

WELCOME

The administration and staff would like to take this opportunity to welcome you to the Washington Middle School. The return of veteran students and the meeting of new students are exciting times for us. We, too, are excited about the prospect of a new year.

Middle School is a time for change in your lives. You will make new friends, learn from different teachers, and develop personally at an astounding rate. You will find that the responsibilities and workloads are increasing with each passing year. This is a normal part of growing up and becoming good citizens. We know this will be a year filled with many new experiences and opportunities. Enjoy!

Vision

Glendive Public Schools strives for excellence in education

Mission

Glendive Public Schools are committed to providing academic and activity programs in a safe environment where our students can acquire knowledge, skills, and values that will prepare them to be contributing, constructive members of our society. We are dedicated to implementing effective school practices and forming partnerships with home and community in support of quality education.

Goals

1. Glendive Schools will provide a safe environment for learning.
2. Students will acquire the essential knowledge, skills, and values to prepare them for a productive life.
3. Teachers will implement effective school practices to improve learning for all students.
4. The school will form partnerships with parents and the community to ensure a quality education for all students.

Core Values

Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship

Philosophy

Washington Middle School is committed to providing an environment that promotes student self worth in which the unique social, emotional, physical, and intellectual needs of middle school learners are addressed. Combined the home and community, the environment gives students

WASHINGTON (DEMONS) CODE OF CONDUCT

1. I will do my best scholastically, and remember why I am here.
2. I will be loyal to my school, and help to keep its reputation high so that the community may be proud of us.
3. I will respect my teachers and my fellow students and will conduct myself in a way that commands respect.
4. I will be courteous to everyone.
5. I will keep in mind that the best way to have a friend is to be one.
6. I will refrain from using obscene or profane language.
7. I will dress appropriately for all occasions, and will be neat and clean in appearance.
8. I will conduct myself in an honorable and respectable manner at all activity events.

ATTENDANCE POLICY

PHILOSOPHY: The school board associated with the Glendive Public Schools feel that school attendance is extremely important. School attendance provides students their best opportunity for academic and life long success. School attendance in Montana is also state law.

EXCUSED ABSENCE: Any school absence documented by the parent or legal guardian in writing. This documentation must be made prior to the absence or on the day students return to school. (Examples: Medical, family emergencies, etc.) Documented phone calls will be accepted.

UNEXCUSED ABSENCE: Any school absence not documented in writing by a parent or legal guardian prior to or on the students day of return to school. Documented phone calls will be accepted. Students are also subject to the school discipline plan.

**School principals reserve the right to determine whether or not to allow work for unexcused absences pending review of mitigating circumstances.

If absences become a problem, the proper authorities will be contacted and a complaint may be filed.

DAILY SCHEDULE: Students will be allowed to enter the school building at 8:07 A.M. with the first bell. With special permission, students may enter as early as 7:30 A.M. to use the library or to receive assistance from teachers or tutoring.

Classes Begin: The school day starts promptly at 8:12 A.M.

Students are required to eat at school in the designated areas, either in the hot lunch program or with a sack lunch.

Should it become necessary for a student to leave the school ground for lunch, he/she must obtain permission from the office, must provide the office with a note from parents, sign out, and must be accompanied by an adult. Students living in the designated areas may go home for lunch.

Lunch tickets may be purchased, when school starts, from the office.

Advisor/Advisee: A/A will be a non-academic period for 6th, 7th, 8th grades during which many activities are planned. Individual teachers may have different projects planned for homeroom.

Dismissal will be 3:18 p.m. Those students involved in extracurricular activities should take their books with them to practice.

CAMPUS VISITORS:

All visitors to the Washington Middle School campus **must** check in at the office. Students from other schools who wish to visit our school may do so during the lunch/recess time. Visiting students often cause a disruption in the classroom merely due to their presence. Permission to visit must be obtained in advance from the administration and/or teachers. All visitors must wear nametags.

HOMEWORK/MAKE-UP WORK

Homework: Homework is a very important part of middle school. It may not necessarily be assigned everyday. In most instances, the staff will allow 10 minutes in class for any heavy homework assignment. This is done to allow the staff to monitor the work and make sure that it is being started correctly. Whenever possible, Wednesday night should be a light night for homework assignments, because of youth group meetings.

Make-up Work: In the event of an absence, the student is required to provide the office with a note from a parent, who explains the absence, and to obtain a make-up slip from the office. For each day of absence, one school day will be allowed to complete make-up work.

Students who have a planned future absence should have their work made up prior to leaving. This will include family functions, school-sponsored athletic events, music contests, and any similar activity.

CURRICULUM

The following subjects **may** be required for students in Washington Middle School:

Mathematics	Art	Reading
Social Studies	Health Enhancement/PE	Foreign Language
English/Communication Arts	Tech Ed	Family/ Consumer Science
Science		

Students may choose from the following electives to complete their daily schedules: band, vocal music, study hall.

SUGGESTED GRADING SCALE

A - 93-100

B - 84-92

C - 74-83

D - 65-73

F - 0-64

REPORT CARDS

Report cards are given out at the end of each nine-week period. Once each semester, parent-teacher conferences will be held. The first and third nine-week report cards will be picked up by the parent at the conference or mailed home. At the end of the second and fourth quarters, report cards will be mailed home. Mid-term progress reports will also be made available to parents.

