WORK HARD
MAKE GOOD CHOICES
SHOW KINDNESS & RESPECT

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. Tyler Jones

WMS Mission:

A COMMUNITY COMMITTED TO MAXIMUM STUDENT ACHIEVEMENT

2020-2021 STUDENT HANDBOOK

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!
SYMBOL KEY FOR CALENDAR ABOVE:
- PIR/PD Days - no school for students
- Vacation Days
- Snow Makeup Days (Feb 15 and June 10th and 11th)
- 11:30 Early Release Last Day of School (June 9)
- End of Quarter
- PLC Days

IMPORTANT DATES AND EVENTS:
- TBD: WMS 5th and 6th Grade Parent/Teacher Conferences
- TBD: WMS All Grades Parent/Teacher Conferences
- TBD: WMS 7th and 8th Grade Parent/Teacher Conferences
- June 8: WMS 8th Grade Celebration
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Welcome to WMS!

Work hard Make good choices Show kindness & respect

Whitefish Middle School is part of a statewide program called the Multi Tier System of Support (MTSS). MTSS 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. MTSS 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.

MTSS Goals:

The W.M.S. Universals—Work hard Make good choices Show kindness & respect help to:
1. Clearly communicate intentions and expectations.
2. Teach responsible behavior:
   • Help students to be responsible, well-behaved, cooperative and hardworking.
3. Teach conflict resolution skills through empathy training 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

To help achieve our MTSS goals, Whitefish Middle School will teach Social Emotional Learning using the Second Step curriculum. These programs address the issue of interpersonal relationship building between adolescents. They are designed to reduce impulsive 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 led by trained facilitators, and participation is confidential.

STUDENT ACTIVITIES & CLUBS

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.

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<td>Football</td>
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<td>Big Creek 7th Grade</td>
<td>Volleyball</td>
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<td>SAP</td>
<td>Basketball</td>
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<tr>
<td>Coding Club</td>
<td>Wrestling</td>
<td>Jazz Band</td>
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Students must be in school for one-half day on the day they are to participate in any activity or one-half day 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. Students must be in school for one-half day on the day of the dance to be eligible to attend. 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.
Grading Scale

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

5th Grade Teachers:
Bracken, Jillian -- A7
Duff, Sean -- A3
Meehan, Keith -- A8
Muth, Ann -- A4
Nicholson, Nanci -- A2
Williams, Grace-- A1

6th Grade Teachers:
Caldwell, Mike -- B2
Douglas, Annie -- B5
Koppal, Mae -- B6
Lenzner, Shawn -- B1
McGunagle, Tim -- B8
Wick, Carrie -- B7

7th & 8th Grade Core Teachers:
Barnes, Meta -- English -- D6
Chaisson, Megan -- Science -- D9
Dryden, Patrick -- History -- C6
Finberg, Angie -- English -- C5
Diehl, Amina-- Science -- D1
Holler, Shannon -- Science -- D2
Kaney, Michelle-- Math/History -- C8
Mintz, Jessica -- English -- C9
Pedersen, Mike-- Math -- D8
Phillips, Aaron -- Math -- D3
Pepe, Megan -- History -- C7

5th - 8th Grade Encore Teachers:
Beckwith, Matt -- Industrial Technology -- H1
Brist, Jeanne -- Computer Education -- C2
Bollweg, Brett -- Physical Education -- G2
Carmichael, Gary -- Coding -- A9
Delaloye, Naomi -- French/Spanish -- D7
Kelley, Breanne -- Physical Education -- G1
Matdies, Amanda-- Family Consumer Science -- D10
McCready, Mark -- Band -- M2
Pollard, Lisa -- Health -- H4
Skyberg Thoreson -- Choir/Music Tech -- M2/C10
Reed, Nan -- Art -- C11
Weber, Tina -- Physical Education -- G1

Specialists:
Anderson, Rachel -- Special Services -- B9
Barnes, Meta -- 5-8 Grade Title 1 Teacher -- D6
Biesal, Amy -- Special Services Teacher -- B4
Bitterhauf, Christion -- Special Services Teacher -- Craig, Chani -- Librarian -- L1
Eccles, Lacy -- Counselor -- C1
McEntire, Liz -- Special Services Teacher -- C7
Meyer, Alisha -- Special Services Teacher -- D4
Mueller, Sara -- Special Services Teacher -- A6
O'Shea-Betker, Libby-- Speech --
Pedersen, Annelies-- Counselor --
Remley, Dana -- School Psychologists -- Office 10
Zebro, Ryan -- SRO

Support Staff:
Bernat, Tom -- Custodian
Carpenter, Jim -- Paraeducator Special Services
Craft, Simone -- Paraeducator Special Services
Dewan, Chris -- Custodian
Goldhirsch, Malinda -- Paraeducator Special Services
Krack, Jennifer -- Playground Supervisor
Howeth, Heidi -- Paraeducator Special Services
Knivetom, Burket -- CSCT Counselor
Maaliki, Courtney -- Paraeducator Special Services
Melnick, Ashley -- Paraeducator Special Services
McCleskey, Wendy -- Paraeducator Special Services
Pitchford, Charley -- Paraeducator Special Services
Stagg, Suzi -- Secretary -- Office
Stanwood, Christl -- CSCT Counselor
Whitright, Bob -- Custodian
Wilcomb, Kris -- Paraeducator Special Services
Wright, Hanna -- Paraeducator Special Services
Yorba, Krissy -- Secretary -- Office
## Schedules and Curriculum

