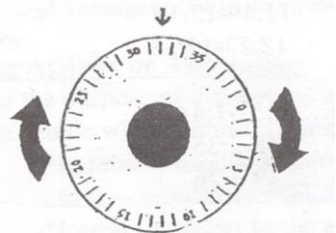
(Example: Second number 26)



#### **✓ Step 3**

Finally, turn the dial slowly clockwise until you get to your third number.

(Example: Third number 5)



#### **✓ Step 4**

### **Pull the lock open**

#### **❖ Note**

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

### Locker Rules and Expectations

1. A locker is assigned to each student at the beginning of the school year. The lockers remain under the authority of the school and are the property of the school, not the student. However, the school is NOT responsible for items stolen from the locker, or for any materials left in the locker overnight.
2. Some students will be required to have a school issued lock on the locker. Locks are rented from the office for \$5.00. The deposit will be returned at the end of the year when/if the lock is turned in and no fines are acquired.
3. Students are expected to **keep combinations confidential.**
4. Students are **not** to share lockers.
5. Students are expected to **leave other people's lockers and locks alone!**
6. Students are protected from unreasonable searches and seizures. However, school officials have the right to conduct a search of a student's locker as long as there is reasonable cause.
7. Any items found within the locker are assumed to be the property of the person to whom the locker has been assigned. Students will be held accountable for all items within their locker!

### **Textbooks**

The school furnishes individual textbooks in most classes. Students are responsible for those books and must pay for lost, damaged or stolen

books. The teachers will have a guideline for replacement and for assessing fines. Report cards and lock deposits will be held in the office until the assessed fines have been paid.

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



**Have an adventure...Read a book!**

### **Library Media Center**

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

### **Library Rules**

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

-Show pride - clean any messes and push in chairs before you leave.

## **Book Check Out**

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

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

<http://library.billings.k12.mt.us>  
or by clicking on the Webcat link on the School District's home page. Ask a librarian for help to borrow books from other schools.

## **Computer Use**

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

\* **1<sup>st</sup> Offense** – No access for 4 weeks

\* **2<sup>nd</sup> Offense** – No access for 9 weeks

\* **3<sup>rd</sup> Offense** – No computer privileges.

## **Citing Resources**

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

## **Cheating/Copying**

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

will be disciplined for academic dishonesty.

\* **1<sup>st</sup> Offense** – Student will receive a zero on the assignment and will be assigned an after school detention.

\* **2<sup>nd</sup> Offense** – Zero on assignment, assigned one day ISS.

\* **3<sup>rd</sup> Offense** – Zero on assignment, assigned one day OSS.

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

## **Care of the Building**

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

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

## **Vandalism**

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

## **Hall Passes**

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

Pass time =5 min.  
between classes

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

## **Gum/Seeds/Candy**

Shelled nuts are not allowed during the school day at WJMS. Gum is never allowed in the music rooms, library, cafeteria and any lab area. Most teachers do not allow gum or candy and it is your responsibility to know & follow each classroom's guidelines. After School Detention (ASD) will be assigned to any student that chooses not to comply with WJ rules. Each ASD will last for 45 minutes.

## **Cafeteria**

Students are to report to the cafeteria for lunch on time in a **quiet, orderly fashion**. There will be teachers assigned to the cafeteria for supervision. The cafeteria will be as clean as you make it. Be sure to dispose of your trash and recycle when appropriate when finished with your lunch. Failure to do so may result in clean-up duty. Repeated infractions of the rules will result in eating lunch in isolation or long-term removal from the cafeteria.

Students should **dress for the weather** and bring their coats to lunch, as they cannot go back to lockers. After eating, all students are expected to go outside unless it is raining, below 10° or at the discretion of supervisory staff. When outside students are expected to remain on campus. Rough play will not be allowed. **Students may not take food or drinks outside.**

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

### **Closed Campus**

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

**\*Students are to use designated crosswalks when crossing Grand and Broadwater Avenues before and after school.**

### **FIRST AID – ILLNESS MEDICATIONS-NURSING**

In case of an accident or illness at school, the student should go directly to or send for help from, the Main Office, Counseling Office or Attendance Office. The school nurse is shared with several other schools and is NOT in our building on a regular basis. Students, who need to consult with the nurse, should make an appointment through the Counseling Secretary. Parents must maintain updated emergency telephone numbers and medical information. If a student needs to leave school they must check out with the Attendance Clerk.