SCHOOL DRESS CODE

We all must have pride in the way we dress in order to show we are from Washington Middle School. Anything worn that interferes with learning of other students is not allowed. Students wearing "inappropriate" clothing will be asked to change. Failure to do as asked will result in further disciplinary action.

An individual's grooming and the way he/she dresses do have a bearing on how others react to him/her; and therefore, affects his/her behavior. The following guidelines are to be followed:

1. If a style is disruptive to the educational process or constitutes a threat to the safety and health of the student and others, or **how others react to the student**, the style will not be permitted in school. For example, garments

such as thin strap, sleeveless shirts, midriff shirts, short shorts, pants that sag, wallet chains, or clothing with inappropriate messages are not to be worn at school.

2. If the style is such that it may cause damage to other students, the building and/or its contents, or reflects gang attire it will not be permitted.

TELEPHONE USAGE/ELECTRONIC DEVICES

Students in middle school are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. Phone calls will be allowed for emergencies and only with the permission of the principal, secretary, or teacher. **STUDENTS SHOULD NOT BE IN POSSESSION OF CELLULAR PHONES, BEEPERS, OR OTHER ELECTRONIC COMMUNICATION AND LISTENING EQUIPMENT DURING SCHOOL HOURS.** A student misusing a cell phone or other device will have it confiscated and turned into the principal and returned after school. Any additional offenses and the device will only be returned to the parent. If the problem continues further disciplinary action may incur.

FIRE DRILLS, LOCKDOWN DRILLS AND ALARM EQUIPMENT

Washington Middle School will have fire drills during the school year. Fire drill procedures will be discussed and posted in each classroom with specific instructions for that area. Other safety drills, such as lockdowns, will be conducted throughout the year as necessary. Procedural instructions for these drills are posted in each room. Tampering with emergency equipment, in any way, is considered to be a serious matter. School disciplinary action and/or criminal charges may be imposed for this behavior.

BUILDING ETIQUETTE

Snacks are not to be consumed in the hallways. Students will be asked to throw these items away if found in the hallways. Treats in the classroom will be at the discretion of the teacher. Failure to comply with the classroom rules can be viewed as insubordination and may result in disciplinary action. Using common sense as the rule, no running or horseplay can be allowed in the hallways or classrooms. The common sense rule also dictates politeness to students and staff.

SEXUAL/PERSONAL HARASSMENT

It is the intent of the Dawson County School District #1 to maintain an educational environment that is free from discrimination and sexual or personal harassment. Students who feel that they have experienced these problems should talk to their homeroom teacher, the counselor, or the principal. Anyone found in violation of the policy may be subject to any disciplinary action that may be taken.

ADMINISTERING MEDICINE TO STUDENTS

Absolutely the school nurse or school personnel will dispense no medication unless requested in writing by the student's parents and the doctor.

When a student must receive medication during school hours, the following policy will be in effect:

1. Signed, written permission of the parents must be on file with the school.
2. If the drug is left in charge of school personnel, the medication must be labeled with the student's name, medication name, correct dosage, time of day medication is to be given, and the length of time it is to be given.
3. Any medication, including over the counter medications, will only be distributed by the school nurse unless special arrangements have been made.

LOCKERS

Lockers will be provided for each student. Sharing of lockers is not permitted, unless assigned by the staff. Your homeroom teacher will inspect lockers periodically. Lockers are the property of the school and should be treated with care. Any damage to lockers due to vandalism or misuse will be paid for by the student responsible for such damage. School officials have the authority to inspect lockers at any time for a reasonable and just cause.

CONDUCT ON BUSES

Middle school students are expected to model appropriate behavior on school buses. Scuffling, loud talking, moving about while the bus is moving, and other distractions are not allowed. Such conduct may endanger the lives and safety of everyone on the bus. Students responsible for vandalism to a school bus may be required to pay for damages. No Tolerance Offenses: fighting, rude, disrespect to driver (insubordination), possession of controlled substance (alcohol, drugs), damage to school property, violation of bus safety. **Consequences:** Immediate bus suspension, restitution payment, notification of authorities (police), any other action deemed necessary by principal or designee. *FIRST OFFENSE:* 1-5 day suspension, *SECOND OFFENSE:* 5-day nine week bus suspension, *THIRD OFFENSE:* bus suspension remainder of the year.

WITHDRAWAL AND TRANSFER FROM SCHOOL

If a student withdraws or transfers from Washington Middle School at any time during the school year, a checkout sheet must be obtained from the office. The student will be responsible for returning all books and materials to the school, and for having each of his/her teachers sign the checkout sheet before the last day of attendance. The completed checkout sheet must be returned to the office.

In compliance with the federal guidelines, student records will not be transferred to any persons or agencies without proper authorization.

HALL PASS

Any time a student is out of the classroom during class time, a hall pass is required.

EXTRACURRICULAR ACTIVITIES

Student Council is an organization through which the students may express opinions and assist in areas of school activity planning. The purpose of Student Council is to promote leadership and participation in school activities.

Athletics: Basketball, Football, Wrestling, Volleyball, and Track.

Intramural Athletics: It is the philosophy of Washington Middle School that intramural sports will be a part of our athletic program. Intramural volleyball and basketball are available for the appropriate grades.

In the area of competitive sports, it is our philosophy that every participating student will play, and that everyone who attends practice will participate. Our goals are to teach skills and to have every student maintain a positive self-image when the event is over. At this level, winning is secondary.

