

WHITEFISH MIDDLE SCHOOL

600 East Second Street
Whitefish, MT 59937
(406) 862-8650
www.wfps.k12.mt.us

Principal: Mr. Kerry Drown
Assistant Principal: Mr. Josh Branstetter

Welcome to WMS!

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

You have a great year, the choice is yours!

Sincerely,

WMS Student Council

2009-10 Student Handbook and Agenda

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

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

This agenda belongs to:

NAME: _____

GRADE: _____

HOMEROOM (1st Period) TEACHER: _____

WHITEFISH SCHOOL DISTRICT NO.44 2009/2010

AUGUST						
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 PIR DAY August 27,28, Oct 5, 15,16, Jan 22 (.5), Conferences = 1.5

 VACATION Sept 7, Nov 25-27 1st Quarter 46
 DAY Dec 21-Jan 1 2nd Quarter 42
 March 29 - April 2, April 16, May 31 3rd Quarter 45
 4th Quarter 47

 11:30 EARLY RELEASE Jan 22, June 10 180

 START - END OF SCHOOL

 END OF QUARTER  Snow Makeup

April 16 we are hosting the District Music Festival
There will be no school.



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WELCOME TO WHITEFISH MIDDLE SCHOOL (WMS)

M.B.I.

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

MBI Goals:

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

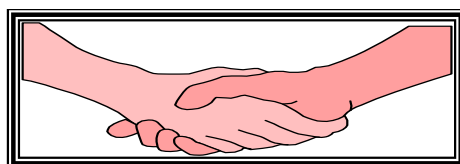
The most promising intervention programs are those that include a strong family intervention component and direct intervention procedure that are simultaneously applied to the student's school behavior.

Second Step

To help achieve **MBI** goals, Whitefish Middle School will continue to teach **Second Step**: a violence prevention curriculum. This program addresses the issue of interpersonal violence among adolescents. It is designed to reduce impulsive and aggressive behavior and increase the level of social competence through empathy training, interpersonal problem solving, behavioral skills training, and anger management.

Peer Mediation

Do you ever have problems with your peers? If so, you are normal. Would you like to help your peers when they do have problems? Consider becoming a Peer Mediator. At WMS, not only will adults help you, but your own peers have a program to offer help and support. Peer Mediators are neutral students who are trained to listen to student conflicts. They have also been trained in areas of problem solving and effective communication. If you would like Peer Mediators to help you resolve a conflict, with complete confidentiality, or if you would like to be a Peer Mediator, see Mrs. Carlson, our Peer Mediation Coordinator. Check with the office for more information.



STUDENT ACTIVITIES: Get involved! Create a great life for yourself at WMS!

School is definitely more interesting and fun if you are involved. Listen carefully to the announcements every morning. You'll find out when the following activities are offered and if WMS is beginning new activities. All activities require adult sponsors and supervision.



Annual Staff 5-8
Band 6-8
Basketball 7-8
Big Creek 7
Choir 7-8
Drama 7-8

Forestry Expo 5
History trip 8
Knowledge Master Open 7-8
Odyssey of the Mind 5-8
Orchestra 6-8
Japanese Anime Club 7-8

Science Club 7-8
Spelling Bees 5-6, 7-8
Student Council 7-8
Talent Shows 5-6, 7-8
Track 7-8
Undercover Newsletter 7-8

Students must be in school for one-half day (p.m.) on the day they are to participate in any activity or one-half day (p.m.) on Friday if the event is scheduled for a Saturday, unless otherwise authorized by the principal. It is the responsibility of the coach/advisor/sponsor to enforce this rule. All students involved in inter-school competition must either purchase school insurance or offer proof that they are covered by their parents' insurance. Students must turn in an eligibility slip each week during the season and receive a "pass" in all subject and citizenship boxes to be eligible for competition that week.

