Student/Family Handbook

Washington Middle School

Glendive, MT

2025-2026

@wmsglendive

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PRINCIPAL WELCOME

Welcome to the 2025-2026 school year, Washington Middle School students and families! We are the Demons! We are a community! We are family! Together, we are a team!

I am thrilled to begin my fifth year on the WMS Demon Team. I look forward to welcoming our new 6th-graders, seeing our returning 7th and 8th-graders' smiles, and meeting more members of the Glendive Community.

My family lives in Glendive. Our love of nature, reconnecting to the community in a smaller town brought us here, and the GPS Mission and dedication to growth. My husband and I enjoy giving back to the community that welcomed us with open arms through various volunteer organizations. Our two golden retrievers love to give back by being amongst it all and giving love. We couldn't be happier to be a part of this heart-filled community.

As I enter my 26th year in education, I go to school every day, reflecting on why I chose this profession so many years ago. It wasn't because my mom was a teacher or because she thought I would be a good teacher. It wasn't because I'd have the summers off; that is false for any educator. It is because of the students and families. The students are why I started my career and return each day. Developing relationships with our staff,students, and families and working together to increase each child's success is why I jump out of bed every morning to go to work. It is why I am an educator. Over the last two years, we increased family participation in various events! THANK YOU. We look forward to that continuing! At WMS, we value the partnership among students, families, and the community. As educators, we know the more robust our collaboration with students, families, and the Glendive community, the more successful our students will be. We want and need to be a team with you. Please don't hesitate to contact the WMS staff directly! We will contact you as well! We all want what is best for our students, and communication is critical.

Our students are not just why I am an educator, but also why our staff are educators at Washington Middle School. We teach children first and our specialty roles second. Middle school is a time for students to grow, mature, and experience all the opportunities WMS offers. There are various extracurricular clubs and teams for students to explore and grow. We encourage students to participate in multiple activities to meet new friends and discover new areas of possible interest.

The 2025-2026 school year will be full of beautiful memories, teamwork, and showing how the GPS community comes together for each other. We are in this together! Go Demons!

In partnership,
Katy Kennedy
Principal

Dean of Students Welcome

Greetings Families of Washington Middle School,

Welcome to the 2025-2026 school year, a year that I am sure will bring us all new adventures, exciting opportunities, and above all, learning! I am looking forward to getting to know you better as we embark on this new year.

I moved to Glendive in the summer of 2024 with my Great Dane. Since then, I have been settling into my neighborhood and renovating my little house to feel more like home. Over the summer, I added a new Great Dane puppy to the mix, so that "little house" is feeling even more bursting with excitement and joy!

My heart has always been at the primary stages of education. I taught Second Grade for 7 years, and I absolutely love being a part of my students' lives as they grow across the years. One of my favorite parts of being in an administrative role at WMS was getting to see and interact with students in ways that are vastly different from a classroom experience.

I am excited to be starting my second year as Dean of Students. Last year brought a full range of learning; from new faces, new families, and new adventures. I believe that this year will also be full of many opportunities to make connections and create lasting memories at WMS.

Happy Learning,
Heiderose Barth
Dean of Students
Washington Middle School

WMS Core Beliefs

Connect

- We build strong, meaningful, and supportive relationships with students, staff, families, and the community.

Communicate

- We communicate openly and honestly.
- We communicate relevant information promptly.
- All voices are valued.

Cooperate

- Everyone is a learner.
- We grow from our mistakes.
- We have solution mindsets (problem-solving).
- We are a team.

Staff Contact Information

Washington Middle School

Teaching Staff

2025-2026

FACULTY NAME	TEACHING ASSIGNMENT	PHONE #	E-MAIL ADDRESS
Stephana Almond	8th Science/Title Math	377-3261	almonds@glendiveschools.org
Tara Dahl	6/7/8th Band	377-3296 (PM)	dahlt@glendiveschools.org
Camryn DeJaegher	Girls' PE/Health	377-3248	dejaegherc@glendiveschools.org
Dylan DeLay	7/8th Math/Algebra	377-3274	delayd@glendiveschools.org
Whitney Dutton	6th ELA/Reading	377-3258	duttonw@glendiveschools.org
Danielle Grattarola	8th Language Arts/Reading	377-3267	grattarolad@gendiveschools.org
Michael Hopfauf	6/7th Math / STEAM	377-3260	hopfaufm@glendiveschools.org
Casi Houck	Librarian / 8th Title Reading	377-3240	houckc@glendiveschools.org
Kaitlin Lynn	Art	377-3294	lynnk@glendiveschools.org
Erwin Ferrer	Boys' PE/Health	377-3249	ferrere@glendiveschools.org
Nicole Newton	7th Science/ STEAM/Title Math	377-3264	newtonn@glendiveschools.org
Sherri Nissley	Counseling	377-3275	nissleys@glendiveschools.org
Kathy Hoiland	Special Education Paraeducator	377-3254	hoilandk@glendiveschools.org
Kyla Sackman	Pre-K SPED	377-3259	sackmank@glendiveschools.org
Donnetta Schaaf	6th/7th History	377-3270	schaafd@glendiveschools.org
Amber Sickler	6/7/8th Choir	377-3296 (AM)	sicklera@glendiveschools.org
Christi Riggin	6th Science/Career and Life	377-3263	rigginc@glendiveschools.org
Joy Sayson	Special Education Teacher.	377-3259	saysonj@glendiveschools.org
Shanon Schmitz	7/8th8th History	377-3251	schmitzs@glendiveschools.org
Lisa Stickel	6th LA /Rding / Fin Awareness	377-3272	stickell@glendiveschools.org
Lindsay Tennant	6/7th ,Adv.FACS /Int.Ext. Design	377-3268	tennantl@glendiveschools.org
Aaron Tuma	8th Spanish / Crafting	377-3287	tumaa@glendiveschools.org
Natasha Wade	Special Education Teacher	377-3289	waden@glendiveschools.org
Mary Zimdars	7th LA/Rding	377-3297	zimdarsm@glendiveschools.org

Katy Kennedy – Principal – 377-3288, kennedyk@glendiveschools.org

Heiderose Barth- Dean of Students – 377-3279, barthh@glendiveschools.org

Amy Lighter – Administrative Assistant – 377-3276, lightera@glendiveschools.org

Vision, Core Values, and Mission

Board of Trustees

The Board of Trustees would like to extend an invitation to students, parents and community members to come to board meetings throughout the school year and summer. We would also like to encourage you to share with us your concerns, ideas, and general comments. We will be available to listen to and we will provide guidance on how to get your concerns addressed through the proper channels.

Michael Ziegler - CHAIR
Beau Gibbs - VICE CHAIR
Frank Ceane
Phil Hedrick
Tessa Hopper
Josh Kreilaus
Jay Phalen
Alex Rivas
Tawnee Sasse

Vision
Excellence in Education

Core Values
Caring
Character
Community

Mission

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

Washington Middle School Philosophy

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

Notice of Non-Discrimination

The Glendive School District does not discriminate on the basis of race, color, national origin, sex, or disability, in the educational programs and activities it operates including admission and employment. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws. The District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding complaints under Title IX (sex discrimination and sexual harassment) and all other non-discrimination policies:

Valerie Hafele, Title IX Coordinator for the District
900 North Merrill, Glendive, MT 59330
406.377.2555

Inquiries may also be directed to the Assistant Secretary of the U.S. Department of Education.

Academic Accountability

We believe all children can learn and be successful in school. We believe responsibility and accountability are life skills, and students can learn the importance of long-range planning, organization, goal setting, and time management.

We believe our students should be held accountable for meeting or exceeding the standards of learning established by the district. While we make modifications and accommodations as appropriate, each student must demonstrate their knowledge of the skills, content, and concepts in an appropriate, high-quality manner. We have established expectations and criteria to facilitate students' continual progress in their academic knowledge, skills, and development. We pledge our time, energy, and resources to support students in meeting these goals!

Academic Dishonesty

Cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network or various technology devices, including texting, will not be tolerated in the school environment. The teacher will confiscate all evidence, document the situation, and report it to an administrator.

A student shall not use materials or notes nor offer another's work as their own when taking an examination except what is permitted by the teacher.

1. First Offense – The student will redo the assignment and complete an additional assignment determined by the teacher or administrator.
2. Second Offense –Any National Junior Honor Society or Student Council student will forfeit their membership. Any student who wishes to be considered the following year must write a written request to the sponsor and building principal for consideration. The teacher and administrator will determine additional consequence(s).

Activities Pass

All students participating in school athletic teams must purchase an Activity Pass for the school year. Activity Passes, which cost $50, will allow a WMS student to attend all WMS home, regular season sporting events.