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<th>6th Grade</th>
<th>Regular Day</th>
<th>Early Release</th>
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<tr>
<td>Entry Bell</td>
<td>8:23</td>
<td>8:23</td>
<td>Entry Bell</td>
<td>8:23</td>
<td>8:23</td>
</tr>
<tr>
<td>School Starts</td>
<td>8:27</td>
<td>8:27</td>
<td>School Starts</td>
<td>8:27</td>
<td>8:27</td>
</tr>
<tr>
<td>Core Classes</td>
<td>8:27-11:13</td>
<td>8:27-11:08</td>
<td>Core Classes</td>
<td>8:27-10:00</td>
<td>8:27-10:48</td>
</tr>
<tr>
<td>Lunch/Recess</td>
<td>11:13-11:55</td>
<td>11:08-11:50</td>
<td>AM Recess</td>
<td>10:00-10:10</td>
<td>No AM Recess</td>
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<tr>
<td>Core Classes</td>
<td>11:55-1:30</td>
<td>11:50-1:04</td>
<td>Core Classes</td>
<td>10:10-11:13</td>
<td>--------</td>
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<tr>
<td>PM Recess</td>
<td>1:30-1:40</td>
<td>No PM Recess</td>
<td>Lunch/Recess</td>
<td>11:13-11:55</td>
<td>10:48-11:30</td>
</tr>
<tr>
<td>Encore</td>
<td>1:40-2:30</td>
<td>1:04-1:47</td>
<td>Core Classes</td>
<td>11:55-12:50</td>
<td>--------</td>
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<tr>
<td>Core Classes</td>
<td>2:30-3:26</td>
<td>1:47-2:35</td>
<td>Music/Core</td>
<td>12:50-1:36</td>
<td>11:30-12:18</td>
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<tr>
<td>School Ends</td>
<td>3:26</td>
<td>2:35</td>
<td>School Ends</td>
<td>3:26</td>
<td>2:35</td>
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</tbody>
</table>

### 5th and 6th Grade Curriculum:
- **Core Subjects**: Reading - Language Arts – Math – Spelling - Social Studies - Science
- **Encore Classes**: 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 - Spanish

<table>
<thead>
<tr>
<th>7th &amp; 8th Grade</th>
<th>Regular Day</th>
<th>Early Release</th>
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<tr>
<td>Entry Bell</td>
<td>8:23</td>
<td>Entry Bell 8:23</td>
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<tr>
<td>Homeroom</td>
<td>8:27-8:47</td>
<td>1st 8:27-9:10</td>
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<tr>
<td>1st Period</td>
<td>8:51-9:38</td>
<td>2nd 9:14-9:57</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:42-10:29</td>
<td>3rd 10:01-10:44</td>
</tr>
<tr>
<td>4th Period</td>
<td>11:24-12:11</td>
<td>5th 11:35-12:18</td>
</tr>
<tr>
<td>Lunch/Recess</td>
<td>12:11-12:53</td>
<td>Lunch/Recess 12:18-1:00</td>
</tr>
<tr>
<td>5th Period</td>
<td>12:57-1:44</td>
<td>6th 1:04-1:47</td>
</tr>
<tr>
<td>6th Period</td>
<td>1:48-2:35</td>
<td>7th 1:51-2:35</td>
</tr>
<tr>
<td>7th Period</td>
<td>2:39-3:26</td>
<td>School Ends 2:35</td>
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<tr>
<td>School Ends</td>
<td>3:26</td>
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### 7th and 8th Grade Curriculum
- **Core Subjects**: English - Math - History - Science
- **Encore Subjects**: Health (sem.) & Business Education (sem.) alternate every other day with P.E.
- **Rotations**: Band, Orchestra, Choir (full year) Art, Sculpture/Computer Art/Ceramics, Industrial Technology Exploration, Industrial Technology Engineering, Industrial Technology Building Trades, Music Technology, Coding, French, Spanish, Foods, Robotics, Sewing, Student Aides (semester classes)
PHYSICAL EDUCATION

1. Proper P.E. clothing is required. Students are required to 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 encouraged to take showers. 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 consider the situation and adjust student 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 a doctor’s note containing specific instructions 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. 5th and 6th graders are graded on a Pass/Fail basis.

Parents with questions should meet with the child’s P.E. instructor.

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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 met the required citizenship, punctuality/attendance, academic standards, cooperation expectations.

The administration 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 the 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.

SCHOOL COUNSELOR
The School Counselors are 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 Lacy Eccles or Annelies Pedersen with any concerns in these areas (862-8650).

EDUCATIONAL FEES $ $ $
The following is a breakdown of fees:
1. School books and Student Planner—will be provided. Cost of replacement will be assessed if lost or destroyed. Students should use book covers to reduce this cost or fine.
2. P.E. the lock replacement fee is $5.00.
3. Instruments – band and orchestra rental fee for district owned instruments.
4. 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.

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM/FORGERY
Academic integrity is a matter that is taken very seriously at Whitefish Middle School. Cheating, plagiarism, or other violations of intentionally misrepresented academic work will result in severe disciplinary consequences. Cheating includes giving and/or receiving information/projects; plagiarism includes the copying of another’s ideas or words and turning it in as one’s own. Plagiarism is defined as:” the practice of taking someone else's work or ideas and passing them off as one's own”; or “the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.” If students turn in work that is not 100% their own, they will be subject to the following progressive disciplinary model. 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.
ATTENDANCE AND TARDIES

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 must call Whitefish Middle School office (862-8650) between 8:00 a.m. and 9:00 a.m. If the parent/guardian does not call, the district personnel will call home when an absence has occurred. If contact has been made with the parent/guardian, it will not be necessary for the parent/guardian to send a written excuse with the student upon his/her return to school, unless requested by the administration. 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. WMS has created the following continuum to notify families of chronic absenteeism. This criterion is per quarter.

