

WHITEFISH MIDDLE SCHOOL

P.R.I.D.E

Personal Responsibility Is a Daily Expectation

600 East Second Street

Whitefish, MT 59937

(406) 862-8650

<http://wms.wsd44.org/>

Principal: Mr. Josh Branstetter

Assistant Principal: Mr. John Coyne

WMS Mission:

A Community Committed to Maximum Student Achievement

2014-2015 Student Handbook and Agenda

The student handbook section of the agenda will help you become familiar with your school and help you **understand WMS expectations and procedures**. When you understand expectations and procedures, you are far more likely to achieve academic and social success. Your student handbook makes WMS expectations and procedures clear. We couldn't include all expectations, procedures and information in your handbook; however, the staff at WMS will help you with your questions and concerns. Cooperating with WMS Student Handbook expectations and procedures will help you learn, keep you safe, and assure you of a terrific school year. Make it a great year...the choice is yours!

The agenda will help organize your school life. Take good care of it and treat it with respect. You are expected to use your agenda every day, in every class. Your agenda is an excellent organizational tool that was purchased just for you. Using your agenda consistently is a clear signal you are choosing academic success!

This agenda belongs to:

NAME: _____

GRADE: _____

HOMEROOM (1st Period) TEACHER: _____

WHITEFISH SCHOOL DISTRICT NO.44

2014/2015

JULY						
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MAY						
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JUNE						
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 PIR Days - no school for children

 Vacation Days

 11:30 EARLY RELEASE

 START - END OF SCHOOL

 END OF QUARTER

 Snow Makeup

Muldown Grading Periods

Trimester One Ends - December 2nd

Trimester Two Ends - March 12th

Trimester Three Ends - June 12th



Parent/Teacher Conferences:

WHS: 10/13 & 10/14 5-8pm & 3/5 5-8pm

WMS: 5th-6th 10/7, 5th-8th 10/9, 5th-8th 10/14, 7th-8th 2/26 (all @ 5-8pm)

Muldown: 11/10, 11/12, 11/17 4-7pm

Open House:

WHS: 9/16 @ 6 pm

WMS: 5th grade 8/28 7-9pm, 6th grade 9/11 7-9 pm, 7th-8th 9/18 7-9 pm

Muldown: 9/23 & 9/25 6-7pm

High School Grad: June 6

Middle School 8th Grade Celebration: June 11 @ 7pm

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WELCOME TO WHITEFISH MIDDLE SCHOOL (WMS)

Welcome to WMS!

Hey everybody, it's a new year and with every new year comes new opportunities. School will be different than it was before, so be sure to stay organized...that way you won't stress yourself out.

You have a great year, the choice is yours!

Sincerely,

WMS Student Council

M.B.I.

Whitefish Middle School is part of a statewide program called the **Montana Behavioral Initiative (MBI)**. MBI strives to promote positive school and community climates for each student's social, emotional, and behavioral growth. All students deserve the opportunity to grow up in communities that support them in making healthy decisions. MBI will assist educators in developing the attitudes, skills and systems necessary to ensure that each student leaves public education with social competence appropriate to the individual regardless of ability or disability.

MBI Goals:

1. Clearly communicate intentions and expectations.
2. Teach responsible behavior:
 - Help students to be responsible, well-behaved, cooperative and hard-working.
3. Teach conflict resolution skills through the **Steps to Respect and Second Step** programs.
4. Establish a positive relationship between home and school, encourage family support.

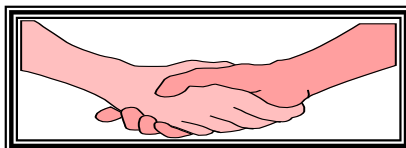
The most promising intervention programs are those that include a strong family intervention component and direct intervention procedure that are simultaneously applied to the student's school behavior.

Second Step and Steps to Respect

To help achieve MBI goals, Whitefish Middle School will continue to teach **Second Step and Steps to Respect**: violence prevention curriculum. These programs address the issue of interpersonal violence among adolescents. They are designed to reduce impulsive and aggressive behavior and increase the level of social competence through empathy training, interpersonal problem solving, behavioral skills training, and anger management.

Student Assistance Program—SAP

The Student Assistance Program (SAP) is a peer support group designed to educate, identify, assess, refer, and support students with issues impacting their lives that could be interfering with their education and life development. The goals of SAP groups are to increase students' self-esteem, decision making and life skills, communication skills, and problem solving strategies. It is our belief that in building these personal skills our students will be better equipped to effectively cope with peer pressure, school related stress and other issues of concern. Groups meet weekly, are lead by trained facilitators, and participation is confidential.



STUDENT ACTIVITIES

Get involved! Create a great life for yourself at WMS! School is definitely more interesting and fun if you are involved. Listen carefully to the announcements every morning to find out when the following activities are offered and if WMS is beginning new activities. All activities require adult sponsors and supervision.

Annual Staff 5-8
Basketball 7-8
Battle of the Books
Big Creek 7th Grade
Chess Club

Intramurals 5-8
Jazz Band
Science Club 7-8
Spelling Bees 5-6, 7-8
Student Council 7-8

Talent Shows 5-8
Track 7-8
5th Grade Field Trip
6th Grade Field Trip
8th Grade History Trip

Students must be in school for one-half day (p.m.) on the day they are to participate in any activity or one-half day (p.m.) on Friday if the event is scheduled for a Saturday, unless otherwise authorized by the principal. It is the responsibility of the coach/advisor/sponsor to enforce this rule. All students involved in inter-school competition must either purchase school insurance or offer proof that they are covered by their parents' insurance. Students must pass a weekly eligibility check. Students must receive a "pass" in **all** subjects and citizenship in class to be eligible for participation that week. Student activities are a privilege and should be treated as such.