SCHOOL-SPONSORED DANCES

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

DISTRICTWIDE GRADING SCALE

92 - 100	A
83 - 91	B
74 - 82	C
65 - 73	D
64 - 0	F

HONOR ROLL

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

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



WHITEFISH MIDDLE SCHOOL STAFF MEMBERS



E-mail Addresses:



staff member last name followed by first initial@wfps.k12.mt.us
(example: drownk@wfps.k12.mt.us)

Principal:

Drown, Kerry – Office

Assistant Principal:

Branstetter, Josh - Office

5th Grade Teachers:

Braunberger, Patti - A2
Duff, Sean - A3
McGunagle, Glenda - A4
Moen, Brenda - A7
Muth, Ann - A8
Shafer, Sharon - A1



6th Grade Teachers:

Caldwell, Mike - B2
Clauson, Amy - B5
McGunagle, Tim – B8
Mintz, Jessica - B6
Streeter, Mike - B1
Wick, Carrie – B7



7th & 8th Grade Core Teachers:

Dryden, Patrick - Social Studies - C6
Finberg, Angie – English- C5
Gould, Dan - English - D4
Joern, Tim - Science - D2
McConnell, Christy – Math/English - C9
Metzmaker, Pete - Science - D1
Nash, Holly - Math - D8
Phillips, Aaron - Math - D3
Parr, Sara – Science/Social Studies - D9
Pepe, Megan - Social Studies - D5



5th - 8th Grade Encore Teachers:

Brist, Jeanne - Computer Education - C2
Denny, John - Industrial Technology - H1
Ferda, Scot - Physical Education - G2
Graf, Gayle - Health - C3/H4
Holt, Chris - Family Consumer Science - D10
McCrary, Mark - Band - M2
McFadden, Lucy - Physical Education - G1
Pollard, Lisa - Spanish/Physical Education - C8
Reed, Nan - Art - C11
Solberg, Jenanne - Music/Choir/Orchestra - M1

Specialists:

Aegerter, Vicki - Title 1 Teacher - D7
Bilal, Sarah - Special Services Teacher - C7
Carlson, Nikki - Counselor – Office
Carmichael, Dana - Librarian- L1
Cordier, Char - Speech - C1
Malingo, Linda - Special Services Teacher - A6
Mueller, Sara – Special Services Teacher - B9
Muhlfeld, Amy - Title 1 Teacher - B4
Talsma, Kelly – Counselor - Office



Support Staff:

Bruce, Al – Custodian
Davis, Marcia – Library Aide – L1
Deister, Linda - Secretary - Office
Dewan, Chris – Custodian
Goldhirsch, Malinda - Special Services Aide - C7
Hegland, Rita - Special Services Aide - C7
Hinman, Terry - Computer Lab Aide - A9/A10
Lengstorf, Wendy - Secretary - Office
Luke, Velma – 6th Grade Title I Aide - B3
Neff, Gail - Special Services Aide - B9
Rendahl, Jim – Custodian
Wilcomb, Kris - 5th Grade Title I Aide - A1
Wilder, Cheryl - Special Services Aide - A6



SCHEDULES AND CURRICULUM

5th Grade Schedule:

8:28 am	School Starts
8:35 am - 10:55 am	Core Classes
10:55 am - 11:10 am	Lunch Recess
11:10 am - 11:30 am	Lunch
11:30 am - 12:50 pm	Core Classes
12:50 pm - 1:05 pm	Afternoon Recess
1:05 pm - 1:43 pm	Core Classes
1:43 pm - 2:30 pm	Encore Classes
2:30 pm - 3:22 pm	Core Classes
3:22 pm	School Ends

6th Grade Schedule:

8:28 am	School Starts
8:35 am - 10:00 am	Core Classes
10:00 am - 10:15 am	Morning Recess
10:15 am - 11:20 am	Core Classes
11:20 am - 11:35 am	Lunch Recess
11:35 am - 11:55 am	Lunch
11:55 am - 12:50 pm	Core Classes
12:50 pm - 1:35 pm	Music/Core Classes
1:35 pm - 2:35 pm	Core Classes
2:35 pm - 3:22 pm	Encore Classes
3:22 pm	School Ends

5th and 6th Grade Curriculum:

Core Subjects: Math - Language Arts – Reading – Spelling - Social Studies - Science

Encore Classes: The following subjects rotate quarterly and alternate every other day with P.E.

5th Grade Encore Subjects: Art – Computers – Health – Music

6th Grade Encore Subjects: Art – Computers – Health – Introduction to Hand Tools

7th. & 8th. Grade Schedule:

School Starts	8:28 am
1 st Period	8:35 am – 9:27 am
2 nd Period	9:31 am – 10:18 am
3 rd Period	10:22 am – 11:09 am
4 th Period	11:13 am – 12:00 pm
Lunch & Recess	12:00 pm – 12:47 pm
5 th Period	12:53 pm – 1:40 pm
6 th Period	1:44 pm – 2:31 pm
7 th Period	2:35 pm – 3:22 pm

7th Grade Curriculum

Core Subjects: English - Math - Social Studies - Science

Encore Subjects:

Required: Health (sem.) & Keyboarding (sem.) alternate every other day with P.E.