WMS students can purchase a $75 Activity Pass to access all DCHS home and all WMS home regular season sporting events. All students, including participants, attending any of the activities must pay admission or present an Activity Pass for admission. Activity Passes do not allow the holder to attend musical events, dances, or school plays if special charges are applicable.

Failure to purchase an Activity Pass will result in exclusion from the activity. If any student has a financial hardship and cannot purchase an activity pass, please contact the building principal.

WMS Activity Passes are available to be purchased in the WMS Main Office.

Asbestos

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

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

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

locations in our school buildings. These materials, and their locations, are listed in the school management plan.

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

A copy/copies of the Asbestos Management Plans is/are available for your review in the Glendive School District Administration Office during regular office hours. The Facilities Director is the designated Asbestos Program Coordinator for the Glendive School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him/her at 377-2555.

ATTENDANCE

Attendance Matters

Did You Know?

- Many absences, even in Kindergarten, can cause children to fall behind in school.
- Missing just a day or two every month can make it harder to learn to read by the third grade.
- Students with too many absences struggle to catch up, even with take-home assignments.
- Students who miss 10 days or more during a school year are less likely to graduate from high school and/or ever enroll in college.
- All families have hopes and dreams for their children. Being in school ever day, when healthy, will enable children to do well in school, and graduate from high school ready for work or college.

https://www.attendanceworks.org/

Regular school attendance is essential for the student to make the most of their education — to benefit from teacher-led activities, to build upon each day's learning, and to grow as an individual.

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

- A student who persistently does not attend school for the day or any part of the school day equivalent to the length of one class period is truant and may be subject to disciplinary action. Truancy may also result in the assessment of a penalty by a court of law against the student and his or her parents. The District's Attendance Officer may request a meeting with the

truant student's parent or legal guardian to develop a truancy plan in the event of continued truancy.

- The principal or designee will attempt to contact a student's parent, guardian, or legal custodian by the end of the school day in order to inform him or her of the student's absence if no excuse has been offered. See Policy 3123.

When a student is absent from school, the parent/guardian must call the school, 406.377.2356, any time after 7:30 a.m. to notify the school of the absence. If the parent/guardian does not call, the district personnel will contact the parents/guardian through Infinite Campus when an absence has occurred. The student will have one day to bring a note, or the absence will be unexcused.

A student who is absent for any reason is responsible for communicating with teachers to gather missed work and should promptly make up specific assignments missed and/or complete additional in-depth student work assigned by the teacher. A student who does not makeup assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Part-Time Enrollment
The District permits resident students of school age who are enrolled in a nonpublic or home school to enroll part-time in a District school at the parent's request. When a part-time student is absent from school, the parent/guardian must call the school 406.377.2356 any time after 7:30 a.m. or at least 30 minutes before the start of the student's school day.

TYPES OF EXCUSED ABSENCES
a) Illness (the school may ask for medical verification) or one of the provisions specified in *MCA 20-5-102 & 103;*
b) School-sponsored activities;
c) Suspension or expulsion under the provisions of *MCA 20-5-201 and MCA 20-5-202;*
d) Parent excuse from instruction/assemblies/events that offend the parent's beliefs or practices
e) Other reasons may be considered by the Principal or Dean of Students on a pre-approved basis.

Absence Notice and Procedures
Upon five (5) and eight (8) absences, the parent/guardian will receive a letter informing them of the absences.

Upon the tenth (10th) absence, the parent/guardian will be notified that their student has passed the allowed nine days per school year and to set up a meeting with the administrator to talk about the absences and help set the student up for success.

Upon the twentieth (20th) absence, the parent/guardian will receive another letter stating that the County Attorney, police, or social services may be called because of the absences.

School employees will investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, or required special programs will be considered truant and subject to disciplinary action. Truancy may also result in the assessment of a penalty by a court of law against the student and his or her parents.

MAKE-UP WORK

Students will be allowed two (2) school days for make-up work for the first day absent, and one day for each additional absence (For example - ill for three school days, the student has four days to do makeup work). Teachers will indicate to the student when the make-up work is due.

TARDINESS

Students who are tardy disrupt the learning environment for staff and students. A tardy is defined as a student's appearance beyond the scheduled time the class begins **without parental or staff permission.** Exceptions are coming back from doctor appointments or court appearances. Please bring a note from the doctor, dentist, court, etc., to verify your presence and the time your appointment ended. Per semester:

- 1, 2, 3, 4 tardies in one class period - Student will discuss and problem-solve difficulties with a classroom teacher /staff member.
- 5 or more tardies in one class period - Student will receive interventions and support based on the information noted in the School-Wide Discipline Plan.

HUMAN SEXUALITY INSTRUCTION ABSENCE

A student may be absent from a class period, assembly, school function, or other instruction at the request of a parent/guardian/another person responsible for care when the subject matter is related to human sexuality. These absences do not count toward the student's discretionary 10-day total. The District will provide parents/guardians with at least 48 hours notice before such instruction is scheduled to occur.

BACKPACKS/SCHOOL BAGS

Backpacks and school bags are not allowed in the classrooms. Students are to use the lockers provided to them for safe storage of their backpacks and personal items. Items are to be kept inside the assigned locker.This includes smaller bags such as purses, tiny backpacks, etc. Students are expected to bring a combination lock (no key locks) for their personal locker.

Glendive Public Schools and Washington Middle School are not responsible for lost or stolen items.

WASHINGTON MIDDLE SCHOOL REGULAR BELL SCHEDULE
2025-2026

Period		Class Begins	Class Ends
First Bell		7:54 Students come in from the Playground	
1st		8:00	9:00
2nd		9:04	9:54
3rd		9:58	10:48
4th			
6th	**Recess**	**10:48**	**11:11**
	Lunch	**11:11**	**11:34**
	Class	**11:38**	**12:28**
7th	**Class**	**10:52**	**11:42**
	Lunch	**11:42**	**12:05**
	Recess	**12:05**	**12:28**
8th	**Class**	**10:52**	**11:42**
	Recess	**11:42**	**12:05**
	Lunch	**12:05**	**12:28**
Reading		12:32	12:48
Homeroom		12:48	1:03
5th		1:07	1:57
6th		2:01	2:51
7th		2:55	3:45

Revised April 2025

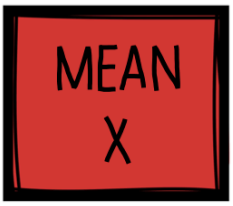
WASHINGTON MIDDLE SCHOOL EARLY OUT BELL SCHEDULE
2025-2026

Period		Class Begins	Class Ends
First Bell		7:54 Students come in from the playground.	
1st		8:00	8:42
2nd		8:46	9:24
3rd		9:28	10:06
4th			
6th	**Recess**	**10:06**	**10:26**
	Lunch	**10:26**	**10:46**
	Class	**10:50**	**11:28**
7th	**Class**	**10:10**	**10:48**
	Lunch	**10:48**	**11:08**
	Recess	**11:08**	**11:28**
8th	**Class**	**10:10**	**10:48**
	Recess	**10:48**	**11:08**
	Lunch	**11:08**	**11:28**
Homeroom		11:32	11:39
5th		11:43	12:21
6th		12:25	1:03
7th		1:07	1:45

Revised August 2025

BULLYING/HARASSMENT/INTIMIDATION/HAZING

WHEN IS IT BULLYING?



When someone says or does something intentionally hurtful and they do it once.

For example, Mary laughs at a new classmate, Debbie, and loudly says, for the whole class to hear, her shirt is ugly and makes her outfit look like trash. Debbie ignores Mary's behavior and plans to talk with her mentor for mediation. Mary does not repeat the behavior.

Mary's behavior is mean, but it is not bullying.

When someone says or does something unintentionally hurtful, and they only do it once.

For example, Mary tells a new classmate, Debbie, she thinks her shirt is ugly, and it doesn't match her outfit. Debbie responds that the comment hurt her feelings. Mary apologizes and doesn't do it again.

Mary's behavior is not nice, but it is not bullying.

When there is a real or perceived power imbalance and someone says or does something intentionally hurtful and they keep doing it over time, even when you tell them to stop or show them that you are upset, or the behavior causes severe emotional trauma.

For example, Mary repeatedly makes fun of a new classmate, Debbie. Mary repeatedly laughs at her and points out to the class that her clothes are ugly and look like trash. Debbie quietly asks Mary to stop but being new, she is intimidated by Mary. Mary's behavior continues, even after the teacher also addresses Mary's behavior. Debbie dreads going to the class and facing Mary's repeated insults.

Mary's behavior is intentionally hurtful, includes a power imbalance and repeated over time.
Mary's behavior IS BULLYING.