Pep Club: Pep Club will be offered to 6, 7, and 8th grade students for the purpose of promoting leadership and school pride.

Other: Music Contests, Academic Competitions, and National Junior Honor Society, TIP, Peer Tutoring, Peer Mediation

ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND ALL EXTRA CURRICULAR

(Please refer to Activity Handbook section.)

MUSIC PROGRAMS

There will be a number of music programs throughout the school year. Students who are enrolled in the music courses are expected to participate in the concerts unless prior arrangements are made with the instructors.

PHYSICAL EDUCATION CLASS EXPECTATIONS

All students will dress out for the P.E. each day in P.E. uniforms

1st offense – documented warning from the P.E. teacher and advised of future consequences.

The only excused “no dress” would be a medical excuse from a doctor.

Limited participation (after dressing out) would require a note from parents.

Proper behavior – no horseplay, intimidation, or offensive remarks.

Students, under teacher supervision, will be responsible for helping to maintain a clean and healthy locker room.

Students should work as hard as possible to become more physically fit. A healthy body promotes a healthy mind.

All students should shower after P.E. class to further promote a healthy lifestyle.

Please make arrangements with your P.E. teacher for extenuating circumstances.

EMERGENCY SITUATION

In the event that school will not be in session due to an act of God or any other emergency, the KXGN, KDZN, and KGLE Radio stations will broadcast this information. The district will also make every attempt to contact parents through an automatic phone notification system.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the agenda for the next board meeting for further discussion.

SCHOOL AND CAMPUS DISCIPLINE

DISCIPLINE PLAN PHILOSOPHY

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the students spend the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment will be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness, consistency, and a good dose of common sense.

At other times, disciplinary problems occur that are beyond the scope of the classroom teacher's area of responsibility or are of a serious enough nature to require referral to the principal or designee. Through the teacher's administration of the school-side discipline program, the tone for acceptable behavior throughout the school and campus will be set. The teachers will also operate from a carefully developed set of rules and consequences that insure fair treatment, consistency, and due process.

This discipline plan has three components, which may be implemented to develop responsible behavior. The categories are:

1. Parent Notification and Teacher Referral
2. Classroom Discipline
3. School and Campus Discipline

GLOSSARY OF TERMS

TIME-OUT PLACEMENT: Supervised time-out area used by teachers when necessary to remove students from class. Being assigned to TOP is NOT considered a suspension.

DETENTION: The time spent after school, before school or during lunch. Detention time is a disciplinary action for improper behavior by a student. Teachers may assign detention, and the time may be spent with that teacher, the principal or other designee.

SUSPENSION (OUT-OF-SCHOOL): The act of prohibiting a pupil from attending school-related activities for a period of no more than ten (10) school days at a time. A suspension must be served away from the school building and grounds. Make-up work must be completed in a reasonable amount of time.

STUDENT TIME OUT PROGRAM (S.T.O.P. or In-school suspension): The act of prohibiting a pupil from attending classes for a period of no more than ten (10) days for the original offense. The pupil serves suspension time in the STOP room under the supervision of a district employee.

EXPULSION: An action taken by the school board to prohibit an enrolled pupil from further attendance for a period of time determined by state laws and the local school board.

ALTERNATIVE PLACEMENT: A placement that better meets the student's needs.

PARENT NOTIFICATION AND TEACHER INTERVENTION

The majority of inappropriate student behavior and misconduct can be handled at the teacher level. Parents can be an asset in correcting behavior if they are aware of the circumstances. However, there will be situations when, in spite of parent involvement, a case will be referred to the principal. The following is the procedure for notifying parents and making referrals to the administration.

PROCEDURE

Intervention 1: Teacher-Student Conference

This intervention is done on an individual basis. The student is made aware of the behavior expected by the staff member.

Intervention 2: Initial Parent Notification

If a student continues to display improper behavior, an initial parent notification will be made.

Intervention 3: Follow-up Parent Notification

This intervention is used when the student's behavior has not improved following the initial parent notification.

Intervention 4: Referral to the Administration

If the student's behavior has not become appropriate after the initial three steps, he/she may be referred to the office. At this time the student will be assigned to Step 1 of the school discipline plan.

Additional procedures and suggestions:

1. Documentation is extremely important. Keep track of dates and any correspondence sent or received.
2. Detention may be assigned to the student with each of the steps at the discretion of the teacher.
3. Methods for notifying parents may include form letter, telephone, personal note, etc.
4. The follow-up notification, (Intervention 3), should be a telephone contact. This is a direct form of communication.
5. You may seek input from the building principal/designee at any time.

CLASSROOM DISCIPLINE

A good learning atmosphere in the classroom is the joint responsibility of the teacher and the students. This atmosphere will be promoted through clearly established and understood rules and regulations.

The teacher has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom and/or assign him/her to Time-Out Placement (TOP).

The purpose of assigning a student to TOP is: 1) to re-establish the learning atmosphere, which the student has disrupted, and 2) to provide a setting for the student to examine his/her actions, which prompted his/her removal from class, and to make a written or verbal commitment to correct the behavior.

TIME-OUT PLACEMENT

(Placement other than classroom or hallway)

1. Student assigned to TOP will have a pass and will report immediately.
2. Students must take books and assignments with them to TOP.
3. Failure to report to TOP will result in an automatic Step 2 - 3 assignment from the school and campus discipline plan.
4. Failure to cooperate with TOP supervision will result in an automatic Step 3 assignment from the school and campus discipline plan.

