

STUDENT HANDBOOK

2024 - 2025



BILLINGS WEST HIGH SCHOOL

2201 St. Johns Avenue

Billings, MT 59102

<https://www.billingsschools.org/our-schools/high-schools/west>

WELCOME TO BILLINGS WEST HIGH SCHOOL

BPS VISION STATEMENT

To cultivate a culture of excellence every day so we can become the best district in the State of Montana.

BWHS VISION STATEMENT

Billings West High School will unite in the pursuit of excellence for all.

BWHS MISSION STATEMENT

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

BWHS FACULTY SHARED VALUES

- ❖ **Relationships**: Respecting who our students are and what they are passionate about.
- ❖ **Collaboration**: Working together to achieve our mission, vision, and goals.
- ❖ **Integrity**: Being honest and trustworthy in words and actions.
- ❖ **Respect**: Honoring opinions and diversity while treating each other with dignity.
- ❖ **Compassion**: Showing empathy and kindness as a foundation of our relationships.
- ❖ **Innovation**: Fostering creativity by incorporating original ideas and forward thinking.
- ❖ **Equity**: Each student receives what they need to develop their full academic and social potential.

BWHS STUDENT SHARED VALUES

Uphold the G.O.L.D.

- ❖ **Genuine**: Embrace your inner uniqueness bravely, sharing your passions with the West High Family.
- ❖ **Optimistic**: See the positive in the face of adversity.
- ❖ **Limitless**: Explore all opportunities to unlock your full potential.
- ❖ **Determined**: Develop the grit to push through obstacles and challenges to become your best self.

CONTACT INFORMATION

SCHOOL DISTRICT 2 CENTRAL ADMINISTRATION

406.281.5065

Dr. Erwin Garcia, Superintendent

Mr. Gordon Klasna, Executive Director of Secondary Education

Mr. Kevin Kirkman, Executive Director of Student Services

Dr. Jeril Hehn, Title IX Coordinator

BILLINGS WEST HIGH SCHOOL ADMINISTRATION

406.281.5600

Mr. Jeremy C. Carlson, Principal

406.281.5602

Mr. Fred Petak, Assistant Principal, Title IX Building Coordinator 406.281.5614

Mr. Alex Bedford, Assistant Principal (A-F) 406.281.5742

Mr. Peter Hamilton, Assistant Principal (G-L) 406.281.5621

Miss Gaye McNeil, Assistant Principal (M-R) 406.281.5771

Mr. Rod Gottula, Assistant Principal (S-Z) 406.281.5663

MAIN OFFICE

Mrs. Karen Payovich, Main Office Secretary 406.281.5600

Mrs. Brandi Pauley, Principal's Secretary 406.281.5601

Mrs. Larissa Cruickshank, Registrar 406.281.5604

Fax Number 406.281.6169

ATTENDANCE OFFICE

Mrs. Kori Clark (A-G) 406.281-5623

Ms. Kim Harris (H-O) 406.281.5619

Mrs. Carolyn Rogers (P-Z) 406.281.5625

Mr. Nathan Contreras, School Resource Officer 406.281.5627

ACTIVITIES OFFICE

Mr. Charlie Johnson, Activities Coordinator 406.281.5616

Mrs. Liz Welch, Activities Secretary 406.281.5617

COUNSELING DEPARTMENT

Mrs. Amber DeLeon, Counseling Office Secretary	406.281.5613
Ms. Beth Tocci, School Counselor (A-C)	406.281.5612
Mrs. Melida Kessler (C-F)	406.281.5705
Mr. Levi Grosskop, School Counselor (F-K)	406.281.5609
Ms. Dana Conway, School Counselor (J-M)	406.281.5659
Mrs. Kim Petersen, School Counselor (M-R)	406.281.5610
Ms. Tami Radakovich, School Counselor (P-S)	406.281.5701
Mr. Dave Spring, School Counselor (S-Z)	406.281.5611

CAREER CENTER

	406.281.5344
Mr. Matt Clouser, Director	406.281.5343
Mr. Dar Schaff, Associate Director	406.281.5383
Mrs. Amanda Peitz, School Counselor	406.281.5386

EMAIL ADDRESSES

Staff: Last name and initial of first name @billingsschools.org (ex. doej@billingsschools.org)

Students: First name.Last name @billingsstudents.org (ex. Jane.Doe@billingsstudents.org)

WEBSITES

Billings Public Schools: <http://billingsschools.org>

Billings West High School: <https://www.billingsschools.org/our-schools/high-schools/west>

ACCESS TO BOARD POLICIES, PROCEDURES, AND FORMS

Billings West High School abides by all the policies of Billings Public Schools. These policies can be found through the link below.

[Billings Public Schools Policies, Procedures, and Forms](#)

DISTRICT HANDBOOK

Billings Public Schools: [Resource](#)

CALENDARS

[BILLINGS PUBLIC SCHOOLS CALENDAR](#)

[BILLINGS WEST HIGH ACTIVITIES CALENDAR](#)

BELL SCHEDULES

BILLINGS WEST HIGH SCHEDULE

Monday, Tuesday, Thursday, Friday

EM Class	7:00 - 7:55
Period 1	8:00 - 8:58
Period 2	9:04 - 10:02
Period 3	10:08 - 11:06
Period 4	11:12 - 12:58

Lunch Schedule

Lunch 1	Lunch	11:06 - 11:54
	Class	11:54 - 12:52
Lunch 2	Class	11:12 - 12:10
	Lunch	12:10 - 12:58
Period 5		12:58 - 1:56
Period 6		2:02 - 3:00