OR

For example, Mary makes fun of a new classmate, Debbie. Mary laughs and points out her clothes are ugly and look like trash. Debbie quietly asks Mary to stop but being new, she is intimidated by Mary. Then, Mary rubs food on the back of Debbie's shirt and points it out to the class. As everyone laughs, the teacher intervenes to stop Mary and settle the class. However, with her clothes ruined and feeling humiliated, Debbie runs from the classroom in tears and doesn't want to return.

Mary's behavior is intentionally hurtful, includes a power imbalance and although it is not repeated, it is severe enough to have caused severe emotional trauma.
Mary's behavior IS BULLYING.

GLENDIVE PUBLIC SCHOOLS CALENDAR

Excellence in Education

GPS GLENDIVE PUBLIC SCHOOLS

2025-2026

District Calendar

AUGUST

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Important Dates:

Aug 15- Teacher Work Day
Aug 18- Teacher PIR Day
Aug 19- Teacher PIR Day
Aug 20- First Day (K, 3, 6, & 9)
Aug 21- First Day (All Students)
Aug 22- No Students (Teacher PIR Day)
Aug 29- No School

Sept 1- No School (Labor Day)
Sept 19- No School

Oct 3- No School
Oct 15- Early Out
Oct 15- End of 1st Quarter (All Schools)
Oct 16- No School (Teacher PIR Day)
Oct 17- No School (Teacher PIR Day)

Nov 6- Early Out (PT Conferences- PIR)
Nov 7- No School
Nov 26- Early Out
Nov 27 - No School (Thanksgiving)
Nov 28 - No School

Dec 19- End of 2nd Qt/1st Sem. (All Schools)
Dec 22-31- No School (Winter Break)

Jan 1 - 3- No School (Winter Break)
Jan 5- 1st Day back after Break
Jan 16- No School

Feb 19- Early Out (PT Conferences- PIR)
Feb 20- No School
Feb 26-27- No School (Basketball Divisionals)

March 12- End of 3rd Quarter (All Schools)
March 20- No School

April 2- Early Out
April 3-6 - No School (Spring Break)
April 10- No School (District Music Festival)

May 1- No School
May 24- Graduation
May 25 - No School (Memorial Day)
May 28- Last Day
May 28- Early Out
May 29- No Students

JANUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Key	
1	Important Date
1	1st or Last Day of School
1	Friday School
1	No Students
1	No Students and Staff

Check school websites for campus-specific events at www.glendiveschools.com

School Schedules

JES	LES	WMS	DCHS	Fridays
8:15 - School Starts 3:10 - School gets out (early out 1:10)	8:00 - School Starts 3:30 - School gets out (early out 1:30)	8:00 - School Starts 3:45 - School gets out (early out 1:45)	8:00 - School Starts 3:45 - School gets out (early out 1:45)	All students who are not proficient will be required to show up on designated Fridays for 3 hours (8 am to 11 am).

Caring • Character • Community

SCHOOL DAILY SCHEDULE

Students are not allowed to be in the hallways prior to the first morning bell, which rings at 7:54. If a student has received prior permission from a WMS staff member to meet before 7:54, they may enter the building. These students are to report to the Main Office first before going to the prearranged teacher's classroom. Students are not allowed to use the Main Doors to go to breakfast. Students must enter and leave through the playground doors for breakfast.

CELL PHONES

The possession and use of **cellular phones, pagers, and other electronic signaling devices** on school grounds, at school-sponsored activities, or while otherwise under the supervision of District employees is a privilege.

If students choose to bring cell phones to school, they **MUST** remain in their lockers silenced at all times.

Students are allowed to use their cell phones **ONLY**:

- During transition periods while at their lockers.
- In the Main Office with given permission
- A teacher may allow the use of cell phones in class with a building administrators permission for curricular objectives.

Students are **NOT** allowed to use cell phones:

- At breakfast.
- In the hallways before or after school.

If a student chooses to use their cell phone in ways that do not follow the expectations, a parent/guardian will be notified to pick up the student's cell phone from the WMS Main Office, and the student will not be allowed the privilege of bringing his/her cell phone to school. **Smartwatches** (used as a communication device) and any other devices used for communicating with others will be subject to the same expectations and interventions. If a student continues to bring their cell phone to school, the student will receive interventions and support based on the information noted in the School-Wide Discipline Plan.
Bluetooth air buds are NOT to be used during the school day. If they are brought to school, they must remain in the student's locker.

Students are not allowed to bring cell phones on field trips or attending special events during the school days unless given permission from the building administrator.

Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a locker room, bathroom, or any other location where the privacy rights of others may be violated. Depending on the nature of the unauthorized use, the student's parents and/or law enforcement may be contacted, and the student's cell phone may be searched.

Child Safety GPS and Audio Child Tracking/Monitoring Systems

Parents and students are prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located) within a student's book bag/backpack, on the student's person or otherwise in an area capable of listening in or recording without the express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag/backpack or on a student's person shall be submitted, in writing, to the Superintendent along with an explanation of why such recording is necessary. The Superintendent or a designee shall notify the parent(s), in writing, whether such request is denied or granted within five (5) school days. Where consent has been given by the Superintendent, the Principal must be given access by the parent to be a school guardian on the device. This will ensure any "Listen-In" feature is disabled during school hours due to privacy concerns.

Communicable Diseases

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal..

These diseases include, but are not limited to:

Amebiasis	Mumps	Campylobacteriosis	Pinkeye
Chickenpox	Ringworm	Diphtheria	Rubella
Gastroenteritis	Scabies	Hepatitis	Shigellosis
Influenza	Streptococcal	Measles	Tuberculosis
Meningitis	Whooping Cough	Coronavirus	

COMPLAINTS BY STUDENTS AND PARENTS

Usually, student or parent complaints or concerns can be addressed simply by phone calls, emails, or a teacher conference. 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 harassment and/or disability discrimination. A written copy of the Uniform Complaint Procedure can be obtained at the Superintendent's Office.

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 the matter is still unresolved, it may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees if 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.

TITLE IX: SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS (POLICY 3225)

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of: a. substantially interfering with the student's educational environment; b. creating an intimidating, hostile, or offensive educational environment; c. depriving a student of educational aid, benefits services, opportunities, or treatment; or d. making a submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include but are not limited to unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name-calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any district employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to ensure employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of the law prohibiting discrimination and will lead to disciplinary action against the offender.

Any individual seeking further information should contact Valerie Hafele, Title IX Coordinator for the District. The Superintendent shall ensure the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

Students shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures can be obtained on the District's website, any District or school office, or by contacting Valerie Hafele, Title IX Coordinator.

504 Grievance Procedure

Students shall use the Section 504 Grievance Procedure to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures can be obtained on the District's website, any District or school office, or by contacting Valerie Hafele, Director of Student Services. For more information, see Policy 3225-P(1).

Computer Resources

Computer resources, including the District's electronic networks, are an integral part of the District's instructional program. The use of these resources is a privilege, not a right. Students have no expectation of privacy in material stored, transmitted, or received via the District's electronic networks or the District's computers. General rules for behavior and communications apply when using the District's computer resources. Students and parent/guardians must sign the *Internet Use Policy* agreement before being authorized to use the District's computer resources. For additional information, see Policies 2132 and 3612.

Conduct

Universal Behavior Expectations

Our goal is to create the best learning environment possible for children. To achieve this goal, students will follow the guidelines for success. These guidelines are

Be Safe
• Hands, feet, and objects to self
• Follow adult directions
• Report unsafe behavior
Be Respectful
• Treat others the way you would like to be treated
• Use polite language
• Respond when spoken to
• Make eye contact
• Actively Listen
Be Kind
• Help others in need
• Be friendly
• Use kind words
• Compliment others
• Serve others
Be Responsible
• Display positive behaviors
• Help others
• Be honest
• Complete ALL assignments on time
• Be a role model for others
Be A Learner
• Be an engaged learner & critical thinker
• Give your best effort
• Be creative
• Be a team player
Universals
Be A WMS AWESOMIZER!!!

AWESOMIZER:
/awe-sum-i-zer/

The most extreme form of awesomeness.

Noun. A member of Glendive Public Schools who loves on others, maintains a positive-energetic attitude, and leaves everyone feeling valued.

We want a safe, caring, and respectful learning environment where students can receive the best education possible. To assure each student a safe, caring, and respectful school environment, students are required to follow the Universal Guidelines inside of the school, on school grounds, and while attending or participating in school events.

School-Wide Behavior Behavior Expectations and Support Plan

School-Wide Discipline Plan Rationale and Philosophy

What is a School-Wide Discipline Behavior Plan?

A school-wide discipline plan is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individual behaviors.

Definition of Discipline

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly, and productive learning environment by changing unacceptable behaviors to acceptable behaviors.