STUDENT TIME-OUT PROGRAM

When corrective actions taken by the classroom teacher have failed, or the rule infraction is of a serious nature, the incident shall be referred to the principal/designee for investigation and action. The severity of the consequence applied depends upon two factors: 1) the seriousness of the offense, and 2) the previous disciplinary record of the student. In an effort to take both into account, a progression of consequences (the Step System) has been adopted. A student, who is referred for violating a rule contained within this code, will receive the consequence that corresponds to the entry level for that offense. With each successive referral, the student may be advanced up the step system at least one step, depending upon the seriousness of the infraction.

PROVISIONS FOR THE USE OF THE STEP SYSTEM

A disciplinary file will be initiated for each student referred to the principal/designee. A record of each violation, as well as the step assigned, will be maintained.

The Step System is a general standard that should be used as a guide by all staff. The administration retains the right and privilege to issue penalties for discipline not specifically stated herein and to alter any penalties as considered necessary.

STEP SYSTEM

1. Principal conference. Conference with parents, either in person, by phone or written notice may be used.
2. One (1) day assignment to STOP and parent notification.
3. Two to three days assignment to STOP and parent notification.
4. Three to four days assignment to STOP and parent notification.
5. Five (5) day assignment to STOP and parent notification.
6. One to three days out-of-school suspension.
7. Three to five days out-of-school suspension.
8. Five (5) days out-of-school suspension followed by a five-day STOP assignment.
9. Ten (10) days out-of-school suspension.
10. Alternative placement or expulsion.

(Any assignment to STOP **may** be reduced by one day or partial day if good behavior is displayed while in STOP)

DISCIPLINARY INFRACTIONS, CONSEQUENCES AND DEFINITIONS

A. School Attendance

Right: All students living within the boundaries of the Elementary School District #1 are entitled to a free public education through the 8th grade.

Responsibility: Students will attend all classes, assemblies, and required meetings unless properly excused by a parent, guardian or school official. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a parent or guardian and then by the office. This will require a note from the parents or guardians.

TARDINESS: Tardiness will be dealt with by the teachers. Students may have serve detention for any teacher who deems a student tardy. Parents will be notified through report cards, letters, or phone calls if a problem develops. Continued tardiness may result in other methods of discipline.

LEAVING CAMPUS: Step 2. Leaving school campus without checking out in the office.

UNEXCUSED ABSENCE: Step 2. Failure to report to any assigned class or activity without an acceptable excuse.

FAILURE TO REPORT TO TIME-OUT PLACEMENT: Step 3.

TRUANCY: Step 4. Being absent from school part or all of a school day without permission from parents, guardians or school administrator. In addition to school disciplinary action, habitual offenders will be referred to legal authorities.

B. Student/Student Relations

Right: Each student has the right to attend school and school activities and to be free from threats against his/her feelings, physical well being, and property.

Responsibility: Each student shall respect the feelings, property, and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

THREATENING OR INTIMIDATING ACTS: Step 1 - 6. The act of threatening the well being, health or safety of any student on school property or en route to or from school.

DISRESPECT: Step 2 - 3. To continually insult, call derogatory names, use obscenities, dishonor, make gestures, or abuse another student in a verbal or written manner that is beyond acceptable standards.

PROPERTY DAMAGE: Step 2 - 3. Restitution required through parental contact.

THEFT: Step 3. Restitution required through parental contact. Referral to the police when appropriate.

EXTORTION: Step 2 - 4. The action of extorting things of value from a person in the school, under pressure by either implied or expressed threats. Referral to the police when appropriate.

FIGHTING: Step 4 - 6 depending on the circumstance. The act of involving hostile bodily contact in or on school property, including any activity under school sponsorship. Both parties involved are to be equally disciplined and share in damages unless self-defense can be shown on the part of one of the students. Referral to the police when appropriate.

PHYSICAL ATTACK: Step 4. The act of physically assaulting or in some manner attempting to injure any student on school property. Referral to the police when appropriate.

BULLYING: Step 1-6. The act of bullying is a conscious, willful and deliberate hostile activity that results in the emotional or physical distress or another. Referral to the police when appropriate.

C. Student/Staff Relations

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect.

Responsibility: Students have the responsibility to respect authority, feelings, physical well being, and property of members of the school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the staff or property belonging to school staff members.

INSUBORDINATION: Step 2 - 4. The willful failure to respond or carry out a reasonable request by authorized school personnel.

DISRESPECT FOR THE PROPERTY OF A MEMBER OF THE SCHOOL STAFF: Step 3. Damage and/or theft. Restitution required through parental contact.

DISRESPECT: Step 4. To insult, call derogatory names, dishonor, make gestures, or in any other manner abuse verbally or in writing any member of the school staff.

THREATENING OR INTIMIDATING ACTS: Step 6 - 8. Threatening the well being, health, or safety of any member of the school staff either verbally or by gesturing. Notification of police when appropriate.

PHYSICAL ATTACK: Step 9 or Step 10. The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.

D. School Property

Right: Every student is entitled to a well-maintained and clean school learning environment.

Responsibility: Each student should respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft, and abuse of the school buildings are prohibited.