- 4 days: The parent or guardian will be contacted by the school via email.
- 6 days: The parent or guardian will be contacted by the school counselor or administrator.
- 10 days: A formal letter of concern will be mailed home and placed in the student’s school file.

- Prearranged Absences: The District encourages no absences, including prearranged, to assist the school in maintaining positive student attendance. It is the student’s responsibility to get homework assignments for all classes that will be missed. Students are strongly encouraged to complete all assignments given before returning 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 must notify the office and use the office phone to call home. Leaving school without checking-out properly will be considered truancy.

- 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.

- Tardies: If a student is not in the room with all necessary materials at the time designated for class to begin, the student is considered tardy.
- First unexcused tardy within a quarter will result in a warning and is designed for emergency purposes only.
- Second unexcused tardy within a quarter, the teacher will implement a classroom consequence.
- 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.
CLOSED CAMPUS
Whitefish Middle School has a closed campus for the safety and wellbeing 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 parents. 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 the noon break must have a pass from the office and must return on time for afternoon classes.

MEDICATIONS
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 SAFE ZONES
There are students in the Whitefish Middle School who have severe, potentially life-threatening allergies to nuts and WMS has created nut-free zones to accommodate those students. WMS asks individuals to refrain from consuming items that contain peanuts, tree nuts or nut by-products in the presence of students in these areas to thoroughly clean the area if items are consumed (cleaning products are available), and wash/clean their hands with soap and water or hand sanitizer.

TELEPHONE
Students may use a classroom telephone with teacher permission, and the student telephone at the office counter with office staff permission.
LOCKERS & STORAGE AREAS (CUBBIES)

- All students will be issued a locker. It is the student’s responsibility to keep the locker orderly and clean. Backpacks and coats are to be placed in the lockers for the day. Students are reminded that school lockers are school property and that school administrators may search lockers at any time. If a student puts a lock on a school locker, the student must provide the office with a copy of the combination or a spare key.
- The built-in storage units (also known as Cubbies) located in the hallways are intended for class use. These are not designed as an extension of a student locker. These areas must be kept neat and orderly.

INCLEMENT WEATHER  Brrrrrr...

If school or bus routes will be canceled students and parents will be notified through area radio stations, the school website, and automated phone calls as early as possible. During recesses on extremely cold or wet days, students will be allowed in the gym or in the pods as determined by the lunch supervisors. Students must dress appropriately for changes in weather.

AUDITORIUM  a.k.a. WMS Performing Arts Center

The students of WMS take PRIDE in all areas of our school. In the Auditorium, students are expected 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
- no food, drink or chewing gum inside the auditorium
- show appreciation for performances by applause
- stay off of the stage, unless permission has been granted
Bring Your Own Device—BYOD:

WMS is a BYOD campus. Upon signing a BYOD acceptable use policy, a student may bring a device to school for **EDUCATIONAL PURPOSES ONLY and when teacher directed.** Specific guidelines and expectations will be defined and provided for each classroom. Students are expected to follow the plans and policies defined or be subject to lose the privilege of BYOD. Devices may include laptops, Chromebooks, Kindles, iPads, iPod Touch, tablets, smart phones (not to be used as a phone) or any device with wireless capabilities.

**Devices are not allowed to be used during lunch and recess.**

Devices are to be **turned off/silenced** and kept out of sight in the student’s pocket, purse, or backpack at all times. If devices are **seen being used** in the lunchroom, playground, restrooms, hallways, locker room, classroom (during an undesignated time)—they will be confiscated.

Students are reminded that all use of electronics on school property is expected to be appropriate at all times. Students using a personally-owned device must abide by the District Acceptable Use Policy. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device used, while in a public school. While students’ own the device, the Guest Network belongs to the school, so Internet access will be filtered and monitored when students have been granted access.

Students must have permission of the teacher in order to record a video or to take pictures of other students during class. No video or picture taken in classroom settings may be posted to any social media site with express permission from the classroom teacher. **Violations will result in loss of BYOD privileges and other discipline.**

When a student uses a device, all Acceptable Use Policy rules apply to the device as a part of the consequences stated in the AUP. The acceptable use policy pertains to both the device and the network. If a student loses privileges on a device, the student also loses privilege on the network for the same amount of time, based on school policy.

**Students bring personal devices to school at their own risk.** The District will not be held responsible for lost, stolen, or misplaced devices or items.

Students who bring personal devices to school will need to troubleshoot problems on their own—the school is not responsible for repairs or troubleshooting issues that arise on personal devices.
ELECTRONICS AND TOYS

Except as stated in the BYOD policy, students **may not** bring music players such as iPods etc., laser pens, video games, video cameras or other such items (such as toys) 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.

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Whitefish Middle School Cell Phone Policy

Students may bring cell phones at their own risk. The District and WMS 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 “smart phone” used as a device falls under the BYOD policy—unless used to text or call, then falls under this cell phone policy.