Our staff will provide all students an enriching, challenging, and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures and discipline through teaching expected behaviors, consequences, and/or positive rewards. Please make sure you and your child understand these expectations and procedures. If you have any questions, please contact your child's teachers.

If your child's teacher contacts you about a concern for your child, please be receptive to working together for a positive outcome. Teamwork is the best way to problem-solve.

What are the Benefits of a School-Wide Behavior Plan?

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavior outcomes, students will clearly understand expectations. Students learn what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a strong learning community, and increased student learning.

Washington Middle School Community Commitment

Classroom Teacher's Commitment

Teachers will:

- Follow the School-Wide Discipline Plan
- Communicate behavior expectations to students and families
- Communicate with families about both positive and concerning student behavior
- Commit to follow through for the success of student behavior
- Take responsibility for classroom problems and behavior
- Teach and reteach expected behaviors and procedures to students
- Foster a school climate characterized by a concern for students as individuals
- Take an interest in the personal goals, achievements, and needs of their students
- Support the students in their academic and extracurricular activities

Staff Member's Commitment

Staff members will:

- Follow the School-Wide Discipline Plan
- Communicate high behavior expectations to students
- Commit to following through for the success of student behavior
- Take an interest in the personal goals, achievements, and needs of their students
- Support the students in their academic and extracurricular activities

Administrator's Commitment:

Administrators will:

- Support teachers and students following the School-Wide Discipline Plan
- Model high behavior expectations
- Maintain a school climate in which everyone wants to achieve self-discipline
- Foster a school climate where the administration is concerned for the staff and students as individuals
- Take an interest in the personal goals of teachers, staff, students, and families
- Communicate with families about both positive and concerning student behavior

Family's Commitment:

Families will:

- Reinforce the School-Wide Discipline Plan
- Communicate high behavior expectations to their child(ren)
- Communicate and work with school staff to problem-solve concerns
- Commit to follow through for the success of student behavior
- Take an interest in the personal goals, achievements, and needs of your child
- Support students in their achievements and needs
- Support the students in their academic and extracurricular activities

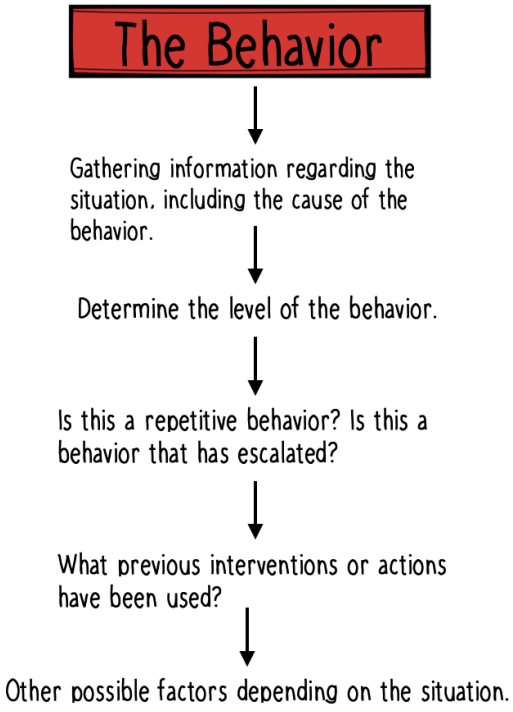
Student's Commitment:

Students will:

- Follow the School-Wide Discipline Plan
- Communicate and work with school staff to problem-solve any concerns
- Communicate with teachers for academic support.
- Maintain high behavior expectations
- Accept responsibility for their behavior
- Set personal goals and work hard to achieve them
- Role model positive behavior for his/her peers

Defining Levels of Behaviors

How Discipline Decisions are Determined



Level 1 Behaviors

Level 1 Behaviors include, but not limited to:

- Inappropriate language (cursing)
- Minor physical contact (horseplay, etc.)
- Insubordination
- Dress code violation
- Minor class disruption (excessive talking, etc.)
- Refusal to work
- Lying
- Inappropriate use of school property or materials (Chromebook, etc.)
- Inappropriate behavior on Bus (see Transportation: Bus Expectations)

The classroom teacher will handle Level 1 behaviors following their classroom management plan. Procedures and routines must be frequently modeled and practiced to ensure students demonstrate appropriate behaviors in the classroom.

If the behavior persists, the classroom teacher will:

- Conference with the student
- Document with behavioral referral
- Implement behavior interventions with the student
- Mediate a conflict
- Assign a reflection assignment
- Contact the parent

Other behavioral interventions and/or actions could include:

- Meeting with the parent(s) and student
- Attending a lunch workshop
- Sitting out for part of a desired activity
- Losing privileges

If a student accumulates three Level 1 Behaviors in the same week, the classroom teacher will contact the parent to discuss concerns.

LEVEL 2 BEHAVIORS

Level 2 Behaviors or students reaching a habitual discipline Level 1 will receive an immediate behavioral referral.

Level 2 Behaviors include, but are not limited to:

- Abusive/inappropriate language directed at another student
- Major pushing and/or shoving
- Major disrespect/insubordination
- Major classroom disruptions/significant emotional reaction
- Major verbal altercation between students
- Using cell phone, bluetooth air buds, or other communication devices in ways other than listed as acceptable in the handbook
- Inappropriate behavior on bus (see Transportation: Bus Expectations)
- Academic dishonesty

The classroom teacher will handle Level 2 behaviors following their classroom management plan. Procedures and routines must be frequently modeled and practiced to ensure students demonstrate appropriate behaviors in the classroom.

The classroom teacher will:

- Conference with the student
- Document with behavioral referral
- Implement behavior interventions with the student
- Contact the parent

Possible interventions and/or actions could include:

- Conference with teacher
- Loss of privileges
- Required parent(s) and student conference
- Required in-class behavioral support
- Lunch workshop
- Mediation
- Out-of-school suspension
- Community Service
- Restore Relationship
- After-school Workshop
- Check-In Check-Out Plan
- Reflection Assignment
- In-school suspension
- Conference with administrator

LEVEL 3 BEHAVIORS

Students committing Level 3 behaviors will immediately meet with administration, receive a behavior referral, and administration will contact parent(s).

Level 3 Behaviors include, but are not limited to:

- Abusive/inappropriate language directed at a staff member
- Fighting
- Bullying
- Threats of harm towards others
- Alcohol/drugs/tobacco
- Vandalism
- Arson
- Weapons or anything that could be used as a weapon
- Theft
- Retaliation
- Harassment of staff member
- Unexcused absenteeism
- Habitual Level 2 behaviors
- Inappropriate behavior on Bus (see Transportation: Bus Expectations)

Possible interventions and/or actions could include:

- Loss of privileges
- Restitution
- Behavior Support Plan
- In-school suspension
- Out-of-school suspension
- Expulsion

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, the Washington Middle School and District's rules and discipline will apply:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function, or event; and
- Anywhere, including virtual networks, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, interference with school purposes or an educational function, or a threat to the safety and welfare of the student population, or conduct that detrimentally affects the climate or efficient operations of the school.

Gun-Free Schools/Firearms (Policy 3311)

In accordance with the Gun-Free School Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless the Board of Trustees has authorized the school administration in writing to modify the requirement for expulsion, including eliminating the requirement for expulsion, on a case-by-case basis.

An administrator may immediately suspend a student if there is cause to believe the student brought a firearm to school or possessed a firearm at school prior to any board hearing on a recommendation for expulsion. If there is a recommendation to expel a student for bringing a firearm to school or possessing a firearm at school, the trustees shall notify the adult student or parent/guardian of a minor student in a clear and timely manner that the student may waive his or her privacy right by requesting the hearing be held in public and may invite other individuals to attend the hearing. At a due process hearing on the recommendation for expulsion due to a student bringing a firearm to school or possessing a firearm at school, there shall be a presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The Board of Trustees is permitted to expel a student only when the trustees determine that the student knowingly (had knowledge of the facts) brought a firearm to school or possessed a firearm at school.

The Board of Trustees is not required to expel a student who has brought a firearm or possessed a firearm at school as long as the firearm is secured in a locked container approved by the District or in a locked motor vehicle the entire time the firearm is at school unless the firearm is in use for a school-sanctioned instructional activity.

If a student is determined by trustees to not have knowingly brought or possessed a firearm at school, the student's record will be expunged of the incident. Policy 3311.

Corporal Punishment

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Counseling

School counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors may also make available information about community resources to address these concerns. Students who wish to meet with a counselor should contact Mrs. Nissley, our School Counselor, by stopping by her office. Families who wish to contact Mrs. Nissley please email her nissleys@glendiveschools.org, or contact her 406.377.3275.

Discipline and Due Process

Students who violate District policies, rules, and directives are subject to discipline at the discretion of District Administration. Discipline may include referrals, detention, in-school suspension, out-of-school suspension, and expulsion. Administrators have the discretion to impose or, in the case of expulsion, recommend the discipline deemed appropriate for the misconduct.