THEFT: Step 2. Theft not serious enough to be reported to police.

Minor: Restitution required through parental contact.

Major: Considerable enough to be reported to the police will earn Step 3 and a referral to the police and restitution through parental contact.

VANDALISM: Step 3 - 6. The act of willful destruction of public property. Restitution through parental contact. Possible referral to police.

E. Protection of the Public Safety

Right: All people have the right to be safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below as well as any acts that pose a threat to the health and safety of students and/or staff are strictly forbidden.

DETONATION OF FIRECRACKERS OR OTHER EXPLOSIVE DEVICES: Step 3.

OFF-PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES: Step 5.

FALSE ALARMS: Step 6. The act of initiating a fire alarm or a report warning of a fire or other catastrophe without just cause. Referral to police or fire marshal.

ARSON: Step 9. The willful and malicious burning or attempt to burn any part of any building or any property of the school or its staff and students. Referral to police.

BOMB THREATS: Step 9. Referral to police.

POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS: Step 10. Referral to police.

F. Alcohol, Tobacco, and Drugs

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco, and non-prescription or illegal drugs. Each student also has the right to not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his/ her body and mind in a sound, healthy condition.

Policy: The use, possession or sale of any non-prescription or illegal drugs, alcoholic beverages, or tobacco is prohibited on school grounds as well as at or before school-sponsored activities.

POSSESSION OR USE OF TOBACCO PRODUCTS: Step 6. The use or possession of tobacco is forbidden on school premises or at functions under the sponsorship of the school (includes smoking and smokeless tobacco). Referral to police.

POSSESSION, SELLING, TRANSPORTING OR BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS: Steps 6 - 10. Severity of the consequence will depend on the level of the offense. Parent notification and referral to police.

Other

Being an Accessory to a School Rule Violation: Step 1 or assignment at principal's discretion depending upon level of involvement.

Forgery: Step 1 - 3. Written or spoken misrepresentation of the truth (forged passes or parent signatures, false phone calls, misinformation to school personnel, etc.)

Public Displays of Affection: Step 1 - 3. Flagrant necking, embracing or other similar improper and/or disruptive behavior.

Misuse of Cell Phones and Other Electronic Devices: Step 1 - 3. Misuse of cell phones or other electronic devices

Skateboards, Roller Blades, and similar conveyances: Skateboards, roller blades, and similar forms of transportation are **not to be used on school property**. The risk of injury to the student and others is too great.

At times, incidents may occur which will not fit a set definition. Placement in Detention, STOP, Out-of-School Suspension, or Alternative Placement may then be made at the discretion of the principal or designee.

ALTERNATIVE EDUCATION PLACEMENT or STRATEGIC LEARNING CENTER: This is a school setting designed for students who have been unsuccessful in the regular classroom. The problems can be academic or behavior problems. This placement will be reviewed periodically. The alternative classroom will operate at a time designated by the school. It is a self-contained classroom with a rigid schedule. Students must have excellent classroom behavior and at least a 70% academic success in all class work to be reconsidered for regular placement. (Except under certain circumstances or conditions.)

COUNSELING SERVICES

Guidance services are available for every student. These services include assistance with educational planning and study help, interpretation of test scores, conflict resolution, as well as group and individual counseling.

DISTRICT TELEPHONE DIRECTORY

Superintendent Office -----	377-5293
Washington Middle School -----	377-2356
Dawson County High School -----	377-5265
Lincoln Elementary -----	377-2308
Jefferson Elementary -----	377-4155
Clerk's Office -----	377-2555

DIRECTORY INFORMATION: Regarding student records, federal law requires that 'directory information' on my child be released by the District to anyone who requests it unless the parent/guardian objects in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily may include the 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 most recent school attended. In exercising the parental right to limit release of this information, the parent/guardian must indicate in a letter the items of directory information that they wish to withhold about their child.

EQUAL EDUCATIONAL OPPORTUNITIES: Glendive Public School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

PROMOTION AND RETENTION: The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student may not necessarily be promoted based on age or other social reasons not related to academic performance.

ASBESTOS

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE GLENDIVE ELEMENTARY AND DAWSON HIGH SCHOOL

Asbestos is a naturally occurring mineral which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, and pipe insulation. As ACBM deteriorates over time, or if disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne, microscopic fibers has been proven to cause such deadly diseases as lung cancer, mesothelioma (cancer of the lining of the lungs), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains a significant environmental and public health issue. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program that enforces the AHERA mandate. These regulations are incorporated within the AHERA Rule (40 C.F.R. Part 763, Subpart E).

In compliance with the AHERA Rule, The Glendive School District had its school buildings inspected by the asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings. These materials, and their locations, are listed in the school management plan.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the Glendive School District by an asbestos management planner, accredited by the State of Montana. The Asbestos Management Plans include a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings is maintained in a condition that will not pose a threat to the health of our students and employees. The Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. These response actions include monitoring and encapsulation any ACBM remaining. Information is provided on the periodical monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff. Finally, the asbestos awareness-training program for maintenance and custodial personnel is documented.

A copy/copies of the Asbestos Management Plans is/are available for your review in the Glendive School District administration office during regular office hours. Mr. Jim Germann is the designated Asbestos Program Coordinator for the Glendive School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at 377-5293.