Elective (choose two): Band (full year) - Choir (full year) - Orchestra (full year) –

Study Hall (full year) - Rotation (1 qtr. each of: Art - Exploration of Industrial Technology – Family Consumer Science –Introduction to Spanish)

8th Grade Curriculum

Core Subjects: English – Math - Civics/Montana History - Science

Encore Subjects:

Required: Health (sem.) & Keyboarding (sem.) alternate every other day with P.E.

Electives (Each is a full year: choose two): Band - Choir - Orchestra - Art - Study Hall -

Industrial Technology - Family Consumer Science - Conversational Spanish – Student Aide

PHYSICAL EDUCATION

1. Proper P.E. clothing is required. Boys and girls are taught in mixed classes in some activities. Thus, it is imperative that all students be appropriately dressed. Students are strongly encouraged to purchase appropriate shoes, t-shirts (not tank tops), and P.E. shorts. Parents with questions should meet with the child's P.E. instructor.
2. Students must shower after each physical education activity period, unless otherwise directed by the P.E. teachers. Clean towels will be available at the school daily.
3. All students needing to be excused from P.E. for three days or less should have their parents call the P.E. teachers (862-8650) or send a note. Students will dress out every day and will be expected to participate to the degree which their illness or injury will allow.
4. If a student is unable to participate for more than three days, the student must have a medical excuse. Only students with a written medical excuse will be reassigned as per doctor's instructions.

8TH GRADE HISTORY TRIP **Exploring Montana**

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

LIBRARY



1. The library's regular hours are 8:15 am to 4:00 pm. A pass from your teacher is needed to go to the library during class time, recess and lunch.
2. The library is a place to read, study, do research and select reading materials. The conduct of students in library should reflect this purpose.
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. If you have an overdue book, your check-out privileges will be suspended until you return or renew your book.
5. Computers in the library are to be used to access the card catalog and to conduct school related research. Accelerated Reader tests, word processing and other computer needs are accessed through the Computer Labs.

GUIDANCE COUNSELOR

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



EDUCATIONAL FEES \$ \$ \$

The following is a breakdown of fees:

1. School books and Student Planner- variable charges for amount of excessive wear or mistreatment. Cost of replacement will be assessed if lost or destroyed. Students should use book covers to reduce this cost or fine.
2. Projects - for materials used for projects other than those required, such as material used in wood shop in making furniture for home.
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.

CHEATING, PLAGIARISM, OR FORGERY

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

ATTENDANCE AND TARDIES To be or not to be



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

* **Daily Absences:** Parents/guardians of students who are absent are asked to call Whitefish Middle School office (862-8650) between 8:00 a.m. and 9:00 a.m. Students who are more than 5 minutes late to school or are absent in the morning must check in at the office before going to class. If a student is absent due to illness, that student is granted 2 days for each day absent to make-up work missed during his/ her illness.

* **Prearranged Absences:** We encourage parents to avoid all absences, including prearranged, and to assist the school in maintaining *positive* student attendance. It is the student's responsibility to get homework assignments for all classes before the intended day(s) of absence. You are strongly encouraged to complete all assignments given before you return to school, as there may be additional assignments/tests that will need to be completed as well.

* **Check-Out Properly:** Students leaving the school during the day for any reason must receive a permission slip from the office. Students who become ill while at school are to notify the office and use the office (not classroom) phone to call home. Leaving school without checking-out properly may be considered truancy.

* **Tardies:** If a student is not in the room, with all necessary materials, and *seated* at his/her desk at the time designated for class to begin, the student is considered tardy. The *first* unexcused tardy within a quarter will result in a warning and is designed for emergency purposes only. On the *second* unexcused tardy within a quarter, the teacher will implement a classroom consequence. On the *third* unexcused tardy (and every unexcused tardy thereafter) within a given quarter, the student will be referred to the office where he/she will face disciplinary action. Continued tardiness may result in in-school suspension consequences. If a student is more than 5 min. tardy, then he/she is to be sent to the office for an admit slip to class.

* **Truancy:** Students who *are truant* will be *suspended in school* on the first offense and will be placed on the progressive discipline plan for further offenses. These students may be given zeros for the unexcused time missed.