SCHOOL-SPONSORED DANCES

School dances are held periodically throughout the school year in the WMS gym. **These dances are for Whitefish Middle School 7th and 8th grade students only.** The dances are usually on Friday evenings, starting at 7:00 and concluding promptly at 9:00. Once students have arrived at the dance, they are to remain there until the dance is over. A parent permission form is required upon entry of the dance. This form explains the expectations of a successful dance. Students are expected to choose appropriate behavior at school dances, in order to maintain the **privilege** of attending them.

DISTRICTWIDE GRADING SCALE

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0-59	F



HONOR ROLL

WMS has established Academic Honor Rolls to recognize outstanding achievement. Each quarter, students may qualify for one of these honor rolls. The following criteria are required for students to qualify for the Academic Honor Roll:

5th and 6th Grade Criteria

Determined by classroom teachers.

7th and 8th Grade Criteria

3.50 – 4.00 GPA	Gold Honor Roll
3.00 – 3.49 GPA	Green Honor Roll

WHITEFISH MIDDLE SCHOOL STAFF MEMBERS



E-mail Addresses:



Located on the School Website--<http://wms.wsd44.org/>

- Look in Staff Directory on right hand side of home page

Principal:

Branstetter, Josh – Office

Assistant Principal:

Coyne, John – Office

5th Grade Teachers:

Duff, Sean – A3
Meehan, Keith – A8
Muth, Ann – A4
Nicholson, Nanci – A7
Pollard, Lisa – A1



6th Grade Teachers:

Caldwell, Mike – B2
McGunagle, Tim – B8
Streeter, Mike – B3
Parr, Sara – B5
Wick, Carrie – B7



7th & 8th Grade Core Teachers:

Dryden, Patrick – Social Studies – C6
Finberg, Angie – English – C5
Joern, Tim – Science – D2
Metzmaker, Pete – Science – D1
McConnell, Christy – English – C9
Nash, Holly – Math – C8
Phillips, Aaron – Math – D3
Pepe, Megan – Social Studies – D5



5th - 8th Grade Encore Teachers:

Beckwith, Matt – Industrial Technology – H1
Brist, Jeanne – Computer Education – C2
Ferda, Scot – Physical Education – G2
Graf, Gayle – Health – C3
Holt, Chris – Family Consumer Science – D10
McCrary, Mark – Band – M2
McFadden, Lucy – Physical Education – G1
Vilar, Jen – French – D8
Reed, Nan – Art – C11
Solberg, Jenanne – Music/Orchestra – M1
TBD – Choir – D6

Specialists:

Aegerter, Vicki – 7/8 Grade Title 1 Teacher – D7
Bissell, Robin – School Psychologist – Office
Carmichael, Dana – Librarian – L1
Graham, Diana – Counselor – Office
Hansen, Beth – 5-8 Grade Title 1 Teacher
Kress, Jessica – Special Services Teacher – A6
Latta, Shanell – Speech – C1
McEntire, Elizabeth – Special Services Teacher – C7
Mueller, Sara – Special Services Teacher – B9



Support Staff:

Deister, Linda – Secretary – Office
DeWan, Chris – Custodian
Hegland, Rita – Special Services Aide
Hinman, Terry – Computer Lab Aide – A9/A10
Hobson, Laurinda – Playground Supervisor
Lengstorf, Wendy – Secretary – Office
Neff, Gail – Special Services Aide
Rippel, Josh – Custodian
Wheeler, Wendy – Special Services Aide
Whitright, Bob – Custodian
Wilcomb, Kris – Special Services Aide



SCHEDULES AND CURRICULUM

5th Grade Schedule:

8:30 am	School Starts
8:35 am - 10:45 am	Core Classes
10:45 am - 11:00 am	Lunch Recess
11:00 am - 11:25 am	Lunch
11:25 am - 12:50 pm	Core Classes
12:50 pm - 1:00 pm	Afternoon Recess
1:00 pm - 1:43 pm	Core Classes
1:43 pm - 2:30 pm	Encore Classes
2:30 pm - 3:25 pm	Core Classes
3:25 pm	School Ends

6th Grade Schedule:

8:30 am	School Starts
8:35 am - 10:00 am	Core Classes
10:00 am - 10:10 am	Morning Recess
10:10 am - 11:15 am	Core Classes
11:15 am - 11:30 am	Lunch Recess
11:30 am - 11:55 am	Lunch
11:55 am - 12:55 pm	Core Classes
12:55 pm - 1:38 pm	Music/Core Classes
1:38 pm - 2:35 pm	Core Classes
2:35 pm - 3:25 pm	Encore Classes
3:25 pm	School Ends

5th and 6th Grade Curriculum:

- **Core Subjects:**
 - Reading - Language Arts – Math – Spelling - Social Studies - Science
- **Encore Classes:** The following subjects rotate quarterly and alternate every other day with P.E.
 - **5th Grade Encore Subjects:** Art - Computers - Health - Music
 - **6th Grade Encore Subjects:** Art - Computers - Health - Introduction to Industrial Technology

7th. & 8th. Grade Schedule:

Regular Day Schedule		ACHIEVE Schedule (Wednesdays)	
School Starts	8:30 am	School Starts	8:30 am
1 st Period	8:35 am - 9:25 am	1 st Period	8:35 am - 9:17 am
2 nd Period	9:29 am - 10:17 am	2 nd Period	9:21 am - 10:03 am
3 rd Period	10:21 am - 11:09 am	3 rd Period	10:07 am - 10:49 am
4 th Period	11:13 am - 12:01 pm	4 th Period	10:53 am - 11:35 am
Lunch/Recess	12:01 pm - 12:45 pm	Achieve	11:39 am - 12:21 pm
5 th Period	12:50 pm - 1:38 pm	Lunch/Recess	12:21 pm - 1:05 pm
6 th Period	1:42 pm - 2:30 pm	5 th Period	1:10 pm - 1:52 pm
7 th Period	2:34 pm - 3:25 pm	6 th Period	1:56 pm - 2:38 pm
		7 th Period	2:42 pm - 3:25 pm