WASHINGTON MIDDLE SCHOOL ACTIVITIES PROGRAM

The philosophy of Washington Middle School's activity program is based upon the primacy of learning and the concept of participation in a diverse and flexible set of activities aimed not only toward building intellectual and physical skills, but also in nurturing self-esteem, promoting emotional well-being, building character, and requiring responsibility and self-discipline. Sportsmanship and appropriate behavior, both as part of an activity and as representatives of Washington Middle School, will be expected promoted. All of the activity goals and objectives will be aimed at developing a lifelong interest in achieving personal wellness, appreciating the arts, and by cultivating responsible young citizens for our community.

Washington Middles School has established these goals:

1. Activities will be presented in a positive learning environment.
2. Activities will be under the direction of a trained staff that is attuned to the philosophy of middle school concepts.
3. Activities will be operated under a “no cut” policy allowing every student to realize his/her maximum potential.
4. Students shall realize substantial participation in games and practices.
5. Students and coaches shall develop and practice the elements of good sportsmanship.
6. Students shall learn and demonstrate knowledge of the fundamental skills specific to each sport.
7. Students shall be responsible to themselves, teammates, the team, and the overall athletic program.

The primary purpose of this handbook is to provide participants and their parent(s) or guardian(s) information concerning general activity guidelines and other pertinent information for activity participants at Washington Middle School. We are committed to an activities program that is an extension of the educational system providing educational experiences for the participants as a phase of the school’s curriculum through sportsmanship and fair play. Additionally our goal is to have activity programs that encourage participation and are successful in and out of competition. The fundamental principal for activities is to serve the task of effectively meeting the needs and interests of students. The activities program both promotes and supplements the regular curriculum as a part of the total education picture, while providing values and experiences not obtainable in the regular curriculum. Participation in co-curricular/extracurricular activities is a privilege and not a right. Students who wish to participate in activity opportunities made available by the district must be willing to accept the responsibilities as well as the benefits that are associated with activities. All goals of the activities program are developed according to the needs of the student athlete. The participant must be aware that he/she is a representative of the school and community and has the responsibility to provide positive personal attributes related to citizenship, scholastic achievement, common courtesy, role modeling for younger students, and leadership. With these and other goals in mind, the following rules and expectations will be followed as directed.

PHYSICAL EXAMS

A complete and approved physical examination is required for each student grades 6, 7 & 8 in order to be considered eligible for participation in all athletic activities. WMS requires all physical examinations be completed prior to the first practice. A doctor or physician’s assistant for the current school year must certify this examination. The physicals are valid for the entire current school year.

BEHAVIOR AND ACTIVITY PARTICIPATION

All student participants are expected to exhibit acceptable behavior at all times, in and out of season. Students with behavior concerns that arise from school situations must be resolved in an acceptable fashion prior to participating in activity practices, contests or events. This includes suspension and detention responsibilities. A student may be suspended from an activity if his/her behavior reflects discredit upon Washington Middle School.

ATTENDANCE AND ACTIVITY PARTICIPATION

Students who participated in school-sponsored activities MUST attend school the immediate half-day prior to that contest or practice. Students are not to compete in an after-school activity if they did not attend their afternoon classes (periods 5, 6, 7) the morning absences must not be unexcused. The only exception to the above would be a pre-arrangement made with the WMS administration. Students must be passing with at least a 2.0 GPA in each 4 to5 week session, and cannot be failing more that 1 class on a 4 to 5 week basis. MIDTERM & QUARTER grades determine eligibility. Students must submit a completed WMS Student Eligibility Form to the Activities Director.

ABSENCE FROM PRACTICES

Students are expected to be at practice unless absent from school. An absence due to illness or an appointment will be excused provided proper notice is provided. If a student misses practice for a reason that is unexcused the results will be as follows: the first unexcused practice will be forgiven. The second unexcused practice will result in the student not being allowed to participate in the next regularly scheduled activity. If a student accumulates 3 unexcused absences from practices they will not be allowed to participate in the remainder of the activities for that sport/season. The activities director, coach and administration upon appeal may evaluate extenuating circumstances.

STUDENT TIMEOUT PLACEMENT (STOP)/In-school suspension

If a student is placed in STOP they will be able to participate in practice during the duration of their placement. The student will **not** be allowed to participate in their next regularly scheduled activity.

ALTERNATIVE SCHOOL PLACEMENT

The placement committee will determine eligibility for a student who has been placed in the Alternative School. Each student will be considered on an individual basis.

INSURANCE

Participating athletes have NO coverage by school insurance, should an athlete be injured during competition or practice. When an injury occurs, the coach will fill out an accident report and turn it into the Activity Director within 2 days of the occurrence.

PRACTICE

Participants are expected to participate in team practices and other related team functions; however, individuals will not practice until they have turned in their physicals, permission form, and WMS student eligibility form.

Practices will usually follow the schedule below; however, due to certain circumstances may be subject to change.

Practice times for basketball, volleyball, and wrestling are:

Monday, Tuesday, Thursday, Friday: 6:30-8:00 AM, 3:30-5:00 PM, 5:30-7:00 PM, 7:00-8:30 PM

Wednesday: 6:30-8:00 AM

Practice times for Football and Track:

Monday, Tuesday, Thursday, and Friday: 3:30-5:30 p.m.

Coaches cannot require participants to practice during the off-season.