CAREER CENTER SCHEDULE

Monday, Tuesday, Thursday, Friday

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

Period 1	7:55 - 8:48
Period 2	8:53 - 9:47
Period 3	9:52 - 10:45

Bus arrives at West at 11:05 AM from CC

Bus leaves West at 11:35 AM for Periods 4, 5 & 6 at CC

Period 4	11:55 - 12:48
Period 5	12:53 - 1:47
Period 6	1:52 - 2:45

Bus returns to West by 3:00 PM

BILLINGS WEST HIGH SCHEDULE

Wednesday

EM Class	7:00 - 7:55
Period 1	8:00 - 8:48
Period 2	8:53 - 9:41
Period 3	9:46 - 10:34
One Lunch	10:34 - 11:26
Period 4	11:26 - 12:14
Period 5	12:19 - 1:07
Period 6	1:12 - 2:00
PLC Meetings	2:15 - 3:15

CAREER CENTER SCHEDULE

Wednesday

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

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

Bus departs CC at 10:25 AM

Bus leaves West at 11:06 AM for Periods 4, 5 & 6 at CC

Period 4	11:26 - 12:09
Period 5	12:14 - 12:57
Period 6	1:02 - 1:45

Bus departs CC at 1:50 PM

SEMESTER EXAM SCHEDULE

To take exams early because of travels, medical, etc., a parent/guardian needs to contact an Assistant Principal for permission. The Assistant Principal will notify the teacher(s) once final approval has been given.

- ❖ First Semester: Wednesday, January 22 & Thursday, January 23
- ❖ Second Semester: Thursday, June 12 & Friday, June 13

January 22/June 12

Period 1	8:00 - 9:30
Period 2	9:35 - 11:05
Period 3	11:10 - 12:40 (Dismissal)

January 23/June 13

Period 4	8:00 - 9:30
Period 5	9:35 - 11:05
Period 6	11:10 - 12:40 (Dismissal)

SAFETY MEASURES AND SECURITY

In order to maintain high standards and safety, we need your cooperation and close association with the school and its staff. As part of our efforts to keep students and staff safe, we have adopted the following measures.

STUDENT ID

All students are encouraged to have a school ID with them at all times (preferably visible). Replacement IDs can be purchased at the Main Office for \$5.00.

PARENTS & VISITORS TO SCHOOL

Any visitor in the building must declare his/her purpose for being in the building, provide identification, check in at the Main Office, identify his/her destination, and the anticipated length of time the visit will take. All visitors must wear a valid visitor's pass displayed on them at all times that they are in the building. Following the visit, guests must check out in the Main Office before departure. Failure to abide by these guidelines will be grounds for a trespass complaint.

West High appreciates the willingness of our former students to come back to school and visit past friends and staff members. However, in order to maintain the integrity of our school day, we only allow those visits before or after school and not during instructional time. Visitors must check in at the Main Office, get a visitor's pass and inform the Main Office as to which staff members will be visited.

West High has a policy that students may not bring guests/visitors to school unless the visit constitutes an educational purpose and has been approved beforehand by the Principal. We wish to preserve the instructional day for our students and teachers as well as avoid exacerbating already crowded hallways and classrooms. Please limit your visits to designated prep times and to before and after school.

In addition, we have a video surveillance/recording system in our hallways and in our parking lots. It is used to assist us in maintaining the safety and security of persons and property in and around our school. Although it is not constantly monitored, school or law enforcement personnel view the recording as necessary to aid in investigations.

STUDENT PARKING PERMITS FOR THE FRONT/REAR STUDENT PARKING LOTS

To use the school parking lot, a student must have purchased a parking permit and must be in good standing academically and behaviorally. This includes no failing grades, no outstanding school fines, and/or excessive absences or tardies (eligibility is assessed at the end of each semester).

Permits are sold at the end of the previous school year and sell out quickly. Each parking spot is numbered and assigned. Announcements will be made regarding parking applications each spring. Improperly parked vehicles will be referred to the Assistant Principals and school consequences may be assigned.

Parking passes will be distributed in the following order based on the number of parking spaces available.

1. Seniors
2. Juniors (drawn randomly if spaces are available after Seniors)
3. Sophomores (drawn randomly if spaces are available after Seniors and Juniors)

Students will complete an [online form](#) in the spring for the upcoming school year. Students will be notified through their school email if they receive a parking pass and their assigned number. Soon after, students are welcome to come to the school's main office, when it's convenient for them, to complete the [necessary paperwork](#), pay the \$30 fee (consistent with Senior High), and receive their parking pass.

Parking passes must be visible in the upper right hand corner of the vehicle's windshield (passenger's side).

5 spots are reserved as incentives awarded to students throughout the year, selected by West High faculty and staff.

EMERGENCY DRILLS

Information regarding district safety and emergency drills can be found through the link below.

[District Safety](#)

LAW ENFORCEMENT AGENCIES

Information regarding law enforcement agencies can be found through the link below.

[Law Enforcement Agencies](#)

SPECIAL PROGRAMS

HEALTH SERVICES

The Nurse's Office is open periodically to assist students and staff with health assessment, counseling, first aid, and referral if necessary. The Nurse maintains all health records and is to be kept informed of short or long term health conditions which may affect the student's attendance, ability to progress, or may interfere with his/her educational program. Appointments may be made in advance with the Assistant Principals' Secretaries.

SPEECH & HEARING SERVICES

Speech and hearing testing and therapy programs are available to students with speech, hearing, and language impairments. These services are provided by School District No. 2 at no charge. Teachers, counselors, the nursing staff, parents, or students may make referrals through counselors.

HOMEBOUND OR HOSPITALIZED PROGRAM

Homebound or hospitalized programs are available for students who are capable of profiting from academic instruction but are unable to attend school full-time due to illness, disease, or accident. A licensed physician must diagnose the condition and recommend this service for the student. It is expected that a student would miss more than 10 consecutive days of school before he/she is eligible for this program. Referral forms are available through the school nurse or counselor.

ACADEMICS

REGISTERING FOR CLASSES

Each year, it is important for students to reflect on their academic accomplishments and plan for the upcoming year. Plan seriously. Choosing courses is one way of saying who you are and where you are going. You are registering for courses, not specific teachers or lunch periods. If you need a schedule change, please see your counselor a minimum of one week prior to the start of the semester. It is the general practice of Billings high schools to allow students who meet enrollment standards to enroll in the courses and programs of their choice.