7th and 8th Grade Curriculum

- **Core Subjects:**
 - English - Math - Social Studies - Science
- **Encore Subjects:**
 - Health (sem.) & Business Education (sem.) alternate every other day with P.E.
- **Electives:**
 - Band, Orchestra, Choir, Alternative PE, Art, Sculpture/Computer Art/Ceramics, Industrial Technology Exploration, Industrial Technology Engineering, Industrial Technology Building Trades, Drafting, French, Foods I, Foods II, Sewing I, Sewing II, Fiber Arts, Study Hall, Student Aides

PHYSICAL EDUCATION

1. Proper P.E. clothing is required – following school dress code. It is strongly encouraged that students bring a t-shirt and short (or sweats) that are different from the clothing they wore to school. Tennis shoes must be worn; it is recommended that students bring a separate pair to school for PE. For safety reasons, jewelry and chewing gum are not allowed.
2. Showers are available at WMS. Showers are not necessarily taken every day; it depends upon the activity taking place. At the teacher’s discretion, students will be expected to take showers. Parents are encouraged to discuss any showering issues with their child’s P.E. teacher. School towels are provided; towels brought from home are not allowed.
3. All students are expected to “dress out” and participate fully in class. If a student has a minor ailment but can still be in school, they are expected to fully participate in class to the best of their ability; the teacher will take into account the situation and adjust their participation level accordingly. Communication from a parent is very helpful and encouraged in this situation. If a student has an obvious injury or illness that requires a medical visit, the student should provide the P.E. teacher with specific instructions from the medical visit pertaining to the student’s ability to participate in class.
4. Each student will be issued a school combination lock, as well as a P.E. locker. The care of the lock and locker is the responsibility of the student. Should a lock be lost or misplaced, the student will be responsible to pay a \$5.00 lock replacement fee. Report cards are held until fines are paid.
5. GRADING: 5th and 6th graders are graded on a Pass/Fail basis. 7th and 8th graders are graded using the district wide grading scale. Their P.E. grade is divided into three parts – participation, skills, and written test scores. Grades are posted on the school website and students are encouraged to check their current grades on a regular basis and discuss any questions about their grade with their teacher. Parents with questions should meet with the child’s P.E. instructor.

8TH GRADE HISTORY TRIP Exploring Montana

The *WMS* spring tour of *Montana’s historical sites* is a privilege open to any eighth grade student who: **(1) has been enrolled as a full-time student at WMS for at least 3 months prior to the trip; (2) has obtained the required citizenship, punctuality and cooperation points on the “History Trip Report Card”; and (3) has successfully completed the History/English research paper.** The principal has final discretion regarding a student’s readiness to participate on the trip. WMS provides fundraising opportunities for all students to help offset the cost of the trip.

LIBRARY

1. The library’s regular hours are 8:15 am to 4:00 pm. A pass from your teacher is needed to go to the library during class time, recess, and lunch. Online resources are available 24 hours a day. Passwords to online databases are free to students.
2. The library expects students to respect other people while using the materials. Access to the library may be limited due to lack of personal responsibility.
3. Books are checked out for two weeks and may be renewed if necessary. In order to renew a book, the book must be brought to the library.
4. Overdue notices will be delivered periodically. Fines are assessed for damaged or lost library items.
5. Students with unpaid fines will have limited use of the library and school computers. Report cards will be held in the office until fines are paid each quarter.

GUIDANCE COUNSELOR

The School Guidance Counselor is here to help students be more successful in the classroom and also to assist students with social and emotional needs. Students and parents are encouraged to contact Diana Graham with any concerns in these areas (862-8650).



EDUCATIONAL FEES \$ \$ \$

The following is a breakdown of fees:

1. School books and Student Planner—variable charges for amount of excessive wear or mistreatment. Cost of replacement will be assessed if lost or destroyed. Students should use book covers to reduce this cost or fine.
2. P.E. lock replacement fee is \$5.00.
3. Projects—for materials used for projects other than those required.
4. Instruments – band and orchestra rental fee for district owned instruments
5. High School Activity Tickets – tickets allow the student admittance to all high school home regular season football, volleyball, basketball, and wrestling events. Activity Tickets may be purchased from the school office.



CHEATING, PLAGIARISM, OR FORGERY

The acts of cheating, plagiarism, or forgery connected with academic endeavors, school processes or procedures are detrimental to the educational process and will be taken very seriously. Students should not share answers or copy another's work. This includes copying homework. The act of cheating, plagiarism, or forgery will be considered a major offense. Use good judgment and do your own work!