SPORTSMANSHIP EXPECTATIONS

WMS views extracurricular activities as an educational experience almost as important as a student's academic endeavors. For that reason, sportsmanship in our school is considered very important. Sportsmanship is not a set of rules, but a spirit that should guide our behavior each day of our lives. According to the simple idea that we will treat others, as we would like to be treated-our personal golden rule.

Accept and understand the seriousness of your responsibility and the privilege of representing the school and community.

Treat opponents the way you would like to be treated, as a guest or friend. Wish opponents good luck before the contest and congratulate them in a sincere manner following either victory or defeat.

Respect the integrity and judgment of officials. Never argue or make non-verbal gestures that indicate disagreement.

TEAM RULES

Coaches/Advisors are responsible for determining reasonable expectations for the smooth and efficient operation of their team or program. Students will be expected to meet or exceed set standards to be able to participate in activities.

TRAINING RULES

These rules are in effect for any extra-curricular activity at WMS such as: athletics, music festivals, academic competitions, TIP, Student Council, National Junior Honor Society, etc.

First Offense:

- Immediate suspension from all extra-curricular activities and contests for a period of 20 calendar days from the date of the disciplinary notice/action or from the beginning of the next activity.
- Suspension from practice for the first seven calendar days. Students may then practice but not participate in a contest for the remainder of the suspension.
- The administration may refer the student to the counselor for possible assessment and to make the student aware of the district drug/alcohol/tobacco awareness programs.
- If a student self reports a first offense infraction to the administration or activities director before they are notified by the normal reporting channels the penalty may be reduced to 15 calendar days.

Second Offense:

- Immediate suspension from all extra-curricular activities and contests for a period of 45 days.
- Referral to the counselor for evaluation and scheduled counseling sessions

Third Offense:

- The student will be referred to the board of trustees for exclusion from further activity participation.

** Self reporting is in place so that students who have:

1. Made a poor decision and
2. Have seen the error of their ways and
3. Wish to have some assistance can get help from those of us who care about their well-being.

It is not to avoid the penalties of GETTING CAUGHT. We agree to do everything possible to help students who wish to help themselves. Students in multiple activities at the same time will suffer the outlined consequences in EACH activity for the duration of the violation.

DEFINITIONS

Activity Day: Any day said activity meets/practices/competes and/or performs.

Season: From the first day of practice through the last day of participation/competition.

Grievance: A complaint that has been filed by a student or by a student's parents on his/her behalf.

Tobacco Product: A substance intended for human consumption that contains tobacco. The term includes cigarettes, cigars, snuff, smoking tobacco and smokeless tobacco.

ACTIVITY POLICY DURATION

Students currently serving on a training rule violation will not be included in road trips (team bus).

Although this policy is not officially in effect from the last day of school/activity until the first day of fall practice, parents and students should be aware that WMS discourages all chemical/tobacco/controlled substance use during summer vacation, but has limited supervision rights during that time.

Students complete an entire activity/season in order to receive credit for suspension time served. Focus on "where you are going" instead of "where you have been." With a proper attitude, a student can make a mistake and learn from the experience.

DUE PROCESS

Any student or parent having a question concerning an issue, a sponsor/coach, a policy or in general, is to follow the prescribed procedure. Always start at the lowest level, the point closest to the issue in question. If the result is not perceived as satisfactory, then appealing to the next level of authority is the procedure to follow.

1. A signed incident report must be turned into the sponsor/coach/activity director or administration.
2. The sponsor/coach/AD and/or administration will discuss the situation with the student(s) involved.
3. Parents will be notified and a conference held between parent(s), student(s), activity sponsor/coach, and administration. After notification of a conference is made, this process will continue whether parents do not attend or refuse to attend.
4. The administration and /or activities director, in consultation with the activity sponsor/coach will decide on the action to be taken.
5. After notification of the decision, the parents may appeal the decision in writing to the superintendent of school within TWO (2) PI school days.
6. The superintendent shall review the appeal and issue a decision in writing to all parties involved within TWO (2) PI school days.
7. After notification of the superintendent's decision, the parents may appeal the decision in writing to the Board of Trustees within TWO (2) school PI days.
8. The Board of Trustees shall conduct a hearing within FOUR (4) school PI days of receiving the appeal and shall make a decision regarding the appeal within one (1) school PI day.
9. The participant will maintain eligibility until a final decision has been made.
10. The above time line shall not apply during the summer.

WMS Activities Handbook, The Activities Eligibility Policy, and any additional rules that govern individual activities govern students involved in extracurricular activities.

OTHER INFORMATION

1. The activity sponsor/coach and administration will consider incidents individually.
2. Other team rules, as explained by the coach/advisor of each activity, must be adhered to.
3. Rumors about participants are not grounds for disciplinary action. However, rumors will be checked out, as thoroughly as possible and disciplinary action will be considered upon report of a violation to the coach/advisor or principal/activities director.
4. Students have a right to due process and can request a hearing with a committee consisting of: the coach/advisor of the involved activity, the principal/activities director, and a coach/teacher of the student's choice.
5. Be advised traveling teams/squads may be limited in size.
6. A student may not be denied participation in school district education programs or any sponsored activity except for such reasons as are provided in the adopted policies of this district (such as cutting for appropriate squad sizes), student behaviors, federal-state-county associations or governmental entities, or MHSA.