Suspension

An administrator has the authority to suspend a student for up to ten (10) school days. The student is entitled to oral or written notification of the charges and is entitled to the opportunity to provide his or her version. Immediate suspension when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process may occur without notice or the opportunity to be heard, provided that notice and the opportunity to be heard shall follow as soon as practicable. Written notice of the suspension containing a statement of its basis and notice of the right to a review of the suspension will be sent to the families as soon as possible. At the request of the families, the Superintendent will review the appropriateness of the suspension. The decision of the Superintendent is final.

An administrator has the authority to extend a suspension for an additional ten (10) school days. Prior to extending the suspension beyond the original length, not to exceed ten days, the administrator must hold an informal hearing with the family and determine that the student's immediate return to the school would be detrimental to the health, welfare, or safety of others, or would be disruptive to the educational process.

Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board has the authority to expel a student after holding a hearing that provides the student with an opportunity to be heard. After an investigation into the student's conduct, the administrator must send a written notice to the parents regarding the recommendation to expel the student, the specific charges against the student and supporting evidence, a description of the rule or regulation broken, the date, time, and location of the board hearing, a copy of the Board's procedure, and a description of the student's and parent's rights at the hearing.

Students with Disabilities

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 may be suspended in the same manner as students without those rights or expelled under certain circumstances, but prior to the imposition of either penalty, the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting when necessary, as required by these Acts.

Distribution Of Material

School Materials

All school publications are under the supervision of a teacher, sponsor, and principal and are part of the curriculum. School officials have the discretion to edit or delete material that is inconsistent with the District's educational mission. School-sponsored groups are permitted to distribute materials directly to students upon approval of the Group's Facilitator, building principal, or Superintendent.

Non-School Materials

Non-school-related organizations or individuals not associated with student curricular clubs or student non-curricular groups may request permission of the building principal to display posters in the area reserved for community posters or to have flyers distributed to students. The building principal shall only authorize distribution or posting of information that is determined to have a direct benefit or relationship to students enrolled in the school and meets the standards of this policy.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would:

A. Disrupt the educational process;
B. Violate the rights of others;
C. Invade the privacy of others;
D. Infringe on a copyright;
E. Violate District policy, procedure, or administrative directive;

F. Be obscene, vulgar, or indecent; or
G. Promote violence, discriminatory conduct, the use of drugs, alcohol, tobacco, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration. Under no circumstances shall individuals not employed by the District be given access to the building for the purposes of posting notices or distributing information.

All student materials must be reviewed and approved by the Superintendent or designee. See Policy 3222.

Dress and Grooming

Students should maintain a tradition of dressing in a respectful manner during school and at school functions. Students will dress in a manner that allows for engaged learning in the school environment. The Principal or designee reserves the right to judge what attire is respectful.

The following is not allowed:

- drug/alcohol-related or suggestive shirts
- no undergarments visible or cleavage exposed (including bras, camis, spaghetti straps,
- etc.)
- no bare midriffs, strapless or backless tops/dresses with skin visible, or "muscle shirts"
- inseam of shorts shorter than 3 inches
- dresses/skirts shorter than 4 inches from where the inseam starts on a pair of shorts
- tops with straps the width of two fingers are acceptable
- gang-related, including but not exclusive to chains, etc.
- hats/headdress/bandanas (any headwear will not be worn in any building of the school district during school hours.)
- anything which creates the potential for the disruption of the school learning environment

Extracurricular Activities, Clubs, and Organizations

At Washington Middle School, we believe a well-rounded education includes extracurricular activities. Participation in extracurricular activities, clubs, and organizations is a worthwhile endeavor to enhance students' development and educational experience. Specific eligibility and conduct rules may be adopted regarding participation in activities, clubs, and organizations. We strongly encourage students to participate.

Washington Middle School offers the following school curricular and co-curricular clubs:

- National Junior Honors Society
- Academic Team
- Music Festivals
- Peer Tutoring
- Yearbook
- Big Champs
- TIP (Teens in Partnership)
- Peer Mentors
- Peer Mediators
- Student Council

Washington Middle School offers the following extracurricular activities:

- Athletics: Basketball, Cross Country, Football, Track, Wrestling, and Volleyball.
    - 6th-grade students can participate in basketball, cross country, track, wrestling, and volleyball.
    - In the area of competitive sports, it is our philosophy that
        - Every participating student will play.
        - Everyone who attends practice will participate.
        - At this level, winning is secondary.
    - Our goals are to teach skills and have every student maintain a positive self-image.
    - Please see the Student Activities Handbook for more information regarding this.

Attendance for Excurricular Activties

Students who participate in school-sponsored events or activities MUST attend school the **immediate half-day prior** to that even, contest, or practice. Students are not to compete in an after-school-sponsored event or activity if they did not attend their afternoon classes (periods 5, 6, 7), and the morning absences must not be unexcused. The only exception to a student not being required to attend their afternoon classes as stated above would be a medical note given to the WMS Main Office prior to the school-sponsored event or a pre-arranged approval made with the WMS administrator. This includes all school-sponsored events, as well as dances.

Homeschool Participation Requirements

A student attending a nonpublic school or homeschool that meets the requirements under MCA § 20-5-109 may participate in extracurricular activities offered by Glendive Public School District subject to the student's eligibility as set out in the Student Activities Handbook. The student's academic eligibility must be verified by the head administrator of the nonpublic school or educator providing the student instruction in the homeschool as verified by the principal. Parental permission must be obtained for the student to participate in the extracurricular activity.

- The same standards for participation must be met as those required of full-time students enrolled in the school – except they are not required to be enrolled or attend school.
- **The student and his/her entire family must live in your school attendance area – there is no transfer or out-of-attendance area participation for nonpublic or home school students**.
- All Glendive Public Schools rules must be met – academic, age, semester, non-graduate, etc., except enrollment and attendance.
- For participation, the family/student must communicate with the WMS Main Office. The WMS Main Office will connect the family/student with the appropriate coach. Families are responsible for obtaining further updates and communications from the coaching staff.

For more information, see Policies 3121, 3150, and 3510.

8th-graders Participating in MHSA Sports

8th-grade students wishing to participate in MHSA activities at Dawson County High School will have to try out for the team.

- Students must contact the Athletic Director or Coach and arrive on the first day of tryouts.
- 8th-grade students will be expected to follow the MHSA and DCHS participation rules.
- This includes only MHSA-sanctioned events. Sports this does NOT include are cheer, speech and drama, and football.

Please refer to the Student Activity Handbook. Parent/guardian permission is required for a child to participate in a school club and/or extracurricular activity. Parents also have the right to withdraw their children from any club or extracurricular activity.

Please note: Student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

Fees

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project the student will keep
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities

- Personal physical education athletic equipment and apparel
- Voluntarily purchased items
- Musical instrument rental
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books

Any required fee or deposit may be waived if the student and parent cannot pay. Application for such a waiver may be made to the building principal.

Food Service

The District participates in the National School Lunch and Breakfast Program and offers students nutritionally-balanced and appealing meals daily. Free and reduced-price meals are available based on financial need. The District will make every effort to prevent the overt identification of students participating in the free and reduced-price meals by utilizing electronic identification and payment systems.

See GPS Free/Reduced Online Application to apply or contact the district office.

Glendive Public Schools breakfast and lunch meal charges:

2024-2025	Breakfast	Lunch
PK-Gr 5	$2.00	$2.25
Gr 6-8	$2.00	$2.75
Gr 9-12	$2.00	$3.00
Extra Milk (6-12)	-	$0.50
Reduced	$0.30	$0.40
Adult	**$3.00**	**$5.00**

For additional information, see Policies 2510 and 8205.

School Meals Collection Procedure

Glendive Public Schools recognizes that the school lunch/breakfast program is extremely important to the well-being of students. Students are encouraged to participate in the program. The following procedure is used to rectify delinquent student accounts.

Those accounts deemed delinquent would be turned over to a collection agency when any of the following occur:

- The school year has ended, 30 days have elapsed since the end of school, 3 notices (at

least 10 days apart) have been sent to the parents/guardians, and the account is still showing a balance due.

Breakfast and Lunch Programs

Washington Middle School provides a nutritious breakfast and hot lunch program. Here is general information regarding the school lunch program.

1. Breakfast is offered to students every school day. Serving time is 7:30 - 7:54 a.m., which allows students time to eat and arrive at class on time.
2. The cost of breakfast, lunch, and extra milk is taken from the student's account.
3. Meal balances may be checked in the parent portal of Infinite Campus. Furthermore, Infinite Campus can be set up to send you updates on your student's account balance.
4. Free/Reduced Meal applications are sent home with each student on the first day of school. Applications for Free/Reduced Lunch must be completed **EVERY YEAR** to qualify for this program. Paper Applications will be available at the beginning of August.
5. You may also scan the QR below to be taken to the online application for Free/Reduced Meals.