ATTENDANCE AND TARDIES To be or not to be

Regular attendance is imperative to a student's success and is required under state law. Learning to be punctual is essential to a student's growth and maturation. If a student is absent or tardy he or she will miss important class activities and discussions that cannot be replaced by textbook assignments. Teachers make daily assessments of student responses and understanding during class discussions and activities. Therefore, in order to maximize learning and to achieve the highest grades possible, students are expected to be punctual and maintain regular attendance in all classes. ***Be here and be on time!***

- **Daily Absences:** Parents/guardians of students who are absent or late are asked to call Whitefish Middle School office (862-8650) between 8:00 a.m. and 9:00 a.m. Students who are more than 5 minutes late to school or are absent in the morning must check in at the office before going to class. If a student is absent due to illness, that student is granted 2 days for each day absent to make-up work missed during his/ her illness.
- **Prearranged Absences:** We encourage parents to avoid all absences, including prearranged, and to assist the school in maintaining *positive* student attendance. It is the student's responsibility to get homework assignments for all classes before the intended day(s) of absence. You are strongly encouraged to complete all assignments given before you return to school, as there may be additional assignments/tests that will need to be completed as well.
- **Check-Out Properly:** Students leaving the school during the day for any reason must receive a permission slip from the office. Students who become ill while at school are to notify the office and ***use the office (not classroom) phone to call home.*** Leaving school without checking-out properly may be considered truancy.
- **Tardies:** If a student is not seated at his/her desk with all necessary materials at the time designated for class to begin, the student is considered tardy. The ***first*** unexcused tardy within a quarter will result in a warning and is designed for emergency purposes only. On the ***second*** unexcused tardy within a quarter, the teacher will implement a classroom consequence. On the ***third*** unexcused tardy (and every unexcused tardy thereafter) within a given quarter, the student will be referred to the office where he/she will face disciplinary action. Continued tardiness may result in in-school suspension consequences. If a student is more than 5 min. tardy, then he/she is to be sent to the office for an admit slip to class.
- **Truancy:** Students who ***are truant*** will be ***suspended in school*** on the first offense and will be placed on the progressive discipline plan for further offenses. These students may be given zeros for the unexcused time missed.



CLOSED CAMPUS *Stick around*

Whitefish Middle School has a closed campus for the safety and well being of all students and staff. Therefore:

1. All students, except those whose parents excuse them for a legitimate reason, will remain on school grounds from the time they arrive at school in the morning until they are dismissed after school. Bus students are considered to be on school property upon boarding the school buses in the morning.
2. Once students arrive on campus they must have written permission from the principal's office before leaving the campus any time during school hours. Permits to leave the campus will be issued for doctor and dental appointments, illness and other legitimate reasons.
3. Students who are excused to eat lunch at home will follow a definite route home and back to school. Students may leave school at lunchtime with their own parent(s) only. Students will not be allowed to enter or to eat at any local merchant's place of business unless accompanied by their own parent. Students may be granted permission to go to lunch with another student's parent only on special occasions (i.e. birthday) with prior approval from the principal and both sets of parents involved. A student who will be leaving the campus during noon break must have a pass from the office and must return on time for afternoon classes.

MEDICATIONS *My head hurts*



The school requires a signed parental permission form before administering any medication, including both prescription and over-the counter medications. A **MEDICATION ADMINISTRATION FORM** must be completed by the parent/guardian and by the prescribing health provider for prescription and nonprescription medications for long term use. All medications should be brought to the school by a parent/guardian and must be in the original container. Medications will be stored in a locked cabinet in the school office. A designated staff member will assist the student in the administration of the medicine. If a student needs to carry and self-administer meds such as an Epi-pen or inhaler, the parent/guardian must complete a self-administer form.

NUT FREE ZONES



Around the school you will find "Nut Free Zone" signs posted. There are students in the Whitefish Middle School who have severe, potentially life-threatening allergies to nuts. As a school, we are asking parents and guardians to refrain from sending special treats to school that contain peanuts, tree nuts or any nut by-products. Allergic reactions can appear immediately after ingestion or exposure to the allergen and students at the highest risk for a severe reaction are those that have a peanut or tree nut allergy. We hope that with your cooperation and our monitoring, we can continue to enhance the safety of our students.

TELEPHONE

Students may use a classroom telephone with teacher permission. Please ask permission from the office staff before using the student telephone at the office counter.



LOCKERS & STORAGE AREAS (CUBBIES)

My stuff

- All students will be issued a locker. It is the student's responsibility to keep the locker orderly and clean. Valuables, such as money, cameras, and watches, should not be left in the lockers. These items may be checked into the office for safekeeping. WMS will not be responsible or liable for any lost or stolen property. Students are reminded that school lockers are school property and that school administrators may search lockers at any time. If a student wishes to put a lock on a school locker, the student must provide the office with a copy of the combination or a spare key for the lock.
- The built in storage units (also known as Cubbies) that are located in our hallways are intended for class time use. These are **not** designed as an extension of your locker. Please be considerate of others by taking **P.R.I.D.E.** to help keep these areas neat and orderly.



INCLEMENT WEATHER

Brrrrrrr...

If school or bus routes will be canceled students and parents will be notified through area radio stations, the school website, and ALERTNOW phone call as early as possible. During recesses on extremely cold or wet days, students will be allowed to sit on the bleachers in the gym or in the pods as determined by the lunch supervisors. Montana middle school students must learn how to dress appropriately for changes in weather. We appreciate parental support in teaching young people the importance of staying warm and dry.



AUDITORIUM

a.k.a. WMS Performing Arts Center

The students of WMS take PRIDE in all areas of our school. In the Auditorium, we expect you to:

- access seating from the sides...not climbing over the top from one row to the next
- be seated and quiet during performances...talking during a performance is distracting and disrespectful to the performers on stage and others in the audience
- keep feet on the floor and off furniture
- not possess food, drink or chewing gum inside the auditorium
- show appreciation for performances by applause
- stay off of the stage, unless permission has been granted



CATWALK

The CATWALK above the stage can be a very dangerous area and is for trained and authorized personnel only. Therefore, any student found to be on the catwalk without specific permission from the principal, will be disciplined as a major violation, including suspension.

ELECTRONICS AND TOYS

MP3 players, I-Pods, CD players, tape recorders, laser pens, video games, video cameras or other such items (such as toys) are not to be brought to school, since they serve no educational purpose and present a temptation for theft. These items will be confiscated and returned to the parent by scheduling an appointment with the principal.