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 **completely turned off** and/or **silenced**. Cell phones must be kept away at all times.
- At no time may the cell phone be used out on the playground during lunch and/or recess time.
- If a staff member sees a cell phone being used or hearing a cell phone go off, 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 will 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 principal or dean of students.

Repeat offenses will be considered insubordination and will result in disciplinary consequences for such. Upon retrieval of the phone by a parent/guardian of 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.
DISCIPLINE PLAN

Whitefish Middle School is committed to ensuring that the learning environment is conducive to a quality educational experience for all students. Any student whose behavior compromises the learning environment will be subject to 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 is 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/assistant 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/assistant principal
* Parent notification – verbal or written
* Complete a Refocus/Behavior Improvement Form
* Detention – After School
* Loss of certain 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/assistant principal

The principal/assistant principal may repeat or accelerate the process based on the individual circumstances of each student’s misconduct. Students who do not respond to the corrective discipline efforts attempted, will be referred to the school district trustees for expulsion.

MINOR DISCIPLINE INFRACTIONS

Minor infractions include, but are not limited to:

* Class disruption
* Running in halls or horseplay in the halls or classroom
* Unprepared for class
* Swearing or use of inappropriate language or gestures
* Student altercation (verbal/non-verbal)
* Throwing Snowballs
* Riding bikes, rollerblades, scooters or skateboards on school grounds from 8:00-4:00 p.m.
  Skateboarding is not allowed on school property at any time.
* Extreme numbers of unexcused absences/tardies
* Violation of an individual’s personal space

Minor Infractions Penalty:
Consequences can result in a verbal warning, work detail, detention, or suspension. All offenses have a progression appropriate to the action and will be treated on a case-by-case basis.
MAJOR DISCIPLINE INFRACTIONS

In accordance with MTSS, project PRIDE, and WMS Universals, WMS desires to nurture a kind and respectful atmosphere at all times. Certain behaviors will not be tolerated. The following behaviors could result in after school detention, 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:

- Using, possessing, distributing, purchasing, or selling tobacco or vapor products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation), 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 (email, text messaging, telephone…etc.)
- Physical abuse of school staff or students
- Verbal abuse of school staff or students
- Fighting of any nature
- Insobrdination: Refusing to obey directions and requests from staff. Failing to cooperate.
- Stealing
- Destroying personal or school property (Vandalism)--Graffiti
- Truancy

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 in 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 extracurricular events, practices, games or dances during the time that he/she is serving ISS. ISS time begins at 8:23 and ends at 4:00. All activities in the ISS room are 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. Students will not participate in extracurricular events, practices, games or dances during the time that he/she is serving OSS. Students will receive their classwork and must complete all of the work assigned by his/her teachers. Students will be granted credit for their work done while suspended out of school.
BULLYING/HARASSMENT/INTIMIDATION/HAZING
WMS is committed to providing all students with a safe educational environment in which all members of the school community are treated with dignity and respect and free from bullying, harassment, intimidation or hazing. Any form of bullying, harassment, intimidation or hazing of students by students, school employees, volunteers and visitors is strictly prohibited. This policy is in effect during the school day, while students are on property within the jurisdiction of the District; going to or coming from school on school-owned or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the order, efficient management and welfare of the District.

The Board recognizes that some acts of bullying, harassment, intimidation or hazing may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that require a response either at the classroom, building, or District levels or by law officials. Consequences and appropriate remedial actions for a student who engage in prohibited behavior may range from behavioral intervention and education up to and including suspension or expulsion.

**Bullying** is defined as any harassment, intimidation, hazing or threatening, insulting or demeaning gestures or physical contact, including any intentional written, verbal or electronic communication or threat directed against a student that is persistent, severe or repeated and that causes a student physical harm, damages a student’s property or places a student in reasonable fear of harm to the student or the student’s property; creates a hostile environment by interfering with or denying a student’s access to an educational opportunity or benefit; or substantially and materially disrupts the orderly operation of school.

**Responding to Bullying Complaints:**
The principal is responsible for investigating all reports of bullying. Consequences for a student who commits an act of bullying shall be appropriate according to:

- The nature of the behavior
- The developmental age of the student
- The student's history of problem behaviors and performance
- The nature of the incident
- The results of the investigation

**Staff Responsibilities:**
WMS staff will create an environment where students understand that bullying is unacceptable and will not be tolerated by:

- Discussing with all students all aspects of the bullying/harassment policy and strategies to prevent bullying.
- Learning to recognize the indicators of bullying behavior.
- Intervene immediately and take corrective action when bullying is observed.
- Encourage students to report bullying incidents.
Student Expectations:
Students are expected to take responsibility for helping create a safe school environment by:

- Not engaging in or contributing to bullying behaviors, actions, or words.
- Reporting all incidents of teasing, bullying, harassment, intimidation, or other physical or verbal abuse.
- Never engaging in retaliatory behavior, asking, encouraging, or consent to anyone's taking retaliatory actions on one's behalf.
- Treating everyone with respect and being sensitive to how others might perceive their actions or words.

There will be serious consequences for students who commit acts of bullying, including but not limited to suspension and expulsion.

COMPLAINTS BY STUDENTS AND PARENTS
Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a Uniform Complaint Procedure policy for most complaints (Policy 1700) with the exception of complaints/concerns regarding sexual discrimination and/or disability discrimination.