Leaving School Grounds for Lunch

Students living in the designated areas close to school (within 3 blocks) AND approved by the building principal, may go home for lunch with written parental approval. This approval form can be obtained at the WMS Main Office. Other students are not allowed to go with the student who has the permission to go home for lunch.

Students are allowed to leave the building for lunch with a parent or guardian. Students need to follow building sign-out procedures. If parent(s)/guardian(s) want to allow the student to have permission to leave for lunch with another adult, the WMS Main Office must be notified of permission. The form of permission can be shared by phone 406.377.2356, note given to the Main Office, or email, lightera@glendiveschools.org.

Cold Lunch

When your child prefers a lunch prepared at home, we ask that you carefully consider items that provide a well-balanced meal. If your child is responsible for packing their own lunch, please

check to see that a good variety of nourishing choices are included. Foods with high sugar content are discouraged. Do not include soda pop with a cold lunch.

Parents

Parents may eat hot lunch with their children in the cafeteria. If you plan on eating with your child, please call the office by 8:45 a.m. on the day you are coming so you are included in the lunch count. Fast food is not allowed to be brought into the cafeteria when eating with children.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives for approved school purposes. The building principal needs to be notified so the proper processes can be followed.

Grading Guidelines

Grades assigned by a teacher cannot be changed except by that teacher after discussions involving the student, teacher, and administrator. Grades will comply with the following:

WMS Grading Scale

A Advanced Work (4.0 GPA)	A = 100-90%
B Above Average Work (3.0 GPA)	B = 89-80%
C Proficient Work (2.0 GPA)	C = 79-70%
D Nearing Proficient Work (1.0 GPA)	D = 69-60%
F Basic- Failing Work (0.0 GPA)	F = 59% I Incomplete

At Washington Middle School, student grades start over each nine-week grading (quarter) period. Many opportunities for extra time and support are offered throughout the quarter.

Habits of Work

In addition to being graded on academic performance, students are also assessed through Habits of Work. Listed in Infinite Campus for each course, students are evaluated in three areas: respect, accountability of learning, and preparation and organization. This rubric is used by staff members to evaluate student growth in these areas. Staff members assess students at least every two weeks in the 3 areas listed above.

Incomplete Grades

Incomplete grades will be posted after the quarter for students who miss homework (extra practice) assignments. All incomplete work must be made up by the end of the week for the quarter. After that time, the opportunity has passed for students to make up work for the previous quarter. The deadline may be extended, by administrative approval, due to unusual circumstances on an individual basis.

Retention and Promotion

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement tests and other testing. A student may not necessarily be promoted based on age or other social reasons not related to academic performance. The final decision for promotion or retention is left up to the discretion of the teacher(s) and Principal of the school. For further information, see Policy 2421.

Homeless Students

In accordance with federal and state law and regulations, the District will provide homeless students with access to the instructional programming that supports the achievement of the content standards and to other services for which they are eligible. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The District will determine, according to the best interest of the child, whether the child will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child, the District will, to the extent feasible, keep the child in the school of origin, unless doing so is contrary to the wishes of the parent.

If the child is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the child taken into consideration.

The District shall immediately enroll the homeless child, even if the child into the selected school, even if the parent/child is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Homeless students shall be provided services comparable to services available to other students in the school system, including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled.

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

Honor Roll

The Washington Middle School Honor Roll is published at the end of each 9-week (quarter) grading period. All grades in all subjects will count towards the Honor Roll calculation. Students must have above a 3.0 GPA for the 9-week (quarter) period to make the Honor Roll.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis, varicella, and tetanus. Haemophilus influenza type B is required for students under age five (5). Except for those vaccinations required by law, the District will not discriminate against a student by denying or withholding educational opportunities based on the student's vaccination status.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a form signed by the student (or by the parent if the student is a minor) stating that immunization conflicts with the religious tenets and practices of the parents and student. This certificate will be maintained as part of the student's immunization records.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a health care provider who is licensed, certified, or otherwise authorized by the laws of any state or Canada to provide health care under Montana law, is authorized within the provider's scope of practice to administer immunizations to which the exemption applies, and has previously provided health care to the student seeking the exemption or has administered an immunization to which the student has had an adverse reaction. This certificate must indicate the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization. This certificate will be maintained as part of the student's immunization records. For further information, see Policy 3413.

LAW ENFORCEMENT

QUESTIONING OF STUDENTS

Law enforcement or social service workers must contact students through the administrative office. Students will not usually be questioned or interviewed by law enforcement or other lawful authorities while at school. When law enforcement officers or other lawful authorities, however, wish to question or interview a student at school, or the principal requests the student be interviewed at school:

- The principal shall verify and record the identity of the officer or other authority.
- If the interview is not at the request of the principal, the principal shall ascertain the authority of law enforcement to question or interview the student at the school. If the interview is by court order or other exigencies exist (concern about loss/damage of evidence, flight from jurisdiction, or health, safety, or welfare of the student or other students or staff), the principal has the discretion to allow the interview to take place. Otherwise, if law enforcement can reasonably interview the student at a time when the student is not in school, the principal may, absent a court order or warrant, deny the request for an immediate interview of a student.
- The principal will make reasonable efforts to notify parents unless the officer produces a court order prohibiting the notification of the parents.
- In the event that a parent cannot be present or cannot be reached, the principal will observe the interview.
- Law enforcement must comply with all legal requirements regarding notification of parents and consent prior to interviewing students.
- Social service workers may be permitted to interview students at a school consistent with Montana law. The principal will observe the meeting if the social service worker declines to notify the parents.

STUDENTS TAKEN INTO CUSTODY

State law requires the District to permit a student to be taken into legal custody by a law enforcement officer or probation officer to comply with a lawful court order, a warrant for arrest, or a law enforcement determination that probable cause exists for the arrest. To the extent practicable, the arrest should be conducted out of the view of other students in the administration offices. A social service worker may take custody of a student with a lawful court order or under the powers of MCA § 41-3-301.

The principal will immediately notify the Superintendent and will make reasonable attempts to notify a parent unless the officer or official produces a court order prohibiting the notification of

the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

SERVICE OF PROCESS

At times, law enforcement may seek to serve a student with a subpoena or other legal documents (i.e., complaint, summons). Absent a court order, the principal has the discretion to determine whether service at school is disruptive to the educational environment. If service is directed by a court or is not disruptive to the educational environment, the principal will make reasonable attempts to contact the parents regarding the service. Where the principal has determined that service would be disruptive to the educational environment, the principal will make a reasonable attempt to coordinate with law enforcement to serve the student when school is not in session. Service on a student will be accomplished out of the view of other students in the administration offices.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day that is necessary for his or her health and well-being must have written authorization signed by the parents **and** the licensed health care provider allowing the dispensation of the medication. The student must bring the medicine in its **original, properly labeled container** to the school nurse. The school nurse or school employee to whom the task is delegated pursuant to Montana law will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has the authorization to possess and self-administer medication must have completed and filed, with the office, a written order for self-administration of a medication from a licensed health care provider or dentist as well as written authorization from the parents for the self-administration. The principal may authorize, in consultation with medical personnel, a student with asthma, severe allergies, or anaphylaxis to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler. The written order and written authorization must be provided annually. For additional information, see Policy 3416.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's family, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every family is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice**.** A parent with questions is encouraged to contact the WMS Main Office at 406.377.2356.

- Become familiar with all of the child's school activities and with the academic programs and course of study, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, early graduation, methods to opt-out of programs and instruction consistent with parent/family rights, and other options available to the child.
- Monitor the child's academic progress and contact teachers as needed, including to discuss homework, attendance, and discipline. Parents have the right to review their child's education records upon request.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 406.377.2356 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Become a school volunteer. For further information, contact the school office at 406.377.2356.
- Access District policies, handbooks, Board and committee meeting agendas, and District grievance procedures to participate in the governance of the District through the Board of Trustees. Contact information for administrators and trustees is available on the District's website.
- Contact a counselor or principal to discuss rights related to the student's name and pronoun use consistent with the Family Education Rights and Privacy Act and Policy 3600.
- Participate in parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.

Protection of Student Rights

Parent Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity in accordance with state and federal law (including without limitation to statutes and the common law) and District policy.

Should you be divorced, legally separated, or the legal guardian of a child other than your own, please **present the school office immediately of any court or administrative proceeding** which grants you the custodial rights and/or limits the custodial right of others to your child or children. This information is necessary to protect your rights as parents and guardians and to prevent non-custodial parents from removing a child from school without the proper authorization.