CLOSED CAMPUS *Stick around*

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

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

MEDICATIONS *My head hurts*



Students who need medication during the school day should bring the medication and written consent from the parent to the office immediately upon arriving at school. This includes both prescription and over-the-counter medications. All medications will be stored in a locked cabinet in the school office. A designated staff member will assist the student in the self-administration of the medicine. The school requires parent permission before administering any medication, such as Ibuprofen or Tylenol, for student use.

TELEPHONE *Hot line*

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

LOCKERS *My stuff*

All students will be issued a locker. It is the student's responsibility to keep the locker orderly and clean. Valuables, such as money, cameras, and watches, should not be left in the lockers. These items may be checked into the office for safekeeping. WMS will not be responsible or liable for any lost or stolen property. Students are reminded that school lockers are school property and that school administrators may search lockers at any time. If a student wishes to put a lock on a school locker, the student must provide the office with a copy of the combination or a spare key for the lock.

INCLEMENT WEATHER *Brrrrrr...*

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



ELECTRONICS AND TOYS

Portable radios, mp3 players, I-Pods, CD players, tape recorders, laser pens, cell phones, beepers, video games or other such items (such as toys) are not to be brought to school, since they serve no educational purpose and present a temptation for theft. These items will be confiscated and returned to the parent on the last day of school.



CELL PHONES

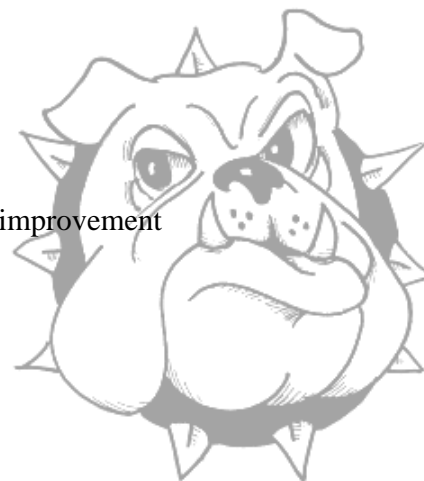
STUDENTS ARE NOT ALLOWED TO BRING CELL PHONES TO SCHOOL. This means that cell phones should be left at home and are not to be kept in lockers, backpacks, coats, pockets...etc. **Cell phones brought to school will be confiscated. Parents may obtain the confiscated cell phone by scheduling an appointment with the principal.**

DISCIPLINE PLAN **Oops!**

Whitefish Middle School is committed to ensuring that the learning environment is conducive to a high quality educational experience for all students. Students, you are responsible for your behavior. Therefore, any student whose behavior compromises the learning environment will be subject to actions 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, students are unwilling to cooperate. It then becomes necessary to use other means by which to protect the integrity of the classroom and the school.

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

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



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

Students...choose behavior that reflects your maturity and makes your families and WMS proud of you!

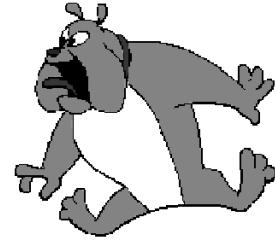
DETENTION

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

DETENTION OFFENSES

Students are expected **NOT** to:

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



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

IN-SCHOOL SUSPENSION

In an attempt to modify behavior, while allowing students to remain in school and continue learning, WMS provides an In-School Suspension (ISS) program. A private area near the main office has been set-aside for ISS. Assigned students will spend the designated day(s) in the ISS room. Students will remain in the ISS room for the entire day - including recesses, lunch and assemblies - and must complete all of the work assigned by his/her teachers. Students will not participate in extra-curricular events, practices or games during the time that he/she is serving ISS. ISS time begins at 8:25 and ends at 4:00. All activity in the ISS room is audio and video recorded.

MAJOR OFFENSES

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

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



HARASSMENT – BULLYING - CYBERBULLYING

Bullying consists of repeated negative acts by one child (or a group of children) against another child. Bullying may involve physical aggression such as fighting, shoving, or kicking; verbal aggression such as name-calling or put-downs; or more subtle acts such as socially isolating a child. **This also includes CYBER BULLYING: sending or posting harmful or cruel messages or pictures using the internet, e-mail, instant messaging, cell phones, texting or other digital communication devices.** The Montana Human Rights Commission (406-444-2884) Regulations state that, “No student shall be subject to intimidation or harassment by any other student or employee on school-owned property or at any school-sponsored activity”.