Whitefish Middle School Cell Phone Policy

Students may bring cell phones at their own risk. The Whitefish School District and Whitefish Middle School are not responsible for lost, stolen, or damaged cell phones that are brought to school.

Student use of cell phones devices during the school day (8:00 am to 3:30 pm) is **strictly prohibited**. Students may use cell phones before or after school. Unique circumstances that might require a student to use a cell phone inside the school building may be granted by the Principal.

A student is allowed to have a cell phone in his/her possession on campus with the following parameters:

- During the school day, the cell phone must **be turned off** and completely out of sight at all times. The cell phone must be in a backpack or coat inside of the student's locker.
- If a staff member sees a cell phone, during the school day, the staff member has the right to confiscate the item and take it to the administration.
 - If a student is observed using their cell phone inappropriately while on school grounds, it may be confiscated.
- Upon confiscation, it is the student's responsibility to ensure the device is turned-off.
- Confiscated cell phones will be returned to parents only by appointment.

Students who violate this policy will be subject to disciplinary action and confiscation. These items will be available for parent pick-up by making an appointment with the administration. Repeat offenses will be considered insubordination and will result in disciplinary consequences for such. Upon retrieval of the phone by a parent/guardian the student and parent/guardian will read and sign documentation that explains in detail that further instances of confiscation will be treated as insubordination which falls under the major offenses category in the student handbook.

Bring Your Own Device—BYOD: WMS is a BYOD campus. At the discretion of the teacher and upon signing a BYOD acceptable use policy, a student may bring a device to school **for EDUCATIONAL PURPOSES ONLY**. Specific guidelines and expectations will be defined and provided for each student. Students are expected to follow the plans and polices defined or be subject to lose the privilege of BYOD. Devices may include laptops, Chrome Books, Kindles, iPads, iPods, tablets, smart phones (not to be used as a phone...see above) or any device with wireless capabilities.

DISCIPLINE PLAN

Oops!

Whitefish Middle School is committed to ensuring that the learning environment is conducive to a high quality educational experience for all students. Students, **you are responsible for your behavior**. Therefore, any student whose behavior compromises the learning environment will be subject to an action that is appropriate to the misbehavior. Consistent and fair discipline is necessary so that teachers can teach and students can learn without disruption. We consider misbehavior to be an opportunity to learn and practice appropriate behavior. On rare occasions, when students are unwilling to cooperate; it then becomes necessary to use other means by which to protect the integrity of the classroom and the school.

If a student is referred to the office for misbehavior, the principal will determine whether the discipline problem is major or minor in nature. One or more of the following consequences may be imposed:

- *Conference with the principal
- *Verbal or written warning
- *Parent notification – verbal or written
- *Complete a Refocus/Behavior Improvement Form
- *Detention – Recess/After School
- *Loss of playground privileges
- *Write a letter of apology, make restitution, and/or write a plan of improvement
- *In-School Suspension
- *Out-of-School Suspension
- *Behavior Contract
- *Referral to Police
- *Referral for Expulsion
- *Other consequences as deemed appropriate by the principal



The principal may repeat or accelerate the process with due cause. Students who demonstrate repeatedly that they **will not** abide by the rules, and who do not respond to the corrective discipline efforts attempted, will be referred to the school district trustees for expulsion. **A student's refusal to abide by the rules can create a major disruption to the educational process, negatively impacting both students and staff. Students...choose behavior that reflects your maturity and makes your families and WMS proud of you!**

DETENTION

Occasionally, student behavior deviates from regular expectations and detentions are assigned as an opportunity for students to reflect and learn from their mistakes. Detentions are usually assigned because general safety has been ignored, or distractions to the learning environment have been exhibited. For these reasons, the following guidelines have been developed to ensure the safety of our students and to promote a healthy learning atmosphere.

DETENTION OFFENSES

Students are expected **NOT** to:

- Chew gum during school hours
- Swear or use inappropriate language or gestures
- Run or horseplay in the halls or classrooms
- Violate the Hands-Off Policy
- Throw snowballs
- Ride bikes, roller blades, or scooters on school grounds from 8:00 am to 4:00 pm. Skateboarding is not allowed on school property at any time.
- Spit on school grounds
- Jaywalk
- Arrive tardy to class



Detention Note: Not all detention offenses are listed here and students may be assigned detention for other offenses noted by faculty and staff.

HANDS-OFF POLICY

Respect the rights of others and their property by keeping your hands, feet, and other objects to yourself at all times. This means “hands-off” in the hallways, classrooms, bathrooms, playground, lunchroom and all other areas at school.

MAJOR OFFENSES

In accordance with **MBI** and project **PRIDE**, Whitefish Middle School desires to nurture a kind and respectful atmosphere at all times. In the event a student becomes unruly, insubordinate, or abusive, it may become necessary to handle such situations in a swift, yet judicious manner. Certain behaviors **will not** be tolerated. The following behaviors could result in, In-School Suspension, Out-of-School Suspension, referral to the local police, or recommendation to the school board for expulsion from Whitefish Middle School. The following are examples of major offenses:

- Use, possession, or distribution of tobacco, e-cigarettes, drugs, alcohol, or other mood or mind-altering substances
- Possessing a weapon of any nature (i.e. knives, firearms, or any object that can reasonably be considered or looks like a firearm)
- Hazing, threatening, bullying or harassing students...on or off school property...in-person or electronically (e-mail, text messaging, telephone...etc.)
- Physical abuse of school staff or students
- Verbal abuse of school staff or students
- Fighting of any nature
- Insubordination: Refusing to obey directions and requests from staff. Failing to cooperate.
- Stealing
- Destroying personal or school property (Vandalism)--Graffiti
- Truancy
- Presence in the auditorium or on the stage without staff permission and supervision