Surveys
Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials
Parents have the right to inspect instructional materials used as a part of their child's educational curriculum within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing
The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

- Pursuant to federal law, the District will seek parental consent prior to and will not request nor disclose the identity of a student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following:
- Political affiliations.
- Mental and psychological problems
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Pouch Products
Students are not allowed to bring or use oral pouch products in school, such as those containing caffeine or other ingredients.

Release of Students from School
A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student needs to leave during the school day, parents are asked to inform the Main Office by email or have the student bring a note. This helps ensure students are ready in a timely manner. It isn't required. A student who becomes ill during the school day needs to report to the office or

school nurse, with the teacher's permission. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent(s). When in doubt as to custodial rights, the District will rely on the most recent information available in the student's records. A student will only be released with prior written permission from the custodial parent to a previously unauthorized adult unless an emergency situation justifies a waiver.

Religious Practices

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

Report Cards, Progress Reports, and Conferences

Parents and students should access grades on a frequent basis through Infinite Campus. The parent portal log-in is found on the district and school websites, www.glendiveschools.com. Each parent is given a personal identification number (GUID) for access to all of their student's information. If you don't have a personal identification number (GUID), please contact the WMS Main Office at 406.377.2356.

Absences , student grades or performance, and Habits of Work in each class or subject are available to parents through Infinite Campus.

Parent-Teacher conferences are held once each semester. Please see the District Calendar for the dates and times.

Report cards will be issued within one week following the end of each grading period. The first and third-quarter report cards are picked up by parents/guardians at conferences or mailed home. At the end of the second and fourth quarters, report cards are mailed home.

RECESS

Children are required to go outside for recess, weather permitting. A general rule is if a child is well enough to be in school, he/she is well enough to go out for recess. There should be very few situations when children are well enough to be in school and would require inside recess. Those specific situations will require administrator approval.

Students are expected to dress for the weather and go outside for recess.

All children will be kept inside during extreme weather conditions at the Principal's or designee's discretion. Before the school day begins, please look at the main entrance of the school for a sign that will let students know they are to come inside rather than go to the black top.

SAFETY

ACCIDENT PREVENTION

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Do not open school doors for others. They will be allowed entry through the main office
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Closure

The District may close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Emergency school closing information will be broadcast on: the District app " Glendive Public Schools", the District website, social media, local news, and radio (KXGN AM 1400, KDZN FM 96.5, KGLE AM 590). The determination will be made by the District Superintendent or designee.

Searches and Seizures

To protect students, employees, and visitors from the serious risk to the health and safety of students posed by alcohol, drugs, drug paraphernalia, and weapons, which are compelling interests, it is necessary to conduct searches of persons and property under certain, limited circumstances. Such searches are necessary to: deter the presence and possession of prohibited substances and items; deter drug and alcohol abuse among the student population; to educate students as to the serious physical, mental, and emotional harm caused by drug and alcohol abuse; to prevent injury, illness, and harm as result of drug, alcohol abuse and/or weapons; to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and to maintain a safe environment free of weapons, alcohol and drug use by vigilant monitoring. In the school environment, including student use of District-owned parking lots, students have a lower expectation of privacy due to the District's responsibility for maintaining discipline, health, and safety.

District officials may conduct reasonable searches of school property and equipment, students and their personal effects, and vehicles parked on District property to maintain health, safety, and security in the schools. 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, or vehicles parked on District property.

Students and their personal Effects

School officials may search a student, the student's personal effects (e.g., purses, backpacks, coats, etc.), and/or District property under the direct control of the student when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the District's policies or rules. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. The parent of the student shall be notified of the search as soon as possible.

School Property

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time it is not under the immediate, direct control of the student, regardless of whether there is reasonable suspicion. School authorities are authorized to conduct area-wide, general administrative inspections of school

property without notice to or consent of the student and without reasonable suspicion. The District may employ contractors to handle trained dogs to assist in these searches.

Seizure of Property

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

Evidence produced by a search may be used in a disciplinary proceeding against the student.

Sexual Harassment

The District encourages parental and student support in its efforts to address and prevent sexual harassment in Glendive Public Schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with Valerie Hafele, the District Title IX Coordinator, at 406.377.2555.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" *as* defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against a student for engaging in sexual harassment 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. Refer to Policies 3225 and 3225-P(1) for additional information regarding the District's prohibition against discrimination and harassment.

Students in Foster Care

Students in foster care are entitled to educational stability under Title I for the duration of their time in foster care. "Foster care" means "24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility." This includes but is not limited to, placements in foster family

homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

The District will take efforts to ensure that a child in foster care:

- Remains in his or her school of origin (school last enrolled in at the time of placement in foster care) unless it is not in the child's best interest; or
- If the school of origin is not in the child's best interest, the child must be immediately enrolled in a new school regardless of being able to produce records otherwise required.

The District will collaborate with the child welfare agency involved in a particular student's case to make the "best interest" determination as quickly as possible. The District will also collaborate with the child welfare agency regarding the provision of transportation to the selected school for the student.

Special Services

The Glendive School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA), is required to inform and provide full educational opportunities to all students. Anyone aware of an individual who may benefit from special education and related service is encouraged to call the GPS Director of Special Services at 406-377-2555. For additional information, see Policy 3300.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an act that prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:
1. has a mental or physical impairment that substantially limits one or more major life activities (major life activities include activities such as caring for one's self, and performing manual tasks)
2. has a record of such impairment; or
3. is regarded as having such impairment

In order to fulfill obligations under section 504, the Glendive School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Mrs. Nissley is the Section 504 Coordinator at Washington Middle School. If there are any questions, please contact her at 406.377.3275.

STUDENT RECORDS

ACCESS BY PARENTS AND STUDENTS

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 the 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 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 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 do 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.

For more additional information, please see Policy 3600 and 3600-P(1)

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 statutes.

- 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 the 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. For additional information, please see Policy 3606.

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 requester 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 expulsions 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.

Rights Under FERPA- Family Educational Rights and Privacy Act

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.

The opportunity to exercise such an objection is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the WMS Main Office to indicate the desire to change the original request. There is a sign-off form in the back of this handbook.

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 administers FERPA are:

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

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 curriculum resources 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 curriculum resource should report the damage to the teacher. Any student failing to return a curriculum resource issued by the school or damaging a curriculum resource issued by the school may be charged to replace the curriculum resource.

TRANSPORTATION

SCHOOL SPONSORED

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 requests 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.

BUSES AND OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living three (3) or more miles, over the shortest practical route, from the nearest operating public elementary or public high school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by contacting Charles Phipps at 406.377.4055.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Bus Expectations

Tier 1		Tier 2		Tier 3	
• Eating • Trash • Being Loud • Name-calling (conflict) • Bus Stop Safety Violation • Getting off at the wrong stop • Riding the wrong bus	• Profanity (Non-directed) • PDA (Minor) • Turning around in your seat • Insubordination/ Disrespectful	• Habitual Tier 1 Offenses • Throwing (Major) • Inappropriate electronic use (Videotaping - Staff/Stu	• PDA (Major) • Theft (Minor) • Profanity (Directed) • Profanity (F word)	• Bullying • Harassment • Intimidation • Fighting • Vandalism • Weapons	• Alcohol, illegal substance • Inappropriate paraphernalia • Theft (Major) • Inappropriate Electronic Use (Inappropria

• Body part of the window	• Lying • Standing • Walking • Changing Seats	dents without consent, games/apps, etc.)			te websites/photos/images/videos, etc.)

* Inappropriate bus stop behavior is covered under the above system.
* The severity of some discipline infractions may dictate more serious consequences than what is listed.
* All consequences are administered at the discretion of the designated administrator.

Bus Progression

Tier 1		Tier 2		Tier 3	
1st Offense:	Warning*	1st Offense:	1 Month off the bus**	1st Offense:	Removed from Bus
2nd Offense:	1 Month off the bus	2nd Offense:	Removed from Bus		
3rd Offense	Removed from Bus				

* Student will have a conversation with the Bus Driver and Principal - There will also be a call home.
**Possible Conversation for 1st step in K-5 before the student goes on this progression.

Bus Interventions

- Bus Training - All Students
- Bus Training - Drivers/Aides (15 hrs annually)
- Bus Driver/Administrator Meeting
- Principals Ride Bus (After School)
- Volunteers
- Additional Staff to Ride Bus
- Assigned Seating

Bus Routes- Inclement Weather

During the winter, it may be necessary to not run buses outside the "city" limits. In that event, all buses will transport students who live in Glendive, West Glendive, Highland Park or Forest Park. Bus routes will need to adjust the departure times to ensure "city" students are transported. The Superintendent will contact parents through Infinite Campus, District Website, and the radio station to tell parents buses will not pick up rural students who attend Glendive Public Schools due to inclement weather.