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

- * Not ignore it, because harassment tends to get worse.
- * Let the person know you don't like the behavior. Tell the bully to stop his or her behavior.
Say it will be reported if not stopped.
- * Keep a record or a diary of the events that happen.
- * Print and save harassing or threatening messages as documentation of proof.
- * Report it to your parents, a teacher, the counselor, the principal, or any adult. Your report will be handled confidentially and you will be given help to cope with the situation.
- * Avoid the bully or areas where the bullies tend to be.
- * Use humor to diffuse the situation.
- * Request disciplinary action against the person harassing you by filing a written complaint.
- * Penalties for harassment or bullying will range from a verbal warning to suspension or expulsion, depending on the severity of the incident. Law enforcement authorities will be contacted in severe circumstances.
- * Students who make false accusations of harassment of other students or school personnel are subject to disciplinary action.



SEXUAL HARASSMENT

Sexual harassment is prohibited. A student engages in sexual harassment whenever he/she makes unwelcome advances, requests for sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes, sexual name calling or distribution of sexual pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Any student who violates this policy will be dealt with severely and may be referred to local law enforcement authorities.

GANGS

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



HANDS-OFF POLICY

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

AUDITORIUM a.k.a. WMS Performing Arts Center

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

- *access seating from the sides...not climbing over the top from one row to the next
- *be seated and quiet during performances...talking during a performance is distracting and disrespectful to the performers on stage and others in the audience
- *keep feet on the floor and off furniture
- *not possess food, drink or chewing gum inside the auditorium
- *show appreciation for performances by applause
- *stay off the stage without permission

CATWALK

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

SCHOOL PROPERTY *Thank you, Whitefish!*

The Whitefish community has built us a wonderful new building. You can honor our community’s support by taking good care of WMS. Also, it’s the law! State statutes in school law (75-6310) provide penalties for destruction of school property: “Any pupil who shall, in any way, cut, deface or otherwise injure any school house furniture, fences, or outbuildings thereof, or any books belonging to the district library, shall be liable to suspension and punishment, and the parent or guardian of such pupil shall be liable for damages on complaint of the teacher or any trustee and upon proof of same”.



BUS RULES AND REGULATIONS Yellow

Cadillac



Students! Your behavior on a school bus is extremely important for the safety of everyone aboard. If you distract the bus driver, you jeopardize the safety of all passengers. Therefore, any student who misbehaves on the bus will be dealt with very seriously. That student will be reported to the principal, who may then take the following action:

1st offense - verbal warning -The student will be warned and notice will be sent to the parents. It is hoped that the parents will help to prevent a reoccurrence and support the safety of all bus passengers.

2nd offense - two-week (10 school days) suspension of bus privileges - The student will be informed of the infraction by the principal and will not be allowed to ride the bus to and from school for a ten-day period.

3rd offense - suspension of bus privileges for the remainder of the school year. The student will be informed of the infraction by the principal and will not be allowed to ride the bus to and from school for the remainder of the year.

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

HOW TO SOLVE PROBLEMS

1. *What is the problem?*



Each person says:

**What happened?*

**How I feel.*

**What I need.*

**Restate the problem giving both*

Points of view.

2. *What are some solutions?*



3. *For each solution ask:*

**Is it safe?*

**How might people feel?*

**Is it fair?*

**Will it work?*

4. *Choose a solution and use it.*

5. *Is it working? If not, what can I do now?*

WHAT TO DO

WHEN YOU ARE ANGRY

1. *How does my body feel?*

2. *Calm down:*

**Take three deep breaths.*

**Count backwards slowly.*

**Think calming thoughts.*

**Talk to myself.*



3. *Think out loud to solve the problem.*

4. *Think about it later:*

**Why was I angry?*

**What did I do?*

**What worked?*

**What didn't work?*

**What would I do differently?*

**Did I do a good job?*



WMS Dress Code: It's about Academic Success and Safety

This dress code reflects the WMS philosophy that a strong relationship exists between a student's attire and his/her general attitude, behavior and/or academic success.