Students will register for courses once a year. Each fall, you will be informed of the curriculum offerings for the coming semester. At this time, you will be carefully advised and assisted by your counselors and teachers in completing your course selections for the coming semester. Time for selection and possible revision of course selections will be provided, but all course decisions will be final as of an announced date. It is from your course selections that the final determination for the number of sections per subject and district requirements for the hiring of teachers is made.

Students must take five (5) courses for credit each semester. Some Career Center classes are scheduled as a three-hour block. These may be **required** (a class required for graduation) or **elective** (a class taken for credit but not required for graduation). Both required and elective courses affect students' grade point averages.

One half (0.5) credit is awarded for the successful completion of the work for any class meeting one full period per school day for an entire semester. A student may earn GPA credit only once for any course.

GRADUATION REQUIREMENTS

[School Board Policy 2410](#)

GRADUATION COURSEWORK

The overall difficulty of students' coursework in high school is an indicator of their academic preparation for post-secondary education. It has been proven that the high school curriculum is the most influential determinant of a bachelor's degree (4 year degree). The minimum

requirement for graduation from Billings Public Schools is 21 credits, 14 credits of required coursework and 7 credits of electives.

At Billings West High School, we do not believe that a student is properly prepared for post-secondary training at the four-year college level, two-year college level, college of technology level or apprenticeship level if they choose to take the minimum requirements. Students should work regularly with their school counselors for the best course of study for their future aspirations.

EARLY OUT/LATE IN, JOB CREDIT, & WORKPLACE EXPERIENCE

[District Procedure](#)

FOUR-YEAR PLAN

A "Four-Year Plan" form has been developed by the counseling staff at Billings West High School. It is used for charting an individual student's progress towards graduation. You may request this form from the Counseling Department.

BWHS NATIONAL HONOR SOCIETY

The National Honor Society is a prestigious organization that recognizes outstanding high school students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Membership in NHS is a recognition of a student's achievements and an opportunity for them to further develop these essential qualities through participation in NHS activities and community service projects.

For the 24/25 school year, West High will have two separate application periods for students interested in joining the NHS. This decision was made to accommodate varying schedules and ensure that all eligible students have a fair opportunity to apply.

The application dates are as follows:

1. First Application Period: October 1, 2024
2. Second Application Period: April 18, 2025

STUDENT RECORDS

[\(Reference-Policy 3600\)](#)

Student grades are available through PowerSchool. You will be able to view 6 and 12 week grades by logging in to PowerSchool. You will receive a hard copy of the report card at the end of each semester. If you wish to opt out of the paperless progress reports, please contact the main office at 406.281.5600.

CREDIT TRANSFER

Credit transfer from another school may be requested upon enrollment and shall be subject to a satisfactory examination of the following:

- A. Accreditation of the school where credits were earned
- B. Length, of course, school day and school year
- C. Content of applicable courses

Final approval of transfer credit will be determined by the Principal, subject to review upon appeal by the Superintendent and Board of Trustees.

MIDDLE SCHOOL COURSES TAKEN FOR HIGH SCHOOL CREDIT

The following bullet points will apply to all middle school/elementary students, taking any classes that are eligible for high school credit (Algebra I and Honors Geometry at this time).

- ❖ Grades will NOT be calculated into the Grade Point Average (GPA) on the high school transcript.
- ❖ Grades WILL be calculated into the Grade Point Average (GPA) in the middle school transcript.
- ❖ High school credit WILL be issued to students passing any eligible classes, and both the course name and grade will be reflected on the high school transcript.
- ❖ Current eighth (8th) grade students who took an “eligible for credit” high school course will have the GPA calculation for that course removed from the high school transcript so the GPA is not adversely impacted.

AUDIT CLASSES

If students choose to audit a class (retake a class in which the student has already earned a passing grade), the audit class:

- ❖ Cannot be used for a replacement grade
- ❖ Will not be calculated into your grade point average
- ❖ Will not be worth credit

(Definition of **Audit** = to attend a course **without** working for or expecting to receive formal credit.)

CORRESPONDENCE CLASSES (MTDA/BYU/APEX)

- ❖ Students can acquire a maximum of **two credits** (4 classes) utilizing a correspondence/online program offered by an **accredited educational** agency.
- ❖ Correspondence/online courses cannot replace courses that are offered by the district with these exceptions: a) the student needs to recover credit in failed classes, or b) due to a conflict in the student's schedule that cannot be resolved.
- ❖ MTDA and BYU classes require the signed approval of the parent, counselor, and Assistant Principal prior to the start of the course.

Students enrolled in Billings Public Schools can take on-line classes via APEX when students have conflicts in their schedule or need the opportunity to recover classes that were failed.

Credit Options:

- ❖ Maximum of one credit – per student per year (freshman through junior year)
- ❖ Maximum of two credits – per student per year (**senior year only**)

Online Information /Course Availability: [APEX Course List](#)

Withdrawal/Failure: Enrolled students who receive a withdrawal/ failure from a traditional high school course must wait until the following semester to enroll in APEX.

Check with the NCAA and NAIA Clearinghouse to see if correspondence or university connection classes are accepted.

Home-schooled students can register for APEX courses through Billings Public Schools.

VIRTUAL LEARNING

Billings Public Schools offers a Virtual Learning platform. Information on the platform can be found by clicking on the following link.

[Billings Virtual Learning](#)

GRADING PROCEDURES

A student's grade is to represent a full range of appropriate assessment measures that have been collected over the grading period and will not be the result of one or two assessments. The student and his/her parent/guardian will be kept informed of progress by grade reports produced six (6) times per year. Also, all parents are encouraged to register for Parent Connect on PowerSchool so that they can keep up with their child's progress through the computer and internet connections. Grades will be posted to the student's permanent file/transcript at the end of each semester. Remember that attendance and participation are important components of a student's grade. Regular attendance and consistent participation are required in order for students to achieve successful grades.