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

1. A consent form must be signed by parents for the supervision of all prescription medication to be taken by students.
2. Medication must be in the original bottle with a current prescription label for instructions.
3. The student is responsible to come for medication and take

it independently in the presence of designated school personnel.

4. **Non-prescription** medication may be kept in the student's locker for self-administration as per parent's instructions.
5. Students may carry individual inhalers following a consent form and labeling instructions.



### **DANCE RULES**

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

### **Special Days**

Throughout the year special days are planned for student involvement and enjoyment.

The elected Student Council officers will form committees with representatives from each class. They will come from the homerooms and will be responsible for planning the special days such as Spirit Day, Hat Day, four dances and several assemblies.

### **Honor Roll**

The Academic Achievement list is calculated and posted at the close of each quarter grading period. Names of students who have earned a B average (3.00) or better for that quarter grading period are posted by their TEAM. The only classes not included in the calculation are aide positions, such as office, guidance, library, and classroom aides.

### **Enriched Classes**

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

### **Will James Awards and Activities/Contests**

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

Battle of the Books  
Middle School Math Day  
Math Counts Competition  
MCTM Math Competition  
AMC Math Competition  
Geography Bee



Spelling Bee  
State Technology  
Competition

## **Other Activities**

### **Sports Programs:**

Football (8<sup>th</sup> only),  
Basketball,  
Wrestling,  
Softball (8<sup>th</sup> only),  
Cross Country,  
Volleyball,  
and Track & Field

### **Math Clubs**

**Student Council**

**Teen Angels**

**Drama Club**

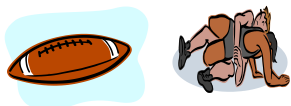
**Technology Club**

## **EXTRA-CURRICULAR ACTIVITIES**

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

## **SPORTSMANSHIP**

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



## **BOYS' ATHLETICS**

Boys in the 7<sup>th</sup> grade have the opportunity to compete in cross-country, wrestling, basketball and track. The 7<sup>th</sup> grade boys basketball program is designed to allow all kids to be placed on teams, practice, learn basic skills and compete with other middle schools on Saturdays. Boys in the 8<sup>th</sup> grade can participate in football, cross country basketball, wrestling and track. All programs in the 8<sup>th</sup> grade are competitive. In basketball, there is a program similar to the 7<sup>th</sup> grade for those boys that do not make the competitive team.



## **GIRLS' ATHLETICS**

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

## **2016-17 ATHLETIC SEASON SCHEDULE**

### ***FALL I: AUG. 25 - OCT. 14***

Cross Country (7<sup>th</sup> and 8<sup>th</sup> grade girls and boys), Football (8<sup>th</sup> grade boys), and Softball (8<sup>th</sup> grade girls)

### ***FALL II: OCT. 17 – DEC. 2***

Girls' Basketball (7<sup>th</sup> and 8<sup>th</sup> grade girls) and Wrestling (7<sup>th</sup> and 8<sup>th</sup> grade boys)

### ***WINTER I: DEC. 5–Feb. 3***

Boys' Basketball (7<sup>th</sup> and 8<sup>th</sup> grade boys)

## **WINTER II: FEB. 6–March 24**

Volleyball (7<sup>th</sup> and 8<sup>th</sup> grade girls)

## **SPRING: March 27-MAY 19**

Track (7<sup>th</sup> & 8<sup>th</sup> grade girls and boys)

### **Athlete of the Year/ Four Sport Club**

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

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

### **Boys' Sports**

Cross Country  
Football  
Wrestling  
Basketball  
Track

### **Girls' Sports**

Cross Country  
Softball  
Basketball  
Volleyball  
Track

## **ELIGIBILITY GUIDELINES**

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

1. Each of the five sport seasons is seven weeks long. The first grade check will be on Monday following the completion of three

weeks of practice (which is the instructional/ non-competitive portion of the season.) The next grades check will be after week five unless a student has received a deficiency. Grade eligibility checks for clubs, student government, etc. will be on the same dates.