If a student or parent believes that the Board, its employees, or agents have violated their rights, he or she may file a written complaint with any District Principal or Supervisor under the applicable grievance procedure. If still unresolved, the matter generally may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level. Some complaints require different procedures. Any building office or the Superintendent’s office can provide information regarding specific processes for filing complaints. Additional information can also be found in Policy 1700, available in any principal’s and Superintendent’s offices.

Students shall use the Title IX/504/ADA Grievance Procedure to address complaints/concerns about sexual discrimination, including sexual harassment, and disability discrimination.

Title IX/504/ADA Grievance Procedures
The Whitefish School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX) and under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act.

Sexual harassment is a form of sex discrimination. The District does not discriminate on the basis of sex in its education programs and activities. All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression,
intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee’s employment status; OR

Has the purpose or effect of:
• substantially interfering with a student's educational environment or employee’s work environment;
• creating an intimidating, hostile, or offensive educational or work environment;
• depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of benefits or deprives that employee of employment opportunities; or
• making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence or sexual misconduct. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion. Sexual misconduct may also include dating violence or stalking.

Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap. Section 504 and the ADA prohibit a school district from excluding an “otherwise qualified individual with a disability” from participation in, or be denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability qualifies for protection under the act if that individual: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to “disability” refer to disability or handicap and encompasses both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to Dave Means. Inquiries concerning Title IX/504/ADA may be referred to the District’s Coordinator:

Adina Welsch
Whitefish School District #44
600 E. Second Street
Whitefish, MT 59937
(406) 862-8640 ext. 507
Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

**Filing a Complaint**

An individual believing that he or she has been the victim of sex or disability discrimination should file a complaint with the Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of these procedures.

**Informal Resolution**

The decision to invoke the informal resolution process is voluntary. The District may determine that the matter is not appropriate for informal resolution. If determined to be appropriate, both the individual alleging discrimination by an employee, student or third party and the individual(s) who is(are) the subject of the allegation(s) must agree to informal resolution.

If appropriate and both parties are in agreement, a school representative will be available to assist. Either individual may also request mediation with a designated mediator present to assist them to reach a resolution if appropriate for informal resolution. Either individual has the right to end the informal resolution process at any time and may request the commencement of the formal complaint process at any time.

**Formal Complaints**

An individual may make a formal complaint of discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

**Investigation**

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether discrimination has occurred when it has knowledge of allegations of discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that discrimination occurred).

Parties (the individual making the complaint and the individual(s) who is(are) the subject of the complaint) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the complaining and responding individuals to provide
information separately. If written statements are provided, each party shall have the opportunity
to review such statements, subject to the disclosure of such information under the Family
Educational Rights Privacy Act (“FERPA”) and Montana law. Either party may have a
representative or lawyer present during the investigations; however, the representative or lawyer
is not allowed to speak or ask questions during any investigatory interviews. The representative
or lawyer may request clarification of any questions, but may not answer, advise his or her client
how to answer, or ask any substantive questions.

During the pendency of any investigation, the District may take appropriate interim measures
that are individualized based upon the circumstances present. Interim measures may include, but
are not limited to, counseling, extensions of time or other course-related adjustments,
modifications of work or class schedules, restrictions on contact between the parties, changes in
work locations, leaves of absence, increased security or monitoring of certain areas on a school
campus, or other similar accommodations.

**Notice of Outcome**
Both the complaining and responding individuals shall be notified in writing regarding the
outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be
notified about sanctions imposed on another individual found to have engaged in discrimination
when that sanction directly relates to the individual.

**Time Frames**
The District shall complete its investigation within a timely manner upon receipt of the
complaint or knowledge of allegations of sex discrimination.

**Appeals**
Any party who is not satisfied with the findings from the investigation may appeal to the
Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of
Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall
notify the non appealing party regarding the appeal. Within five (5) days of receipt of notice of
any appeal, the non appealing party may present an argument opposing the appeal in writing.
Within twenty (20) days of receipt of the initial appeal, regardless of whether the non appealing
party has submitted any opposition to the appeal, the Superintendent shall issue a written
decision to both parties affirming or rejecting the investigation findings.

**Remedies**
The District shall take all reasonable and necessary measures to prevent the recurrence of any
harassment and to correct its discriminatory effects on the individual and others. Any individual
participating in a discrimination investigation shall notify the Coordinator if he or she believes
that he or she is being retaliating against for participating in the investigation. The District
prohibits retaliation against individuals making complaints under these procedures and
participating in any investigation that may ensue.
**SEXUAL HARASSMENT**
The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or Jackie Fuller or Dave Means, who serve as the District’s Title IX coordinators for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

Complaints may be submitted via the District’s Title IX Grievance Procedure.

**Bulldog Tip Line**
Make an anonymous report to the Bulldog Tip Line. You may report bullying, self-harm, threats, drugs, alcohol, or anything that doesn’t feel safe. Make a report by calling or texting: 406-219-1983.

**GANGS**
WMS 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. **Clothing initiative 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

**SCHOOL PROPERTY**
State statutes in school law provides 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”.
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 facing 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 for 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.
Covid-19 Practices for Transportation

Bus staff will have masks, portable protective barriers (sneeze guards), disinfectant wipes, sanitizers, safety face shields, etc.
- Assigned seats.
- Reducing bus loads and alternate seating assignments when feasible.
- Busses will load from the rear of the bus forward and exit from the front of the bus to the back.
- Busses are sanitized after every trip with students, AM, PM and field trips.
- Students will exit the bus and enter school immediately.
- Students will exit school and enter the bus immediately.
- Students will wear face coverings per school district protocols.
- Review and monitor parent pick-up areas outside of schools to encourage social distancing.
- Parents will be encouraged to remain in their vehicle during drop-off and pick-up--reducing the congregation of groups outside of school buildings.
- Busing to and from schools to sites for City of Whitefish before/after school programs will be provided.