PowerSchool FOR PARENTS/STUDENTS

You can access PowerSchool for Parents/Students in the link below:

<https://powerschool.billingsschools.org/public/>

GRADE SCALE & COURSE SYMBOLS

	S – Satisfactory
A – Excellent	U – Unsatisfactory
B – Above Average	IN – Incomplete
C – Average	N – No Credit
D – Below Average	> - Accelerated/Enriched
F – Failure	< - Basic Course
P – Pass	* - Non-GPA Course

WEIGHTED GRADES, GPA, TRANSCRIPTS

- ❖ The weighted GPA will be displayed in PowerSchool.
- ❖ Class rank, percentile will only be calculated based upon the weighted GPA.
- ❖ Since some colleges and/or scholarships may request or prefer an unweighted GPA, transcripts will continue to show the unweighted GPA to help ensure accuracy. The unweighted class rank/percentile will no longer show on the transcript.
- ❖ The weighted GPA and class rank/percentile will be reported by all of our high schools for all college application and scholarship purposes (i.e. the Common Application, etc.). The one exception would be the MUS Scholarship as we have analyzed the reporting and scoring process to ensure our students' chances of receiving the MUS scholarship are more favorable when unweighted GPAs are reported.

- ❖ GPA calculations will be rounded to the nearest hundredths (0.01) on the BPS transcript.

Students who wish to be considered for valedictorian status must still meet valedictorian specific criteria:

- ❖ The student with the highest weighted GPA after eight semesters of high school coursework will be deemed valedictorian. For purposes of valedictorian determination, the GPA will not be rounded.
- ❖ In the case of a tie, multiple valedictorians will be recognized.
- ❖ In order to maintain a level playing field, all students vying for valedictorian must earn at least 24 credits.

We continue to encourage students to challenge themselves with rigorous coursework that meets their current educational needs while also properly preparing them for their post-graduation plans. If you have specific questions about how this may impact your student, please contact your school counselor or principal for assistance. We appreciate your continued positive support as we continually strive to ensure our students are able to fulfill their academic goals during their time as a student with Billings Public Schools.

STATE MANDATED TESTING

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

REQUIRED READING DISCLOSURE

Required readings are a part of our district curriculum. Objections to assigned readings should be brought to the teacher's attention in writing, using the District Form, as alternate assignments may be available. If an objection is submitted, the teacher will then select the alternate reading option from the appropriate course/grade level on the District-approved reading list so as to provide the student with an independent study opportunity. This reading list is available on the District webpage.

Required instruction (including but not limited to lessons, readings, texts, discussions, etc.) is part of our district curriculum, Billings Public Schools continues to follow Senate Bill 99 as well as board policy 2310 procedure 2 which states that when selecting materials, teachers, and administrators must review their content and consider the issues of violence, profanity, prurient subject matter, cultural concerns, and historical accuracy in the selection process. Objections to lessons and/or materials must be brought to the teacher's attention in writing, using the District Alternative Material Request Form. Alternatives may be available within

district guidelines. If an objection is submitted, the teacher will then select an alternative option from the appropriate course/grade level guidelines to provide the students with an independent study opportunity as allowed by state law and local policy. The approved reading list, courses, and units of study are available on the District webpage under curriculum.

DISCLOSURE OF DIRECTORY INFORMATION

Military recruiters, colleges and universities make annual requests for lists of juniors and seniors. The Family Privacy Act allows names and addresses to be released to these organizations unless parents notify the school in writing. The parent should contact Deb Turk at the Lincoln Center to indicate his/her desire to exercise the right to such an objection.

Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and the most recent previous school attended.

WITHDRAWAL FROM A CLASS

A student who drops a course after the seventh week of any semester will receive a failing grade in that course. Any student dropping a class will need to immediately turn in all books and have teachers sign off that all books have been returned; otherwise, the drop will not take effect.

WITHDRAWAL FROM SCHOOL

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

1. Fill out the withdrawal form and have it signed by the student's parent(s), Assistant Principal and Counselor.
2. Arrange an exit interview with a counselor.
3. Return books and other class materials to teachers or the Assistant Principal's office.
4. Clear any fines associated with the student's account.

SUPERVISED RELEASE TO WORK

A student desiring a release from school for the purposes of employment may submit an application to his/her respective counselor. The decision to release will be based on family hardship, the student's attendance record, eligibility, and the accumulation of sufficient credits to graduate on schedule. In order to continue in the program, the student must satisfy all requirements.

ATTENDANCE

ATTENDANCE POLICY

[\(Reference-Policy 3120\)](#)

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.

Securing and completing makeup work is the student's responsibility. Participation in fraudulent attempts (fake note or call) in order to secure an excused or waived absence may result in one day of In-School Suspension or Out-of-School Suspension.

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

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

Students are responsible for participating in the educational opportunities given them and are legally required to attend until they are 16 years old and have completed eighth grade. Parents are responsible for supporting policies and programs of the school district including attendance laws.

ATTENDANCE PROCEDURES

When a student is absent, the parent or legal guardian shall call the Attendance Office before 10:00 AM.

- ❖ Last Name A-G: 406.281.5623
- ❖ Last Name H-O: 406.281.5619
- ❖ Last Name P-Z: 406.281.5625

These names will then appear on the excused list, and students may return to class without an admit from the Attendance Office. If no parent call is made and the school is unable to reach the parent by phone, the returning student must report to the Attendance Office. If the parent is contacted and excuses the student, the student will be given an excused admit to class. If the school is not notified within 48 hours of the last absent day, the excuse will not be accepted and the absence will be considered truancy.

Parents are urged to arrange doctor and dental appointments during study halls or after school in order to minimize missed class time. **When a student must leave the building during school hours, they must check out in the Attendance Office before leaving the building and check back in upon returning to school in order to be excused.** Students who do not check out with the Attendance Office could be assigned one detention even if the absence is excused. The parent will be called to verify the excuse. When returning from an excused absence, the student must check in with the Attendance Office before reporting to class.

When it is necessary for an absence to be excused in advance, as for trips or other special requests, a clearance slip (advanced make-up slip) is required to be taken to each teacher and returned to the Assistant Principal, coach, or sponsor. Make-up work is encouraged to be arranged ahead of time with teachers.