SUSPENSION

- In an attempt to modify behavior, while allowing students to remain in school and continue learning, WMS provides an In-School Suspension (ISS) program. A private area near the main office has been set-aside for ISS. Assigned students will spend the designated day(s) in the ISS room. Students will remain in the ISS room for the entire day – including recesses, lunch and assemblies – and must complete all of the work assigned by his/her teachers. Students will be granted credit for their work done. Students will not participate in extra-curricular events, practices or games during the time that he/she is serving ISS. ISS time begins at 8:25 and ends at 4:00. All activity in the ISS room is audio and video recorded.
- In cases which result in a student receiving Out-of-School Suspension (OSS), the student will not be attending school for a set duration of time. A student does not have the right to make up while suspended out of school.

BULLYING—HARASSMENT—INTIMIDATION—CYBERBULLYING

Bullying, Harassment, or Intimidation can be any intentional act—physical, written, verbal, or electronic—including but not limited to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics – that:

- Physically harms a student or damages the student's property
- Has the effect of substantially interfering with a student's education
- Is so severe and persistent that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying and Harassment consists of repeated, unwanted, unwarranted, ongoing negative acts by one child (or a group of children) against another child. Bullying may involve physical aggression; verbal aggression; or more subtle acts such as socially isolating a child. **This also includes CYBERBULLYING: sending or posting harmful or cruel messages or pictures using the internet, e-mail, instant messaging, cell phones, texting or other digital communication devices.**

The Montana Human Rights Commission (406-444-2884) Regulations state that, “No student shall be subject to intimidation or harassment by any other student or employee on school-owned property or at any school-sponsored activity”.

Bullying and Harassment can include (but is not limited to):

Verbal Abuse – name calling, slurs, teasing, derogatory remarks, rumors, etc.

Non-verbal Abuse – threatening tones, gestures, inappropriate touching, or actions intended to humiliate

Violation of Personal Space – purposefully invading ones personal space for sole reason to aggravate

Physical Abuse (or aggression) – hitting, kicking, shoving, tripping, etc.

Exclusion – excluding on purpose—telling friends not to be friends with you—social isolation

Threats –comments to cause fear or anxiety, trying to control another with a threat of harm

Gender and Appearance-based Aggression – harassment about gender or physical appearance

Cyber Abuse – using technology to bully or harass, especially via social network sites, web pages, text messages, instant messaging, hate blogs, pictures, prank phone calls, etc.

Indifference – being a bystander and not reporting, or laughing and going along with bullying and harassment.

Students who believe they may have been bullied or harassed or have witnessed someone being bullied or harassed should:

- Not ignore it, because bullying and harassment tends to get worse.
- Let the person know you don't like the behavior. Tell the bully to stop his or her behavior.
- Say it will be reported if not stopped.
- Keep a record or a diary of the events that happen.
- Print and save harassing or threatening messages as documentation of proof.
- Report it to your parents, a teacher, the counselor, the principal, or any adult. Your report will be handled confidentially and you will be given help to cope with the situation.
- Avoid the bully or areas where the bullies tend to be.
- Use humor to diffuse the situation.
- Request disciplinary action against the person harassing you by filing a written complaint.



Penalties for harassment or bullying will range from a verbal warning to suspension or expulsion, depending on the severity of the incident. Law enforcement authorities will be contacted in severe circumstances.

- Students who make false accusations of harassment of other students or school personnel are subject to disciplinary action.

Take A Stand

Bystanders can stop bullying. If you witness someone being bullied report it. If bullies do not have an audience, they are more likely to discontinue their disrespectful acts. If we all make a commitment to stand up for others, together we can reduce bullying behaviors at our school. Everyone at school can work together to create a climate where bullying is not acceptable.

SEXUAL HARASSMENT

Sexual harassment is prohibited. A student engages in sexual harassment whenever he/she makes unwelcome advances, requests for sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes, sexual name calling or distribution of sexual pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. ***This also includes SEXTING: the act of sending sexually explicit photos, images, or messages electronically, primarily by cell phone or the internet.*** Any student who violates this policy will be dealt with severely and may be referred to local law enforcement authorities.

GANGS

Whitefish Middle School is a "gang-free zone". Gang activity is absolutely not allowed at WMS. Gang activity includes activities such as: dress that indicates gang affiliation; drawings, writing or hand signals that refer to gangs; and intimidating groups or discussions of gang oriented activities.

SCHOOL PROPERTY

Thank you, Whitefish!

The Whitefish community has built us a wonderful building. You can honor our community's support by taking good care of WMS. Also, it's the law!

State statutes in school law provide penalties for destruction of school property: "Any pupil who shall, in any way, cut, deface or otherwise injure any school house furniture, fences, or outbuildings thereof, or any books belonging to the district library, shall be liable to suspension and punishment, and the parent or guardian of such pupil shall be liable for damages on complaint of the teacher or any trustee and upon proof of same".



BUS RULES AND REGULATIONS

Yellow Cadillac



Students! Your behavior on a school bus is extremely important for the safety of everyone aboard. If **you** distract the bus driver, **you** jeopardize the safety of all passengers.

*Major offenses on the school bus may result in immediate suspension from the bus, regardless of the offense number.

School Bus Riders Responsibilities

- Be Respectful.
- Wait for the bus to come to a **complete stop** before entering and exiting the bus
- Keep hands and feet to self at **all times**.
- Enter and exit the bus one person at a time.
- Find a seat quickly, remain seated and face forward at **all times**.
- Visit with a conversational voice level.
- Eating or drinking is not allowed on the bus.
- Tobacco of any kind is not allowed on the bus.
- Use of profanity or harassment of other students will not be tolerated.
- While waiting for the bus, leave the loading area accessible to the driver.
- If the student has to cross a road, cross approximately 10 feet in front of the bus, only when it is safe to do so.