WMS Dress Code

Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student. The intent of the WMS personal appearance regulations is to create a safe, positive environment that reflects our core values and is conducive to the learning and safety of our students. 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. Personal appearance includes dress, grooming and personal hygiene. Development of a dress code is an ongoing process, and is subject to modifications, additions, or deletions at any time during the school year.

WMS General Guidelines:
- Large armholes are not permitted.
- A minimum of a 1-inch shoulder strap.
- Undergarments should not be visible at any time, and they should not be worn as outer garments.
- The length of shirts must extend to the belt level and the student’s midriff must not be visible.
- “See through” is not permitted.
- Clothing that promotes drug or alcohol use/racism/sexism/any gang related or sexual behavior/insults or profanity may not be worn in the school building.
- Bulky jackets and backpacks will remain in the lockers.
- Caps/hats/sweatshirt hoods, etc. may not be worn in the building.
- Shoes must be worn at all times.
- Clothing must be clean and in good repair.

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.
WHITEFISH MIDDLE SCHOOL
FACE COVERING POLICY

Face coverings are required in WMS school buildings and buses, and for outdoor groups when social distancing cannot be maintained. All face coverings worn at school must adhere to the following guidelines:

- All students must have a mask at school. Students will wear face masks on the bus, prior to entering a building, during transitions and class, as directed by staff members.
- Masks can be any color or print, but must be school appropriate, non-offensive, not considered derogatory or otherwise disrespectful, with no skulls, weapons, or drug/alcohol related images. (School names and logos are acceptable)
- Masks must also cover the nose and mouth to maintain effectiveness and be secured to minimize the need to adjust frequently
- Face coverings may include disposable masks, cloth face masks, or multilayered ‘Buffs’/gaiters as long as they are securely covering one’s nose and mouth.
- Masks with exhalation valves or vents are not allowed because this type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others.
- Face coverings may not be made of lace or mesh, have holes or be designed in a way that defeats the purpose of wearing a mask (which is to eliminate transfer of droplets and aerosol particles which may contain the virus).
- Face shields are not considered face coverings.
- The face covering policy does not apply to the following:
  - Anyone unable to remove the face covering without assistance.
  - While eating and/or drinking.
  - While engaging in high intensity activities if wearing a face covering causes difficulty breathing.
  - While seeking to communicate with someone who is hearing impaired.
- Parents will meet with building administration to discuss medical or mental health conditions, or developmental disabilities that they believe exempt their student from the face covering policy to discuss:
  - Importance of cloth face coverings
  - Implications of not wearing a face covering (standing out, risk of transmission)
  - Special precautions may be needed
  - Importance of other practices to prevent transmission (staying home when sick, physical distancing, handwashing,)
- Administration will make the final determination as to the suitability of any mask.*

OUT-OF SCHOOL MISCONDUCT

Any student whose misconduct outside of school time and away from school property disrupts the school educational environment 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 conduct which disrupts the school educational environment.

SEARCHES AND SEIZURE
Whitefish Middle School has a responsibility for the health and safety of its students during the school day, at all extracurricular activities and events, and all activities conducted on school premises. Drug, tobacco and tobacco innovations, and alcohol use and the presence and possession of alcoholic beverages, controlled substances, medications (including over the-counter medications without permission), any other illegal drug, tobacco and tobacco innovations, and/or drug paraphernalia at school pose a serious risk to health and safety to students. Possession and use of weapons on school grounds poses an additional risk to the health and safety of students. The types of property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, cellular phones, or other electronic communication devices. The parent of the student shall be notified of the search as soon as possible.

SEARCHES OF STUDENTS AND THEIR PERSONAL EFFECTS
School administration may search a student, the student’s property, or school property under the student’s control, when there is reasonable suspicion that the search will produce evidence the student has violated or is violating either the law or school policy. The parent of the student shall be notified of the search as soon as possible.

SEARCHES OF SCHOOL PROPERTY
School property, including, but not limited to desks and lockers, is owned and controlled by the school and may be searched by school administrators/designees at any time. School administrators/designees are authorized to conduct general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion.

SEIZURE OF PROPERTY
If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, such evidence may be seized and impounded by a school administrator/designee, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

K-9 SEARCH
Whitefish Public Schools will use K-9 services to periodically come to campus to ensure that our premise is drug/chemical free to keep students safe and allow them to maximize their social, emotional and academic potential.
TECHNOLOGY ACCEPTABLE USE AGREEMENT

The use of technology at Whitefish School District (WSD) is a privilege not to be abused. The school’s technology agreement applies to all authorized users who access the school’s network or equipment using school-owned or personal equipment, including wireless devices. Students are encouraged to use technology in a variety of ways to support their individual learning styles and to express their creative talents. All students are expected to read this Acceptable Use Agreement and are required to sign the Acceptable Use Agreement Form prior to using any technology within the district. Adherence to this agreement is a condition for a student's use of technology.

Students utilizing District-provided Internet access must first have permission from parents and must be supervised by the Whitefish School District’s professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. The technology resources at WSD (e.g., all networking, hardware and software, the Internet, email) are provided to support the educational and administrative activities of the school and should be used for those purposes. Use is a privilege, not a right.