MAKE-UP WORK

Students are allowed a day for a day for completing make-up work when they have an excused absence. Teachers may extend this policy depending on the situation and/or assignment involved.

HALL PASSES

Any student leaving his or her assigned classroom is required to have a hall pass issued by the instructor responsible for them at that time. Cell phones are not permitted in the hallways during class time.

LIMIT ON TOTAL ABSENCES ("TEN DAY RULE")

[\(Reference-Policy 3120\)](#)

If the total number of absences from any high school class exceeds 10 per semester, a student may receive a P grade. 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 on a 504 or IEP will be determined by appropriate planning meetings.

Definitions:

Absences counted against the 10-day absence limit:

- ❖ **Excused Absence (E)**: Absence that is pre-approved/cleared, by a parent/guardian
- ❖ **Unexcused Absence (A)**: An absence that has not been pre-approved or excused, within five days of the absence, by a parent or guardian. Students will be allowed to make up

work missed during unexcused absences at teacher discretion. A student with excessive absences may be cited for truancy by police according to Montana State Law (M.C.A. 41-5-103)

- ❖ Suspension: (X) Out of School Suspension
- ❖ Illness: (I) Any absence from school without a note from a doctor

Absences not counted against the 10-day absence limit:

- ❖ Activity-Related Absences (O): When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office. Students are required to make up all work that is missed to gain the necessary skills taught in the course.
- ❖ Medical Absence: (M) An absence that is medically cleared through written documentation from a licensed physician.
- ❖ Bereavement (W): An absence due to a death in a student's immediate family.
- ❖ College Visit (W): An absence due to a college visit (up to five school days) and verified through written documentation from the visited institution. These will be approved by the Assistant Principal.
- ❖ Deans (D): An absence that does not fall into any other category, approved by an assistant principal or administrator due to extenuating circumstances.
- ❖ Counselor: (C): An absence, that is in the Counseling Center.
- ❖ Nurse (N): An absence, that is in the Nurse's Office.
- ❖ Truancy Center (L): Suspension at the Truancy Center.
- ❖ In School Suspension (S): Suspension at West High.

Securing and completing makeup work is the student's responsibility.

TARDY POLICY

Students arriving late to any class period, but within five minutes of the starting bell, will be marked tardy by the classroom teacher; students reporting to class more than five minutes late are marked as having an absence.

Students arriving more than five minutes late to any class period without an admit must check-in with the Attendance Office upon arrival at school. They will then be sent to class after their absence is determined to be a tardy or an excused absence.

Teachers will communicate when students are tardy, however, it is the student's responsibility (PowerSchool) for knowing how many tardies they have in each class period.

Students are allowed 3 tardies in each class period (per semester) before any consequences are given.

Consequences: Students will be assigned 1 detention (lunch or after school) for each tardy past the 3rd in each class period. The referral will be recorded in the student's behavior log.

Consequences for excessive tardies will be handled on an individual basis by the Assistant Principals. To give students an opportunity for a fresh start and positive change, tardies will reset after each 6-Week Grading Period.

UNEXCUSED ABSENCE POLICY

An unexcused absence from any assigned class period/detention requirement, shall lead to disciplinary action including but not limited to suspension, loss of credit, and withdrawal from school.

Consequences

- ❖ 1 detention will be assigned for each unexcused class; attempt to notify parent/guardian.
- ❖ A minimum of 4 detentions will be assigned for 4+ unexcused classes in a day; attempt to notify parent/guardian.
- ❖ Consequences for excessive unexcused classes may result in a suspension hearing and/or possible loss of credit.
- ❖ Referrals will be recorded in the student's behavior log.

If a student shows up within ten (10) minutes into the start of class (Period 1) or five (5) minutes (Periods 2-6), the teacher should mark the student "Tardy."

WEST HIGH STUDENT CODE OF CONDUCT

STUDENT CONDUCT

Each student has the right to pursue an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to this environment by accepting his/her responsibilities in various areas of school citizenship and personal behavior. Various infractions to the rules of acceptable behavior and the associated consequences deemed appropriate for addressing each type of misconduct are listed here. School jurisdiction over such behaviors applies to all school settings, including classrooms, hallways, assemblies, and activities; furthermore jurisdiction applies to off-campus student behavior during lunch or while students are transitioning to or from school.

Order and self-control are essential to meeting the educational needs of students. Behavior that inhabits the opportunity to learn is not acceptable. Any parent/guardian who has concerns about any disciplinary matter involving their student should initially speak to the staff member involved. If unable to come to a resolution with the staff member, the parent/guardian should contact the student's Assistant Principal. If necessary, a meeting will be held.

DISCIPLINE MATRIX

School discipline/consequences will be handled using the following procedures:

[Discipline Matrix](#)

DELEGATION OF AUTHORITY - QUESTIONING A STUDENT

[\(Reference-Policy 3300\)](#)

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

LOUD & ABUSIVE LANGUAGE

Section 45-8-101 MCA, defines such activity as disorderly conduct. A person guilty of this offense may be punished by a fine of \$100 or jailed for up to ten (10) days or both such fine and imprisonment.

Inappropriate language or gestures used in school and/or anytime under school jurisdiction can range from a warning, detention, suspension or being sent to the Truancy Center. In such situations, parents will be contacted.

HALL CONDUCT

- ❖ No running or horseplay in the halls or on campus.
- ❖ Respect the rights of teachers and students in classes.
- ❖ Pick up all trash in your area before you leave your area.

- ❖ Use appropriate language.

CLASSROOM EXPECTATIONS

Teachers may establish rules of behavior for their classrooms. Violation of such rules may result in consequences determined by the teacher. This may or may not include referral to the Assistant Principals' Office for further action. Students referred to the Assistant Principals' Offices must report there immediately. Failure to immediately report may result in further consequences, including suspension at the Truancy Center.