2. Staff members will keep students and coaches informed as to the pass/fail status in each class.

3. If a student is deficient (failing in any class), the following will occur:

First deficiency, the student will be put on probation and given one week to achieve eligibility. If the deficiency is not corrected at the conclusion of one week, the student will be allowed to practice but not participate in any contest.

4. Individual cases of eligibility will be reviewed by the coach/ sponsor, assistant principal, teacher(s), and principal or his/her designee.

5. A student must be in attendance the last half of the day to be eligible to participate in an activity scheduled for that day or receive approval from an administrator.

6. A student may not participate in an activity if he/she has been suspended in school or out of school on the day of the activity.

7. The attendance and suspension rules apply to the previous Friday if there is a Saturday activity.

8. Three unexcused absences from practice will result in the student's suspension from the activity.

9. All participants in athletic activities must have a parent consent form, a current physical on file in the main office, and have paid the participation fee before being allowed to participate.

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



## **CHEMICAL USE POLICY**

### **1. Purpose**

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

**1.** To emphasize concern for the health and well-being of the students while participating in activities.

**2.** To provide a chemical free environment that will encourage health development.

**3.** To diminish chemical use by providing an educational assistance program.

**4.** To promote a sense of self-discrimination among students.

**5.** To confirm and support existing state laws which prohibit the use of mood-altering chemicals.

**6.** To emphasize standards of conduct for those students who through their participation are leaders and role models for their peers and younger students.

**7.** To assist students who desire to resist peer-pressure that often directs them toward the use of chemicals.

**8.** Each student who participates on a sports team will receive a full disclosure of the chemical policy.

## **SCHOOL SAFETY**

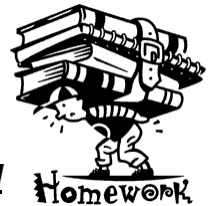
The fire alarm is a continuous ringing of bells. Safety demands that the building be emptied quickly, quietly, and as orderly as possible (running, pushing, crowding, or unnecessary talking is not allowed). Each student should know the directions for fire drills in each classroom and teachers will assist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

In case of an emergency drill or any other safety situation while classes are passing, students are

to use the nearest exit. Teachers will be in charge of the area they are physically located in, at the time the alarm sounds.

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

## **ACADEMIC ASSISTANCE**



### **Before School**

Many teachers arrive before 8:00 and students are able to sign in to get extra help. The sign-in sheets are available at the table outside the cafeteria. Also, Monday through Thursday from 7:15 to 8:10 and from 3:15 to 4:15, **BOOST** is available for assistance with homework.

## **STUDENT DISCIPLINE**

The goal of student discipline shall be to help students develop self-control, maturity and display socially acceptable behavior. Discipline is not to be confused with punishment. It is our objective to maintain a respectful, safe and orderly environment.

Each teacher will establish student behavior expectations using positive and constructive methods. If a problem is encountered beyond the regular scope of classroom discipline or is a continued disruption, it will be referred to building administration. The following discipline steps will be used as a guideline with the student and administrator reviewing future referral steps:



## **LUNCH DETENTION**

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

## **AFTER-SCHOOL DETENTION**

After-school detention (ASD) will be from 3:15 to 4:00 p.m. Monday through Friday. Students may be assigned to ASD by the administration. Parents and students will be given 24 hours advance notice of the detention, but the student may choose to start the detention the same day it is assigned. Students placed in ASD are responsible for their behavior and are expected to comply with the rules posted there. ASD is a silent study hall supervised by an aide. The student is expected to bring enough work to keep busy for the entire time.

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

## **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) is located in room 106. A student who has been sent out of a class may be isolated in ISS if the administration deems it necessary and will remain there until released. ISS will be monitored by an aide and will be a silent study hall. The teachers will be asked to send work to ISS when appropriate. Students

are required to bring academic material and remain on task with assignments or reading.

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

Unfortunately, some students choose to behave in a manner that seriously disrupts the school environment, is disrespectful to staff or students, or shows a continued disregard for school expectations. These students may need a more serious intervention to assist them in developing self control and self-discipline. **All** Out-Of-School Suspensions will be assigned to the Truancy Center unless otherwise noted by the school administrator. Parents are responsible for transporting their student to and from the Truancy Center on the days assigned.