Authorized Use
1. An authorized user is any person who has been granted authority by the school’s technology center to access its computing, network and telephone systems and whose usage complies with this agreement. Unauthorized use is strictly prohibited. By accessing the school’s network using school-owned or personally-owned equipment, you have consented to the school’s exercise of its authority and rights as set out in this agreement with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
2. Students are provided with email (Google apps for education) accounts, network accounts and internet access.
3. The Google App student account created by the school district will be managed based on parent permission and requirements for use in classes. In school, teacher supervision and school content filters are used to prevent access to inappropriate content. Student accounts can be accessed by domain administrators at any time.
4. Parents assume responsibility for supervision of the internet use outside of school. Parents are encouraged to discuss family rules and expectations for using internet-based tools, including Google Apps for Education.

Privacy Expectations
1. The school’s network resources, including all telephone and data lines, are the property of the school. The school reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the school’s network.
2. Users must recognize that there is no guarantee of privacy associated with their use of school technology resources. Users should not expect that email or other information created or maintained
in the system (even when marked “personal” or “confidential”) are private, confidential or secure. All files residing on the District’s equipment are the property of the Whitefish School District.

**Responsible Use**

1. No user may act in ways that invade the privacy of others, are unethical or fail to comply with all legal restrictions regarding the use of electronic data. All users must also recognize and not violate the intellectual property rights of others.

2. Disclosing and/or gossiping about confidential or proprietary information related to Whitefish Schools, making public remarks that defame or disparage the school, its personnel, its students or its interests (via means including but not limited to email, Internet instant messaging, chat rooms, web pages or websites), or that recklessly disregards or distorts the truth of the matters commented on, is prohibited.

3. All users must refrain from acts that waste school technology resources or prevent others from using them. Users will not access, modify or delete others’ files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with or degrade the performance of a school computer system, telephone system or network, or to deprive authorized users of access to or use of such resources, are prohibited.

4. Students may not send broadcast email without prior permission from their building administrator.

5. Users are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the school, “chain letters” (which proffer incentives to relay them to others), inappropriate messages (including discriminatory or harassing material), and billable services.

6. Users shall not Copyright: copy and forward; copy and download; or copy and upload to the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher, or school administrator. Copyrighted material is anything written by someone else. It could be an email message, a game, a story, or software. Do not plagiarize others’ work.

7. No software may be installed, except as permitted by applicable law or school administration, copied or used on school equipment except as permitted by law. All software license provisions must be strictly adhered to.

The Whitefish School District subscribes to **Gaggle**: An internet safety management program designed to reinforce appropriate digital citizenship habits and use of the district’s computer network. Gaggle will aid in preserving a school climate and culture that is safe and respectful and values all students. It will alert on words associated with profane or vulgar language, drug and alcohol use, intentions of violence, sexual content, self harm, hate speech and pornography. A student who uses the school’s computer network in an unsafe or inappropriate manner will lose the privilege of full internet access and will have their account reconfigured to only allow them to work on sites essential to completion of their coursework.

**Bring your own Device (BYOD) - where permitted**

1. Students may bring laptops (Windows, Apple, Linux), iPads, Android-based tablets, Kindle Fire, Smartphones, and other devices as they become available. These devices may be used in any class to meet educational goals as long as students have permission from the teacher. The appropriate times and places for use of personal equipment may vary in different buildings, please refer to your student handbook for rules and restrictions about the use of these devices.

2. Users are required to have updated virus protection software on their computers when connecting to the school network. In order to avoid damaging their computers and bringing destructive viruses into the school’s system, users are cautioned not to open email attachments or download any files.
from unknown sources. Any computer found to be infected with viruses or malware to the extent that it may negatively affect other computers or general network performance will lose network services. Services will be restored once a member of the Technology department has verified that all viruses and malware have been removed and proper, updated antivirus software is installed.

3. Students are reminded that all use of electronics on school property is expected to be appropriate at all times. In the library and during academic flex, devices may be used for educational purposes only. Use of headphones for audio is required. In the classroom all devices will be used for educational purposes only and only used at the discretion of the teacher. Cell phones are not to be used or visible while in the hallways.

4. As with all technology use, personal or school-owned, students may use technology for educational purposes with the permission of the teacher or an administrator. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device used, while in a public school. Even though students own the device, the Guest Network belongs to the school, so Internet access will be filtered. Students must have permission of the teacher in order to record a video and post it on YouTube or to take pictures of other students during class and send them electronically to friends. At no time may a cell phone be used in the locker-room or restrooms.

5. The acceptable use agreement pertains to both your own device and the network. If you lose your privilege on one, you lose your privilege on both for the same amount of time, based on school discipline procedures. In other words, if you lose your privilege by an AUA violation you cannot use your own device OR the school network for the same specified time. Students bring personal devices to school at their own risk, just like any other personal items. The district will not be held responsible for lost, stolen, or misplaced devices or items. Some devices have a device locator; parents and/or students may want to enable this feature if possible.

Inappropriate Materials

1. Users shall not use the Whitefish School District computer network to purchase goods, solicit sales or conduct business (e.g. by posting an advertisement to a new group). Users shall not set up web pages to advertise or sell a service.

2. The school prohibits students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.

3. Accessing the school’s network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior of the school is prohibited.

Security

1. Each user is responsible for the security and integrity of information stored on his or her computer. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. WSD, at its sole discretion, reserves the right to bypass such passwords and to access, view or monitor its systems and all of their contents. By accessing the school’s system, you have consented to the school’s right to monitor its system and all of their contents.