LUNCH EXPECTATIONS

Students are expected to use appropriate manners and language during lunch and will pick-up and dispose of all litter when finished eating. For the safety of all, students will not throw any objects or food, sit on the tables, lean back in their chair, or sit on another student's lap. Students may and are encouraged to eat in a classroom with teachers when they have permission from that teacher and the teacher is present. Student use of any gym during any lunch period is not allowed unless accompanied by a staff member.

LITTER/CAMPUS ENVIRONMENT

Billings West High School promotes a litter free campus and neighborhood. In addition to the possibility of a warning, detention, suspension or picking up litter on campus, the SRO may issue a monetary fine to students observed littering.

CHEATING/PLAGIARISM

[\(Reference-Policy 3305\)](#)

Cheating/Plagiarism in any form will not be tolerated. The teacher will notify parents. It is up to the discretion of the teacher whether or not the student will be permitted to redo an assignment for partial or full credit. Repeated offenses will be referred to the Assistant Principals' Office. In addition, the use of "Artificial Intelligence" (AI) is also a form of cheating/plagiarism and will be handled in the same manner.

STUDENT DRESS

[\(Reference-Policy 3203\)](#)

Billings Public Schools respects students' rights to express themselves in the way they dress. All students who attend BPS are also expected to respect the school community by dressing in

a professional manner appropriate for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Students are expected to come to school and all activities clean, well groomed, and wearing clothes that appropriately cover the body and do not cause distractions to the learning of others or create a health or safety issue. This basic dress code encourages students to “dress for success” and to come to school properly prepared to participate in the educational process. Students are expected to manage their personal appearance in a manner that does not disrupt teaching and learning, promote vulgarity or obscenity, advertise illegal substances, drugs, drug brands, tobacco, alcohol, advertise weapons or violence, express double meanings that are inappropriate or promote gang activity as determined by Policy 3203. All students are expected to wear comfortable, safe, and appropriate clothing in P.E. class (sweats, shorts, athletic shoes, tee shirts).

- ❖ Specific courses or events may require specialized attire, such as sports uniforms or safety gear that may differ from the dress code.
- ❖ Students that are attending class or working in other school buildings in the district must abide by that building's dress code.
- ❖ The administration reserves the right to determine what constitutes appropriate dress.

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to the following:

- ❖ Destroyed and distressed pants must not have holes in places that expose undergarments.
- ❖ Pants must be secured at the waistline and may not hang down exposing undergarments.
- ❖ Footwear must have a sole that would be appropriate for walking outside in any weather condition in case of an unexpected evacuation of the building.

(See Policy 3203 and 3203 P-1)

It is the responsibility of building administration to determine the appropriateness of student clothing and accessories, especially as clothing, apparel, accessories, and particularly group or

gang-related ones may vary from year to year. For the purpose of this Policy, a gang is an unauthorized group of three or more people who demonstrate a majority of the following traits:

- ❖ Exhibit antisocial behavior often associated with crime or a threat to the community;
- ❖ Interact together to the exclusion of others;
- ❖ Claim a territory or area;
- ❖ Have a name;
- ❖ Have rivals/enemies;
- ❖ Create an atmosphere in which the well-being of students, staff, or any other person is adversely affected by undue pressure, behavior, harassment, intimidation, bullying, overt gestures, or threat of violence.

A teacher may require additional standards of student dress as deemed appropriate in order to ensure a proper safety standard for the coursework/activities required in the class (i.e. science, vocational classes, P.E., special projects, etc.). This may extend to footwear, fabric content requirements, head coverings, safety protection, etc. Failure to comply with these requirements may result in disciplinary action under the “Student Dress” policy as well as possible loss of points or credit for any work that a student may be unable to complete as a result of non-compliance with the regulation.

Failure to cooperate with the dress code policy will result in one or more of the following:

- ❖ Change to appropriate clothing of the student’s or from the school’s collection.
- ❖ Parent notification to bring appropriate clothing to school
- ❖ Disciplinary consequence.

P.E. NO DRESS POLICY

- ❖ 1st No Dress: warning and remain in class with alternate activity.
- ❖ 2nd & 3rd No Dress: detention and remain in the class with alternate activity.
- ❖ 4th No Dress: sent to the Assistant Principals’ Office and issued two (2) detentions
- ❖ Continued failures to dress out will result in additional consequences at the discretion of the Assistant Principals.

ELECTRONIC DEVICES/CELL PHONES

In an effort to reduce distraction, improve student learning, and avoid problematic behavior,

Billings West High School has a “plan” for student devices, not a “ban.” Students in possession of personal telecommunication devices and other related electronic communication devices (ECDs) shall adhere to the following district policy:

No cell phone use is allowed during class time. All cell phones should be put into the school provided phone storage spot during class time or turned off in the student’s backpack. Devices should only be used before and after school, during passing time, or at lunch. Air Pods, earbuds, or similar devices should also be put away during class time.

Billings West High recognizes that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. **In case of an emergency, the office should be notified.** A student should not be using an electronic communication device in the hallway during class time. If a student is in violation of this policy, school officials, including classroom teachers and supervisory aides, may ask the student to put the device in a designated area or on the teacher’s desk for the remainder of that class period.

For repeated offenses, the student will be sent to a conference with an assistant principal, and the teacher or staff member will call the attendance office to let them know the student is on their way. Students who refuse to hand-over their phone to the classroom teacher will be subject to disciplinary action (defiance) by the Assistant Principals with a discipline slip by the teacher. Disciplinary action will follow

- 1st Offense: Warning/Documentation - phone may be picked up at the end of the day by the student in the Attendance Office.
- 2nd Offense: One 30 minute Detention - phone may be picked up at the end of the day in the Attendance Office. Parent Notification.
- 3rd Offense: One 60 minute Detention - phone may be picked up at the end of the day in the Attendance Office. Parent Notification.
- 4th Offense: Two 60 minute Detentions - phone may be picked up at the end of the day in the Attendance Office by a Parent/Guardian.
- 5th Offense: 1 Day of In School Suspension phone may be picked up at the end of the day in the Attendance Office by a Parent/Guardian. Parent Notification, Parent Pickup.
- 6th Offense: 1 Day at the Truancy Center - phone may be picked up at the end of the day in the Attendance Office by a Parent/Guardian. Electronic Device

Privileges Lost for 6 Week Grading Period (Phone/Device turned into dean's office)

West High administration reserves the right to move to any level of consequence or assign a combination of consequences based on the severity of the offense.