PARTICIPATION BY OUTLYING DISTRICTS

Students who are currently enrolled in public schools within Dawson County, yet not currently enrolled within the Glendive Public School system, will be considered for participation in appropriate age/grade extra-curricular activities. The student would have to be enrolled as a full-time student in a public school and could eventually attend Dawson County High School. Parents would be responsible for transporting the students to/from practices and to/from the contests when in town. The participant would be required to ride the activity bus to and from away games unless prior arrangements have been made with the administration. Each participant would be required to adhere to the rules and eligibility requirements of Washington Middle School and the school district.

GLENDIVE SCHOOL DISTRICT
Internet Acceptable Use Rule for District Students
K-12

INTRODUCTION

On the school network and on the Internet, you may participate in a variety of activities that support learning. The Glendive School district has taken some measures to monitor access to inappropriate information. However, we cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality and content of information available through this service.

USER AGREEMENT

The use of school and district networks must be in support of education, research, and the educational goals and objectives of the Glendive School District. You are personally responsible for this provision at all times when using the district network and Internet.

* The use of another organization's networks or computing resources must comply with rules appropriate to that network.

* Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions about these rules, please ask your teacher so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

NETWORK ETIQUETTE AND PRIVACY

You are expected to abide the generally accepted rules of network etiquette. These rules include, but are not limited to:

BE POLITE: Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE: You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.

PRIVACY: Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students or colleagues.

DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others.

REPRESENTATION: Do not send anonymous messages or represent a message to have written by another. All correspondence should be clearly identifiable as it its originator.

Activities not permitted include, but are not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing on others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing inappropriate sites and downloading inappropriate materials

SANCTIONS

1. Violations may result in loss of access
2. Additional disciplinary action may be determined in line with existing discipline policy
3. When applicable, law enforcement agencies may be involved.

ACCEPTABLE USE POLICIES IMPLEMENTATION

Normal distribution will be at school registration times, either during the summer at registration time or when a new student registers during the school year.

PERMISSION TO PUBLISH FORMS

As teachers and students become involved with Internet publishing projects it will be necessary to have permission from parents for student names, pictures, etc. to be published. These permission forms should be sent home by staff before students become involved in publishing information that they have created and may contain their name or photos of themselves.

Student Access to Networked Information Resources Procedures:

In order to match electronic resources as closely as possible to the approved curriculum, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways which point students to those which are provided. It will be the responsibility of students and staff to be responsible users. Students may pursue electronic research independent of staff supervision only if they have been granted parental and teacher permission and have submitted all required forms. Permission is not transferable and may not be shared.

INTERNET RULES

Students are responsible for good behavior on district computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly without the consent of the user. Users should not expect that files stored on district servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephone, movies, radio and other potentially offensive media.

SECURITY

If you identify a security problem in the district network, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone else your password. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

VANDALISM

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware so software or to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the creation or transmission of computer viruses. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

Reference: Policy 3612 and 3612P

The following two pages must be signed and returned to Washington Middle School within 10 school days.

I have read the internet policy and agree to use district networks appropriately.

Student Signature

Parents: Please check the corresponding box to approve or disapprove of your child's participation.

- I have read this policy and **approve** of my child's participation in Internet activities.
- I have read this policy and **DO NOT** want my child to participate in Internet activities other than what is required for the classroom.

Parent Signature

G. PERMISSION TO PUBLISH

H. Internet Documents

Dear Parent/Guardian:

As part of your son's/daughter's educational program, he/she will have the opportunity to publish documents, and projects on the Internet. These documents might include a personal home page, a story or poem, a graphic, a science or research project, or a collaborative project with other student's local or internationally. Individuals with Internet access around the world will be able to view and possibly respond to your child's work by electronic mail. We think this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to your child's teacher. Thank you for your cooperation.

Glendive School District

Published documents may not include a student's phone number, street address or box number, or names of other family members;

Documents may not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.

Documents may not contain objectionable material or point directly or indirectly to objectionable material;

Documents must conform to school board policies and established school guidelines.

Additionally, documents must be edited and approved by a referring teacher and school principal before publication.



Internet Publishing Permission Form

Parent/Guardian Permission:

I grant _____ permission to publish documents on the WWW as described above, including the following:

First Name Return e-mail address

Parent/Guardian Signature: _____

WASHINGTON MIDDLE SCHOOL PARENT/GUARDIAN – STUDENT SIGNATURE PAGE

Student Name: _____

Address: _____

Home Phone: _____

Parent/Guardian Name: _____

Home Phone: _____ Work: _____

I have read and understand the Washington Middle School Student/Activity Handbook, and FERPA statement below, and understand what is expected of the above named student.

Student Signature: _____

Parent/Guardian(s) Signature: _____

Parent/Guardian(s) Signature: _____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Regarding student records, federal law requires that 'directory information' on my child be released by the District upon request (in writing), unless I object (in writing) to the release of any or all of this information. This objection must be filed within 10 school days of the time this handbook was given to my child.

Directory information ordinarily includes:

- | | |
|---|--------------------------------|
| -student's name | -address |
| -telephone number | -date & place of birth |
| -photographs | -dates of attendance |
| -awards received in school | -most previous school attended |
| -weight & height of members of athletic teams as applicable | |

In exercising my right to limit release of this information, I have MARKED THROUGH the items of directory information listed above that I wish the District to WITHHOLD about my child.

This form must be signed and returned to WMS Principal's Office within 10 days of receipt.