Videotaping of Students

The District has the right to use security and surveillance 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.

All surveillance capabilities shall be implemented in accordance with the Montana Pupil Online Personal Information Privacy Act as required by Policy 3650.

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 from security and surveillance cameras 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. The District will seek consent before recording students individually in the classroom.

Visitors

The District has the discretion to permit visitors. For the safety of those within the school, all visitors must first report to the Main Office and sign in. Visits to individual classrooms during instructional time are permitted only with the 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.

Water Bottles

Students are encouraged to bring refillable water bottles to school. Students are only allowed to drink water during the school day. There are numerous locations to refill water bottles through out WMS. Water bottles/drinking glasses need to be made of other materials than glass. No glass water bottles/glasses are allowed. Energy drinks or other drinks are not allowed.

WASHINGTON MIDDLE SCHOOL

PARENT/GUARDIAN – STUDENT SIGNATURE PAGE

2025-2026

Student name: _____

Grade: 6th 7th 8th

Address: _____

Primary phone: _____ Secondary phone: _____

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

Parent/Guardian(s) printed signature: _____ Date: _____

Parent/Guardian(s) printed signature: _____ Date: _____

Student signature: _____ Date: _____

FERPA

Family Educational Rights and Privacy Act (FERPA)

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

Directory information ordinarily includes:

- Student's name
- Address
- Date and place of birth
- Photos and videos
- Picture/video posted on WMS social media
- Awards received in school
- Participation in school-sponsored events
- Student's name on a program for school-related activity
- Telephone number
- Dates of attendance
- Picture with name in the paper
- Most recent school attendance
- Period of attendance in school
- Yearbook photos

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

School use only:

Date received: _____ Initials: _____

These forms need to be signed and returned to the WMS Ofice within 10 days of receiving the student handbook.

INTERNET USE POLICY

Students Name (Last, First): _____

The Glendive School District recognizes internet access as a vital part of the education of its students. Students are responsible for making good choices when using district computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research and communicate with others as it relates to their education and class work. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for minors. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed users will comply with district standards and will honor the agreement they have signed. Network storage areas will be treated like school lockers. Network administrators may review files and communications without consent to maintain system integrity and ensure the system is used responsibly. Users should not expect files stored on district servers will always be private. During school, teachers will guide students towards appropriate materials relevant to the classroom and the instruction taking place. Outside of school, families bear the responsibility for such guidance as they - also interact with information sources such as television, telephone, movies, radio, and other media. Activities not permitted on school district networks include, but are also not limited to the following below:

1. Sending or displaying offensive messages or picture
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers or those systems and networks
5. Violation of copyright or trademark laws
6. Using other's passwords
7. Trespassing on others' folders and files
8. Employing the network for commercial purposes
9. Accessing inappropriate sites and downloading materials
10. Intentionally wasting limited resources

Failure to use district networks appropriately will be considered an act of insubordination and will be subject to the school disciplinary code. Violations may result in loss of privileges, suspension, or a hearing before the board of trustees. When applicable, appropriate law enforcement agencies will be involved.

PERMISSION TO PUBLISH
Your student may have the opportunity to publish documents and projects on the Internet. These documents may include a personal home page, as well as any other personal work created by the student. **We will publish these documents only with written permission.** Published documents ***will not*** include the following information:

1. Any personal information related to the physical address or location of students, family members, or phone numbers.
2. Given time other than attendance at a particular school or participation in school activities.

Documents will conform to Glendive School District policies and established school guidelines. All documents will be edited and approved by a referring teacher and a school administrator before publication. **If there is specific information you wish to remain unpublished, please circle below:**

First Name Last Name Photograph Other_____

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

I have read the Internet Use Policy and approve of my child's use of Glendive School District networks as stated. I also allow the Glendive School District to publish my student's work as described above.

Parent Signature_____ Date_____

STUDENT MEDICAL RELEASE/PARTICIPATION FORM

*****This page must be returned to the office before the student may participate in any extra-curricular activity or attend any field trips at Washington Middle School.***

NAME:_____
_____(LAST)_____(FIRST)_____(MI)
BIRTHDATE:_____YEAR IN SCHOOL:_____
PARENT/GUARDIAN:_____
PHONE: (H)_____(W)_____(C)_____
ADDRESS:_____CITY:_____
STATE:_____ZIP:_____

EMERGENCY MEDICAL INFORMATION:

If emergency service involving medical action or treatment is required and the parent(s) or guardian(s) cannot be contacted, I/we hereby consent for the student named above to be given emergency medical care by the doctor or hospital selected by the school.

FAMILY PHYSICIAN:_____PHONE:_____
Please list any medications, allergies, medical problems, and/or medical concerns of which the coach/advisor should be aware:
*1.*_____
*2.*_____
*3.*_____
*4.*_____
EMERGENCY CONTACT:_____
EMERGENCY CONTACT PHONE:_____
INSURANCE:

I/We understand that Washington Middle School and the Glendive Unified Public School District does not carry a medical insurance policy which covers participants in athletics/activities. (**Please initial**)_____
I/We understand that my son/daughter is covered by our family medical insurance with the listed company:_____

I/We understand that my son/daughter is not covered by a medical policy provided by Washington Middle School and the Glendive Unified Public School District.I/we are responsible for the payment of medical bills incurred as a result of or in relation to participation in athletics/activities at Washington Middle School.

ACTIVITY PERMISSION: (PARENT/GUARDIAN AND STUDENT INITIAL THE APPLICABLE ACTIVITIES)

_____Band/Choir _____Cross-Country _____Volleyball
_____Basketball _____Wrestling _____Football _____Track
_____Field Trips _____Other _____

EQUIPMENT RESPONSIBILITY:

I/We agree to be responsible for the safe return or replacement of all athletic and/or activity equipment issued by the School to the Student named on the reverse side of this form.

Signatures:

I/We have read and understand the information contained in this form and will abide by the contents of this document.

_____ _____
Participant Date

_____ _____
t/Guardian Date

2025-20265 ANNUAL PARENT/GUARDIAN FIELD TRIP CONSENT FORM

This Field Trip Consent Form gives Washington Middle School (Glendive Public Schools) and its Staff permission to take the below-named student off campus for school approved field trips for the 2024-2025 school year. This permission applies to all local field trips occurring within Glendive, West Glendive, Fort Buford/Fort Union (ND), or Makoshika State Park during the school year. This permission is valid for one school year. Parents will be notified at least 48 hours in advance of local field trips. At this time, parents will have the option to withdraw permission for any individual field trip by contacting the teacher or building Administrative Assistant.

Section 1 - Student Information

Student/Participant's Name: _____

Date of Birth: _____ *(required in case of a medical emergency)*

Home Address: _____

Home Phone: _____ Cell Phone(s): _____ Work Phone: _____

Section 2 - Medical Information

If any of your child's medical information has changed, please contact Mrs. Granmoe at 406.377.6000.

Section 3 - Consent and Liability Waiver

I hereby give permission for my student to participate in Washington Middle School field trips during the 2024-20254 school year. I understand field trips may require transportation **(provided by the district)** to a location away from the school campus. As a parent/guardian, I understand that the School and Staff will try to prevent accidents. However, I fully understand some activities on field trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the District. In consideration of the District's agreement to allow my child to participate in the referenced field trip, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation in this field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of the law by a trustee, employee or agent of Glendive Public Schools. In the event it becomes necessary for the District Staff in charge to obtain emergency care for my child, neither he/she nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness, and/or unforeseen circumstances. I authorize Glendive Public Schools' employees or volunteers in charge of the Student to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency treatment to my child.

Parent or Guardian: _____ _____ _____

(Printed Name) (Signature) (Date)

GLENDIVE PUBLIC SCHOOLS

"Excellence in Education"

Acknowledgment of Bus Behavior Policy

We have read and understand the expectations and consequences outlined in the new bus behavior procedures. We agree to abide by these standards to ensure a safe and respectful environment on the school buses.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Administration:

Name	Email	Phone
JES	Caleb Swanson, Principal	swansonc@glendiveschools.org, 377-1237
LES	Ryan Buckley, Principal	buckleyr@glendiveschools.org, 377-1138
WMS	Katy Kennedy, Principal Heiderose Barth, Dean of Students	kennedyk@glendiveschools.org, 377-3288 barthh@glendiveschools.org, 377-3279
DCHS	Amy Ree, Principal John Larsen, Assistant Principal	reea@glendiveschools.org, 377-5379 larsenj@glendiveschools.org, 377-5362
District	Charles Phipps, Transportation Director	phippsc@glendiveschools.org, 377-4055

The safety and well-being of our students is our top priority. Your support is crucial in helping us achieve this goal.