2. Removing or relocating school-owned technology resources requires prior authorization from the director of technology.

3. Users may not attempt to circumvent or subvert the security provisions of any other system.
4. For security and network stability reasons, personally-owned devices such as hubs, switches, routers, wireless access points and servers or server services cannot be installed on the school’s network or anywhere on campus, unless authorized by the director of technology.

Agreement Enforcement and Discipline

1. All members of the community are expected to assist in the enforcement of this agreement. Persons in violation of this agreement are subject to a full range of sanctions, including, but not limited to, the loss of computer access, telephone or network privileges, disciplinary action, dismissal or termination from the school. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the school may initiate or assist in the prosecution of any such violations to the fullest extent of the law.

2. Any suspected violation of this agreement should be reported immediately to the director of technology, as well as to the head of the school.

3. Violation of the District agreement and rules will result in the loss of access to the Whitefish School District computer system.
   a. First infraction = warning and 1 hour of detention after school.
   b. Second infraction = Five (5) days of no access to the computer network and 2 hours of detention after school.
   c. Third infraction = Ten (10) days of no access to the computer network and 5 hours of detention after school.
   d. Fourth infraction = Fifteen (15) days of no access to the computer network and ISS for a half day.
   e. Fifth infraction = Twenty (20) days of no access to the computer network and ISS for a day.

WMS REMOTE LEARNING HANDBOOK

W - WORK HARD
M - MAKE GOOD CHOICES
S - KINDNESS AND RESPECT

Student Records

Access by Parents and Student
A student’s school records are confidential and are protected from unauthorized inspection or use pursuant to the Family Educational Rights and Privacy Act (FERPA). The District maintains two sets of records: a permanent record and a cumulative record.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.
The building principal will be responsible for maintenance, retention, or destruction of a student’s permanent or cumulative records, in accordance with District procedure established by the Superintendent. The principal will respond to reasonable requests for explanation and interpretation of the records. Access to records will be granted within 45 days of receipt of a written request. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are persons who may regularly access a student’s records. “School officials with legitimate educational interests” include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with a student or otherwise performing functions the school would perform in accordance with the Family Educational Rights and Privacy Act.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline does not have to be made available to the parents or student. Access will also not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

**Access by Other Individuals and Entities**

Certain officials from various governmental agencies may have limited access to the records without prior consent by the parents or student (over 18 years of age). Disclosure to these governmental agencies may be done under some of the following circumstances:

- The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, legitimate educational interest is shown.
- The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- The District will grant access to or release information from any student record as specifically required by federal or state statute.
- The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the
health or safety of the student or other persons. The Superintendent or Principal will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency.

- The District may disclose student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
- The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student’s school records without notice to or consent of the student’s parent.
- The District may disclose student records in a court proceeding where the parent is a party to an action involving child abuse or neglect or dependency matters without parental consent or notification if ordered to make this disclosure.
- The District may disclose student records to caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student without notification or consent of the parent.

The District forwards a student’s records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with a court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records in most circumstances. When the student reaches 18 years of age, only the student has the right to consent to release of records. The District charges a nominal fee for copying records; however, no parent or student will be precluded from copying information because of financial hardship. An access log will also be maintained for each record which details those individuals accessing the records and their legitimate interest in the records.

**Challenging Content of Records**

Students over 18, and parents of minor students may inspect the student’s records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student’s grade in a course or references to expulsion and out-of-school suspensions through this process.

**Directory Information**

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Directory information
includes: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, grade level, and honors and awards received in school.

**Maintenance of Records**
Permanent records are maintained in perpetuity for every student who has enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

**Privacy Matters – Photographs and Social Media**
Because of the advent of cell phones and social media, it has become almost impossible to fully protect the privacy rights of any individual from having his or her picture taken and shared with others. Parents have the right to annually opt out of the District sharing their child’s photograph in publications or through District media events. The District will honor any parent opt-outs and not share this information. However, the District cannot prevent others who are present from sharing photos and videos from school events open to parents and/or the public, including music performances, sporting events, open assemblies, or field trips.

**Textbooks**
Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

**Transportation to School Sponsored Events**
Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

**Videotaping of Students**
The District has the right to use video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.
Video recordings may become a part of a student’s educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted at various locations to inform students, staff, and members of the public that video surveillance cameras are in use.

**Visitors**
Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the Whitefish Middle School Main Office. Each individual will be responsible for presenting your driver’s licence to the office staff. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

**Rights Under FERPA**
Specific parental and eligible student rights are Appendix A in this Handbook.

**Appendix A – FERPA Rights**
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

The District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the
District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The District classifies the following as Directory Information: a student’s name, address, telephone number, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, and honors and awards received in school. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by October 1 of this school year, or within 10 working days following enrollment if enrollment takes place after October 1 of this school year. The objection must state what information the parent or student does not want to be classified as Directory Information. A parent has the right to provide a limited opt-out of directory information, which could include but is not limited to the District’s disclosure or sharing of student photographs or images. If no objection is received as required above, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent’s Office or from the Principal’s Office of each school within the District.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administer FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

My student and I have reviewed this student handbook for 2020-2021 school year and have signed a document indicating so. We understand that the handbook contains information that my child and I may need during the school year. We understand that all students will be held
accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

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…

W.M.S.

Work hard Make good choices Show kindness & respect