In cases of emergency (e.g., Lockdown), teachers will allow students to access their phones to make contact with parents/guardians.

Billings Public Schools recommends students NOT bring cell phones or electronic devices to school and takes no responsibility for devices that are lost or stolen, even when those devices are placed in a classroom caddy or other storage system during the class period. Also, be aware that the school can revoke any student's cell phone privileges and require the phone to be turned in upon approval and not returned until dismissal as a result of a student's failure to use the phone appropriately while on campus.

Voice or video recording outside of approved educational use **is prohibited**; students are not allowed to take pictures, videos, or voice recordings of other students or staff **without consent** of all those being recorded (This includes TikTok, SnapChat and other social media video platforms). At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of others.

Inappropriate Use of Social Media

It is not always easy to determine if social media is school related or a personal issue. This translates into a greater level of responsibility and accountability for everyone. If social media use causes a disruption to the educational process, the school may become involved. Law Enforcement will be notified as needed. This could include disciplinary action such as a parent conference, detention, In School Suspension, Truancy Center/Out of School Suspension, or an Administrative Due Process Hearing.

If you experience or observe any form of bullying or behavior that is potentially dangerous to you or others, please report the behavior immediately. You can tell a parent, a West High School staff member, or a trusted adult. Billings Public Schools provides an anonymous service called SAFER MT that will alert school officials immediately 24 hours a day. You can use this service by clicking the link on the Billings SD2 website or the Billings West High Website.

Although submitting anonymously is an option, investigations are more efficient and follow up with the submitter can occur when the submitter chooses to leave their name when filling the report. Regardless of the incident, the confidentiality of the submitter is always taken seriously.

PUBLIC DISPLAYS OF AFFECTION

Students at West High are reminded that this is a place of education and that should be their priority. Public displays of affection make observers uncomfortable and are not appropriate in the school setting, at any time on the school campus or at a school function. Examples of inappropriate behavior are kissing, excessive hugging, sitting on laps and “hanging” on each other. Violations can range from a warning, detention, suspension and/or Truancy Center.

STUDENT PROPERTY

Water guns, airsoft guns, orby guns, air horns, stink bombs, pepper spray, and mace are not allowed at BWHS; as well as any other objects that have no reasonable educational use or value. Items such as these will be confiscated. Students using these items on school grounds or at school functions are subject to disciplinary action.

FIGHTING

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

GANG-RELATED BEHAVIOR

[\(Reference-Procedure 3203\)fc](#)

In an effort to ensure a safe, secure learning environment and to foster an attitude of respect for the rights of others, Billings West High School has adopted a zero tolerance policy on gang-related behavior and dress. Our school prohibits gang-related behavior and dress at school, during school-related functions on or off campus, and on any other school district property.

ALCOHOL

The possession or consumption of alcoholic beverages on school property or at school functions is strictly prohibited by BWHS and SD2. Disciplinary actions will be taken against student violators. In addition to any school consequences, Minors in Possession may be cited by law enforcement. Students suspected of being under the influence will be subject to testing

with a breathalyzer. Refusal of a breathalyzer test will result in an automatic suspension.

TOBACCO

The Montana Legislature House Bill 457 makes it illegal for anyone under the age of 21 to possess tobacco products.

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

DRUGS

The consumption or possession of drugs or drug paraphernalia on school property or at school functions is strictly prohibited by BWHS and SD2 policy. Disciplinary actions will be taken against student violators. Law enforcement will be contacted for appropriate legal consequences. Students who are suspected of being under the influence of drugs may be required to provide documentation that they are not under the influence of drugs (such as undergoing a drug test) or face suspension. Neither BWHS or SD2 are responsible for the cost of providing aforementioned documentation. Students are encouraged to carry only one day's worth of any preserved medicines and must report the possession of such medicines to the Assistant Principals' Office, as students cannot be in direct possession of some medications. Possession of prescription drugs without a prescription is a violation of school district policy and federal law; this will be enforced.

DEFINITION OF A WEAPON

[\(Reference-Policy 3250\)](#)

Weapon means an instrument, article or substance that, regardless of its primary function, is readily capable of being used to produce bodily injury. Any student in possession of a weapon under this definition on any school district property or at any school district function is subject to suspension and legal consequences (MCA 45-8-361).

STATEMENT OF CAMERAS

[\(Reference-Procedure 3204\)](#)

Billings West High School employs the use of cameras as part of an overall security system. These cameras are used to help identify any illegal activity that may occur inside or outside of the school as well as for the overall safety of staff and students. Information used from these

cameras may be used for school or legal discipline. Viewing camera footage is not the right of students or their guardians and is only reserved to authorized school personnel.

TRUANCY

Truancy is defined as an absence from school not verified as valid by the parent &/or building administrator. Absences that are unexcused or not cleared within 48 hours are also considered truantries.

Truancy may lead to severe disciplinary action, including the loss of credit and suspension from school. Truantries accumulate throughout the school year. Initially, detentions may be assigned, with one detention being issued for each class period missed. Continued truancy is increasingly consequences by in-school suspension, students being sent to the Truancy Center, and a due process administrative hearing, which may result in the loss of credit. Chronically truant students will be reported to the District's Truant Officer as prescribed by law (Billings Public Schools shall exercise full enforcement of Montana Attendance and Truancy Laws, School Laws of Montana: Codes 20-5-102, 20-5-103, and 20-5-106).

DETENTION

Detention is a disciplinary consequence meant for students to reflect upon changing the behavior that resulted in the detention. Students are expected to show up to detention on time and must have appropriate school work or a book to read. It is the responsibility of the student to note the date and time of his or her assigned detention as missing a detention for any reason will result in further consequences.