Students who are serving an OSS are not allowed on any Billings Public School property (except the Truancy Center) or any activity from the time of his/her suspension until he/she is allowed to return to school.

## **ATTENDANCE POLICY**

1. Consistent school attendance is required by law and is absolutely necessary for your child's success.
2. Parents must call the attendance office at 281-6158 if your son/daughter is going to be absent from class. Please call before 10:00 a.m. or leave a message if you are calling outside regular school hours.
3. If the office does not have a confirmation of an absence, the student, upon return will be called to the office. An unexcused absence will be issued to the student until verification with the parent has been made. A note or tele - phone call may change the absence from unexcused to excused.
4. Upon returning to school, the student is responsible for making up any assignments or tests that were missed. Each **TEAM** has a policy regarding

the time allowed for completing make-up work. In order to get full credit, the student must complete and turn in the work the day following the absence.

5. A student may not leave the school without a written note from a parent/ guardian. This note must be turned into the attendance desk **before** school.
6. The following are **not** excused absences:
  - Leaving the building without permission
  - Oversleeping, car trouble or missing the bus
  - Disciplinary suspensions and incarcerations
  - Truancy
7. **The administration has final discretion regarding whether a student's absence is considered excused or unexcused.**

## **Tardy Policy**

All students are expected to be on time for every class period. Each teacher will hand out his or her own consequence for tardies. If the student doesn't complete a consequence, the student will be written up for noncompliance and recorded in their records.

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

## **TITLE IX COMPLIANCE**

**Will James Compliance Officer:  
Mrs. Ault (Guidance Office)**

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 Resource Services, Billings

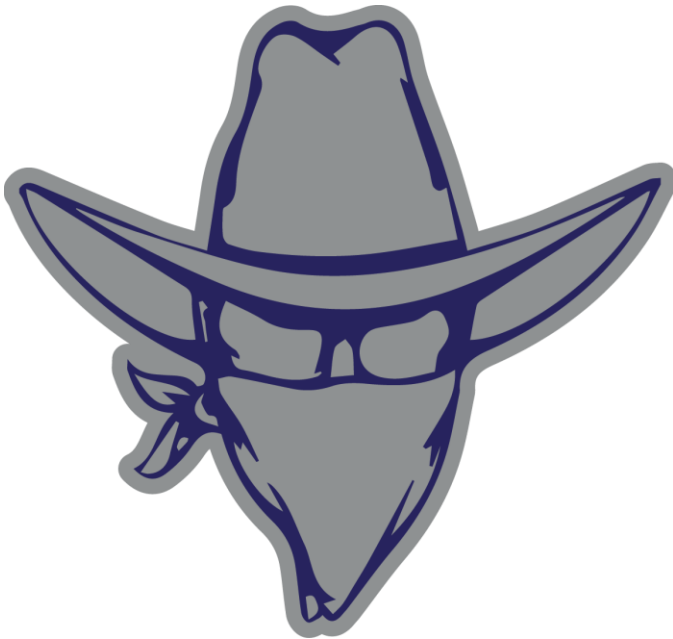
The District has appointed a coordinator to assist any employee, student, parent, or legal guardian Public Schools, 415 North 30th Street, Billings, Montana, 59101, or may be made by calling (406) 247-3874.

Procedures established and maintained by the Superintendent address questions, concerns, and

with a Title VII/Title IX/Section 504/Title II ADA concern. Inquiries 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 Billings Public Schools.

#### Parent Involvement

- **Annual report cards with aggregate information, including student achievement disaggregated by category**
- **Written parental involvement policies (Schools notify parents and community of school's written parental involvement policy.)**
- **Parents' right to know – student achievement (Schools provide to each individual parent information on the level of achievement of the parent's child in each of the state academic assessments.)**
- **Parents' right to know – non-highly qualified teachers (Schools provide to each individual parent timely notice that the parent's child has been assigned to, or taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.)**
- **Title I, Part A meeting (Schools invite parents to an informational meeting to inform them about the school's participation in Title I, Part A programs and explain the requirements and their right to be involved).**



**Will James uses an app called REMIND 101 that will keep you in the know. At no time, is your personal phone number visible.**

**TEXT @willja to 81010 to join Will James 2016-2017**