NOT acceptable at WMS:

- a. **Revealing clothing:** is an academic distraction at the middle school level. Therefore, the following are unacceptable at WMS:
 - Tank tops/ thin straps/ muscle shirts/large armholes
 - "See through" or low-cut clothing that reveals cleavage.
 - Bare midriffs/waists/shoulders/back/ chests
 - Undergarments should not be visible at any time
 - Shorts, dresses or skirts (slits) may not be shorter than 4" from the top of the kneecap.
- b. **Bulky jackets and oversized clothing:** have been used to conceal dangerous objects designed to harm others and are not to be worn once students are inside the building.
- c. **Caps/hats/sweatshirt hoods, etc.:** may not be worn in the building
- d. **Clothing imitative of gang or violent cultures:** is an academic distraction and can serve to intimidate students. Therefore, the following are not acceptable at WMS:
 - Chains, spikes and similar items
 - Oversized, baggy pants (pants must be worn on hips)
 - Gang-style bandanas and caps
 - Visible undergarments/boxers, etc.
- e. **Facial jewelry:** (other than earrings) is an academic distraction and health/safety issue at the middle school level.
- f. **Unnatural hair colors and styles:** are academic distractions at the middle school level. Hair must be kept out of face to provide clear vision and promote good eye contact.
- g. **Clothing that promotes drug or alcohol use/racism/sexism/ any gang related or sexual behavior/insults or profanity:** is an academic distraction at the middle school level.
- h. **Flip-flops:** are not acceptable
- i. **All Clothing:** must be clean and in good repair without holes. Any attire that interrupts the WMS educational program, or in any way creates disorder or a safety hazard to anyone, is prohibited.




A dress code cannot encompass all unacceptable clothing choices. Dress that is not specifically forbidden is not necessarily acceptable. **The office makes the final decision, based on clothing that keeps the focus on academic success and provides a safe environment for students.** We deeply appreciate parent and student support of clothing that maintains the WMS emphasis on academic success and supports our efforts to keep students safe and protected.

OUT-OF SCHOOL MISCONDUCT



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

ALCOHOL/DRUG POLICY **Drug free zone**



This policy deals with the use/possession of a legal or illegal mood/mind altering substance in school or on school premises when school is in session or at any extra/co-curricular activity of the District. School will be considered “in-session” any time during the calendar year when a school-related activity is being conducted, and at any site where the school is participating in a school event. The policy is intended to cover the life of the student’s attendance at Whitefish Schools. The policy pertains to all students in grades 7-8. Students in grades below grade 7 who fall under this policy will be referred to the parents and the police, and to child welfare authorities. Other action may be taken that is appropriate to the individual child.

*For all offenses, the student’s parent(s) will be notified, and the student will be turned over to the police. If the offense takes place during regular school hours, the student will be suspended until school officials establish the appropriate program for the level of the offense. Intentional delays in this process by the student and/or his/her family will result in unexcused absences being charged for the period of the delay.

*For all offenses, school personnel (administrators/counselors) will meet with the student and his/her parent(s)/guardian(s) regarding the violation of policy. This conference will include educational/social assessment of the student’s problem and specific recommendations for appropriate action.

*Should the student and/or parent/guardian refuse or fail to cooperate with the following requirements or recommendations, the principal will recommend to the superintendent that the student be expelled. In order to be considered for admittance to Whitefish Schools following second or third offenses of this policy, the student must successfully complete all mandated, court-ordered programs, and sign and follow a behavioral contract as prepared by school officials. Students choosing to withdraw from school rather than comply with this policy must meet the requirements before being readmitted.

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

First offense: The student will be immediately suspended (OSS) for three (3) school days. Under certain circumstances, expulsion may be considered.

Second offense: The student will be suspended from school pending a hearing before the School Board in which the administration will recommend a minimum 45 calendar days expulsion from Whitefish Schools.

Third offense: The student will be suspended from school pending a hearing before the School Board in which the administrative staff will recommend a permanent expulsion from Whitefish Schools.



COMPUTER USE – Policies and Procedures

GENERAL GUIDELINES

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



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

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

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

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

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

Remember – the following activities are not allowed:

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

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

Will The Real You Please Stand Up?

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

Submit to pressure
from peers
and you move down
to their
level.

Speak up
for your own
beliefs
and you invite
them up to your level.

If you move
with the crowd,
you'll get no further
than
the crowd.

When 40 million people
believe in a dumb idea,
it's still a dumb idea.

Simply swimming with the tide
leaves you nowhere.

So, if you believe in something that's
good,
honest,
and bright—
stand up for it.

Maybe your peers will get smart
and drift your way.

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

THE CHOICE IS YOURS!

From your WMS Student Council and WMS Staff



P . R . I . D . E .

Personal Responsibility Is A Daily Expectation at WMS