IN-SCHOOL SUSPENSION

In-school suspension is a supervised temporary assignment during the regular school day. The rules of conduct for in-school suspension are the same as for detention. It is the responsibility of the student to acquire and complete all class assignments missed.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is a temporary suspension from school attendance to be spent at the Truancy Center or at home (as directed by the school's administration). Students are not allowed on campus or at school events while suspended. This includes any weekend days covered by the assigned suspension. It is the responsibility of the students to acquire and complete all class assignments missed during suspension.

TRUANCY CENTER

The Truancy Center (406.281.5047) is located at 415 North 30th Street in the Lincoln Center. It is supervised by two district employees and a Sheriff's Deputy. Students who are absent from school without appropriate documentation of dismissal may be taken directly to the Truancy Center for the day by local law enforcement. Parents will be notified to come and pick up their student at the end of the day. Citations for students and/or parents may be issued in accordance with the statutes of the State of Montana.

The Truancy Center is also the location at which students assigned to Emergency Suspension or Out-of-School Suspension serve their suspension time. Transportation to and from the Truancy Center is the responsibility of the student or his/her parent or guardian for the day(s) of the assigned suspension. The deputy on assignment will transport the student to the Truancy Center if the parent cannot be located to provide transportation from the school at the time the student is removed from school.

More information on the rules and expectations for the Truancy Center are located by clicking on the link below.

[Truancy Center Parent Information Sheet](#)

HARASSMENT, INTIMIDATION AND BULLYING

[District Policy](#) (Policy 3210)

[Stand With Us Against Bullying](#)

[Reporting Form](#)

PARENTAL RESPONSIBILITY

- ❖ Parents have a duty to assist school officials in enforcing standards of student conduct and attendance.
- ❖ The principal may request the student's parents to meet with the principal to review the school board's standards of student conduct, the parent's responsibility to participate in disciplining the student and maintaining order, and to discuss involvement in the child's behavior.
- ❖ Any school official has the right to speak to any child at any time without parental permission.

CHILD ABUSE AND NEGLECT

Montana laws pertaining to reporting and investigating child abuse and neglect are found in Title 41, Chapter 3, Part 2, and Montana Code Annotated 41-3-101, -102, and -201 through

EXTRA-CURRICULAR ACTIVITIES

STUDENT ACTIVITIES

Each student is urged to participate in one or more activities at West High. Information for an activity may be obtained from the activity sponsor or the Activities Office, room 108. A full list of activities and clubs are listed on our school's website or through the link below.

[Activities and Clubs](#)

[\(Reference-Policy 3550\)](#)

ACTIVITY CARD

All students are encouraged to purchase an Activity Card that allows them to attend most social activities in Billings Public Schools. Students who participate in athletics or any performing activity must have an Activity Card. Students participating in athletic activities must purchase an activity card, pay the participation fees, and pay any other miscellaneous fee associated with that sport/activity.

ECONOMIC HARDSHIP

Under certain conditions, financial aid is available to cover the costs of fees, lunch tickets, bus tickets, etc. Information is available through the Assistant Principal's Office.

CODE OF CONDUCT

[BPS Student Activities Participation Handbook](#)

Expected behaviors at school events:

- ❖ Positive spirit signs and cheers.
- ❖ No body painting, students must be fully clothed.
- ❖ Wear clothing appropriate for a school even; encourage wearing school colors.
- ❖ No derogatory or negative comments to referees, players, coaches, half-time performers or fans.
- ❖ Disrespectful behavior of any kind will not be tolerated.

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

STUDENT SERVICES

COUNSELING DEPARTMENT

[Website](#)

LIBRARY

[Website](#)

HOMEWORK HELP

You have several options available if you would like to receive additional assistance with your schoolwork.

- ❖ Contact your teacher: Ask your teacher to schedule an appointment for extra help during a student hall or academic intervention time during lunch. Before/after school is also available for additional help from teachers.
- ❖ Check PowerSchool frequently!
- ❖ Check with your counselor to find out about additional support from peer tutors.

LOCKERS

Theft is not uncommon at BWHS and catching thieves is very difficult. Valuables should not be brought to school or left in school lockers and lockers should always be locked. Fines may be levied for damage or vandalism to lockers. Lockers may be opened at any time for inspection by the school. For these reasons, sharing lockers is not permitted.

GENERAL INFORMATION

PARENT RESPONSIBILITY

- ❖ Parents have a duty to assist school officials in enforcing standards of student conduct and attendance.
- ❖ The principal may request the student's parent to meet with the principal to review the school board's standards of student conduct and the parent's responsibility to participate in disciplining the student and maintaining order, and to discuss improvement in the child's behavior.
- ❖ Any school official has the right and the responsibility to speak to any child at any time without parental permission.

CHANGE OF ADDRESS/STATUS

Please notify the Registrar's Office (406-281-5604) promptly of any address or phone number changes. ***This is critically important should we need to contact parents in the event of an emergency.*** Whenever possible, we would like to have e-mail addresses of parents.

ADMINISTERING MEDICINE TO STUDENTS

For information on Board Policy 3216, click on the link below.

[Administering Medicines to Students.](#)

EQUAL EDUCATION OPPORTUNITY

[\(Reference - Policy 3220\)](#)

The District recognizes and celebrates Montana's Constitutional guarantee of equal educational opportunity to each person in this state. To that end, the District will make equal educational opportunities available for all students of the District without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

In addition, the District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers, in general, and of those with disabilities, in particular. The District will consider such behavior against those with disabilities as constituting discrimination on the basis of disability, in violation of state and federal law.

Any student, parent or guardian with questions about this policy is encouraged to address the question first to the student's building administrator. The student, parent, or guardian may also address questions concerning this policy to the Superintendent or to the District's nondiscrimination coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

Pursuant to federal law, the District will notify annually all students, parents, staff, and community members of this policy and the designated District coordinator to receive inquiries. This annual notification will include the name and location of the District coordinator and will be included in all handbooks.