Reporting of Inappropriate Behavior

- Any student, whose behavior compromises the expectations for a safe and respectful environment, will be subject to disciplinary action that is appropriate to the misbehavior.
- The driver will discuss the misbehavior with the student and will report the incident to the office of **Rocky Mountain Transportation** as deemed necessary.

Consequences

- Rocky Mountain Transportation and its employees are responsible for the implementation of this conduct policy. Failing to abide by the expectations may result in one or more of the following consequences:
 - Verbal or written warning.
 - Parent notification—verbal or written.
 - Assigned seat.
 - Write a letter of apology, make restitution, and/or write a plan of improvement.
 - Loss of bus riding privileges.
 - Referral to police.
 - Other consequences deemed appropriate by Rocky Mountain Transportation officials.

All school rules and expectations are also in effect on the bus and at the bus stop.

Student cooperation is necessary to provide a safe and enjoyable bus riding experience for all.

WMS Dress Code


The Whitefish Middle School strives to keep lines of communication open between the student body, administration, faculty/staff, and community with regard to dress or other issues that impact the school climate. The matter of dress is very individual, but some standards of dress are necessary to promote an appropriate learning environment without disruption and provide for safety. Development of a dress code is an ongoing process, and is subject to modifications, additions, or deletions at any time during the school year. The principal or designee reserves the right to determine the appropriateness of students' attire.

WMS General Guidelines:

- a. **Revealing clothing:** is an academic distraction at the middle school level. Therefore, the following guidelines will be followed at WMS:
 - Tank tops/thin straps/muscle shirts/large armholes are **NOT** permitted.
 - Shirts and dresses worn by females must fully cover the back and chest area and adequately cover shoulder areas. A minimum of a 2 inch shoulder strap must be worn and cover all undergarment straps completely.
 - Shorts, dresses or skirts (slits) may not be shorter than 4" from the top of the kneecap
 - Leggings and/or tights may be worn with shorts, dresses or skirts that are not shorter than 4" from the top of the kneecap.
 - "See through" or low-cut clothing that bare or expose private parts of the body are **NOT** permitted.
 - Exposed private parts include (but not limited to) midriffs/waists/shoulders/backs/chests/cleavage
 - Undergarments should not be visible at any time.
 - Pants worn showing clothing/underwear near the waistline are not permitted. Pants that reveal skin are not acceptable. No sagging pants with the crotch closer to the knees than to its intended location. Pants must stay up without assistance—if you have to hold the waistband while walking to keep your pants on, your pants do not fit.
 - Pajama pants are **NOT** permitted.
- b. **Bulky jackets and oversized clothing:** have been used to conceal dangerous objects designed to harm others and are not to be worn once students are inside the building.
- c. **Caps/hats/sweatshirt hoods, etc.:** may not be worn in the building.
- d. **Clothing imitative of gang or violent cultures:** is an academic distraction and can serve to intimidate students. Therefore, the following are **not acceptable** at WMS:
 - Chains, spikes and similar items
 - Oversized, baggy pants (pants must be worn *on hips*)
 - Gang-style bandanas and caps
- e. **Facial jewelry:** (other than earrings) is an academic distraction and health/safety issue at the middle school level and therefore is not acceptable.
- f. **Hair:** Hair must be kept out of face to provide clear vision and promote good eye contact.
- g. **Clothing that promotes drug or alcohol use/racism/sexism/any gang related or sexual behavior/insults or profanity:** is an academic distraction at the middle school level.
- h. **Shoes:** Shoes must be worn at all times. Flip-flops and slippers are not acceptable
- i. **All Clothing:** must be clean and in good repair. Any attire that interrupts the WMS educational program, or in any way creates disorder or a safety hazard to anyone, is prohibited.

Dress that is not specifically forbidden is not necessarily acceptable. If in doubt, check with the building administration beforehand. Students whose appearance is deemed inappropriate will be asked to resolve the issue. Repeated dress code violations may be considered insubordination and result in disciplinary consequences for such. We deeply appreciate parent and student support of dress that maintains the WMS emphasis on academic success and supports our efforts to keep students safe and protected.

OUT-OF SCHOOL MISCONDUCT

 Any Whitefish School District student whose misconduct outside of school time and away from school property has a negative impact on normal school system operations, as determined by school district administration, will be held accountable for such misconduct. Student accountability may include consequences such as: a parent conference; detention; suspension; removal from activities or offices; referral to police; recommendation for expulsion; or other consequences available to district administrative staff. Examples of such misconduct may include harassment or vandalism directed against school staff, crimes or harassment directed at other students, or other offenses deemed as appropriate to justify such school district response.

ALCOHOL/DRUG/TOBACCO/E-CIGARETTE POLICY **Drug free zone**

This policy deals with the use/possession of a legal or illegal mood/mind altering substance in school or on school premises when school is in session or at any extra/co-curricular activity of the District. School will be considered “in-session” any time during the calendar year when a school-related activity is being conducted, and at any site where the school is participating in a school event. The policy is cumulative throughout the student’s enrollment at Whitefish Schools, grades 7-12. Students below grade 7 who fall under this policy will be referred to the parents and the police, and to child welfare authorities. Other action may be taken that is appropriate to the individual child. Students choosing to withdraw from school rather than comply with this policy must meet the requirements before being readmitted.

Use of and/or Possession—Alcohol, Drugs, Tobacco, E-Cigarettes

1st OFFENSE

Parents and police will be notified. Out of School Suspension (OSS) will be assigned for ten school days; three school days to be served and seven school days to be set aside. Student will be referred to an approved Student Assistance Program support group. Entry into and successful completion of a minimum of eight sessions may be reason to rescind the remaining seven school days of OSS. Failure to successfully complete the program will result in immediate reinstatement of the remaining seven school days of OSS. During OSS, coursework will be accepted for full academic credit.

2nd OFFENSE

Parents and police will be notified. Out of School Suspension (OSS) will be assigned for 20 school days; eight school days to be served and 12 school days to be set aside. The final 12 school days of suspension may be rescinded if the student agrees to participate and successfully completes a treatment program at the student/parent expense. Failure to complete the program (within planned period of time) will result in immediate reinstatement of the remaining 12 school days OSS. During OSS, coursework will be accepted for full academic credit.

3rd OFFENSE

Parents and police will be notified. Out of School Suspension (OSS) will be assigned for the balance of the year, but not less than a full semester, and referral to an approved alcohol/drug abuse program at the student/parent expense. At the discretion of the administration, the student may be placed in an alternative educational setting (AES) upon receipt of written evidence that treatment has been initiated. If an AES is agreed upon, coursework will then be accepted for full academic credit (coursework prior to this will not receive credit). Upon proof of successful completion of an approved alcohol/drug abuse program, the administration will determine whether the student will be reinstated to the home campus, or will remain in the AES for the balance of the term of suspension. At the discretion of the administration, recommendation for expulsion could be considered.

*Any further offense will result in recommendation for expulsion.

***SELLING:** Any instance of the sale of chemicals on school property will result in indefinite suspension pending recommendation for expulsion. Law enforcement will be notified.

COMPUTER USE – Policies and Procedures

GENERAL GUIDELINES

All use of Whitefish School District computers must be for “**School Related Work Only**”. The use of computers is governed by the **Acceptable Use Policy**, which must be signed by all students and parents before using any school computer.



Students are assigned a unique username and password. Each user is also granted rights to a specific directory on the school files server. Users save all work in this directory. This allows students to retrieve their work from any computer in the school. For safety and privacy, no student has rights to any other student’s directory. Please ask for assistance if needed. Most importantly, **do not save your work to the local drive**, as you may not be able to retrieve it.

- Computer labs are gum, candy, food and drink free zones.
- Portable data storage devices containing schoolwork must be given to assigning teacher or computer lab supervisor before using at school.
- Preview all files on the screen before printing to reduce paper wastage. Waste printing will result in a fine.
- Printing from the Internet requires prior approval from the teacher or computer lab supervisor.
- Report any error messages or malfunctions of the computers or printers to the staff member in the lab.
- Before leaving, exit all running applications, **log off**, and return the computer to the *Welcome to Windows* screen.

PER THE ACCEPTABLE USE POLICY, YOU WILL LOSE YOUR COMPUTER PRIVILEGES FOR VIOLATIONS OF THE FOLLOWING RULES:

Using a computer for non-district related purposes includes, but is not limited to:

- ✓ “Surfing” the Internet
- ✓ “Hacking”
- ✓ Using personal email on school machines
- ✓ “Tampering” with computer hardware or software includes, but is not limited to:
 - Manipulation of hardware or software making the computer unusable by another student
 - Moving, dismantling and/or disconnecting computer equipment
 - Deleting files
 - Saving wallpaper patterns, changing desktop patterns, loading screen savers
- ✓ Playing non-school approved Internet games
- ✓ Participating in an online “Chat” room unless it is a teacher directed activity
- ✓ Visiting a pornographic website
- ✓ Making online purchases

Remember – the following activities are not allowed:

- ✓ Downloading software
- ✓ Sharing passwords or being in a file or directory other than your own
- ✓ Providing personal information (name, address, phone number, etc.) online
- ✓ Listening to or downloading music or videos unless it is a teacher directed activity

MAKE SMART CHOICES - VIOLATION MEANS A LOSS OF COMPUTER USE FOR A MINIMUM OF 20 SCHOOL DAYS

HOW TO SOLVE PROBLEMS

1. **What is the problem?**
 - Each person says:
 - What happened?
 - How I feel.
 - What I need.
 - Restate the problem giving both points of view.
2. **What are some solutions?**
3. **For each solution ask:**
 - Is it safe?
 - How might people feel?
 - Is it fair?
 - Will it work?
4. **Choose a solution and use it.**
5. **Is it working? If not, what can I do now?**

WHAT TO DO WHEN YOU ARE ANGRY

1. **How does my body feel?**
2. **Calm down:**
 - Take three deep breaths.
 - Count backwards slowly.
 - Think calming thoughts.
 - Talk to myself.
3. **Think out loud to solve the problem.**
4. **Think about it later:**
 - Why was I angry?
 - What did I do?
 - What worked?
 - What didn't work?
 - What would I do differently?
 - Did I do a good job?

Will The Real You Please Stand Up?

Author Unknown - as printed in the Wall Street Journal and The New York Times

Submit to pressure from peers and you move down to their level.
Speak up for your own beliefs and you invite them up to your level.
If you move with the crowd, you'll get no further than the crowd.
When 40 million people believe in a dumb idea, it's still a dumb idea.
Simply swimming with the tide leaves you nowhere.
So, if you believe in something that's good, honest, and bright—stand up for it.
Maybe your peers will get smart and drift your way.

We wish you a great year at Whitefish Middle School. Do your best, choose a positive attitude, treat yourself and others with respect, and have fun getting involved at WMS...

THE CHOICE IS YOURS!

From your WMS Student Council and WMS Staff



P . R . I . D . E .

Personal Responsibility Is A Daily Expectation at WMS