

Bell Schedule:

Open Bell	7:50	Building open for students to enter
1 st Period	8:00-9:00	
2 nd Period	9:03-9:58	
3 rd Period	10:01-10:56	
4 th Period	10:59-11:54	
5 th Period	7th Lunch/ 8th Advisory	11:52-12:31
6 th Period	8th Lunch/ 7th Advisory	12:25-1:05
7 TH Period	1:10-2:06	
8 th Period	2:09-3:05	

Wednesday Bell Schedule: Dismiss at 2:00 p.m.

Open Bell	7:50	Building open for students to enter
1st Period	8:00-8:48	
2 nd Period	8:51-9:34	
3 rd Period	9:37-10:20	
7 th Period	10:23-11:06	
4 th Period	11:09-11:52	
5 th	7th Lunch/ 8th Advisory	11:52-12:31
6 th	8th Lunch/ 7th Advisory	12:25-1:05
8th Period	1:10-2:00	

OFFICE HOURS

7:00 a.m. – 4:00 p.m.

PHONE NUMBERS

OFFICE – 234-2084

FAX – 234-7403

A WORD TO PARENTS AND STUDENTS

Welcome to Washington Middle School. The handbook is designed as a resource for you on policies, procedures, and responsibilities. We encourage you to read it and keep it handy for easy reference.

During the first week of school, teachers will be discussing the information in this handbook with students. A lot of supplement in-house information and procedures will be discussed in the advisory period students will have each day.

Junior high is a period of great physical and emotional change. During this period, there will probably be times when you will want to call upon the professional staff here at Washington Middle School to assist you in any number of ways. Please remember that teachers, the counselor, office personnel and principal are here to give you the help and understanding that you might need from time to time. The more the home and school work together, the more pleasant and profitable the year will be for the child.

BE PROUD OF YOUR SCHOOL

Take care of it and feel free to make suggestions for improving it. We encourage you to become involved in athletics, music, and student activities. The students of a school are the people who build a school's reputation—be it good or bad. Remember that tradition is made by you. We have many reasons to be proud of Washington Middle School and its students in the past and we are certain that you will put forth the effort to continue its tradition and make it an even better school. Best wishes for a successful year.

STUDENT GUIDELINES FOR SUCCESS

1. Attends school regularly.
2. Keeps up with his/her daily assignments
3. Seeks teacher and counselor help as soon as he/she begins to experience difficulty.
4. Participates in school-sponsored, extra-curricular activities.
5. Keeps his/her parents informed concerning his/her school progress.
6. Gets to class on time.
7. Works to his/her capacity.

8. Stays physically fit and mentally alert
9. Makes responsible choices
10. Always tries
11. Cooperates with others in a positive and caring manner.
12. Respects the rights, feelings, and property of yourself and others.
13. Do your best.
14. Be proud.

ATTENDANCE

By law and school policy regular attendance is required of all students. When a student cannot attend school because of illness or personal reasons, parents should call the school by 9:00 a.m. (234-2084)

Bring a written excuse signed by your parent or guardian telling **WHEN** and **WHY** you were absent to the office upon your return to school. A telephone call may be substituted.

TRUANCY

Being absent from a class or classes without permission is unacceptable and considered an act of truancy. There is no reason for cutting or skipping class and doing so will result in disciplinary action and parent notification. You will receive a zero for classes missed, plus make up the time.

PLANNED ABSENCE

In the case of a planned absence, the parent or guardian should notify the school prior to the absence.

PERMISSION TO LEAVE SCHOOL

Once students arrive on campus in the morning, they are to remain on campus. They cannot be dropped off and then leave.

Students are not to leave school unless they have obtained permission from the main office and a written permit slip. Students who leave school during the day without permission will be considered truant.

Students becoming ill during the school day should report to the nurse. The nurse will inform the parents if the student needs to be sent home.

RESPONSIBILITY BEFORE AND AFTER SCHOOL

Your school asks the cooperation in following a number of rules which have been found to be reasonable and necessary.

1. Students are asked not to enter the building before the bell rings-at 7:50 a.m. unless they have permission from a faculty member to do so. Particularly when the weather is inclement, students are urged to arrive no earlier than they could be admitted to the building.
2. By 7:55 a.m. students should be on their way to their first period class.
3. Students should leave the main building by 3:10 p.m. and off the playground area by 3:15 p.m. unless they are working with a faculty member. Those who have detention are to report promptly to the teacher who has issued the detention with books and equipment for study. Students having an activity are to go first to their lockers and get any material necessary for home study and their coats before reporting to their activity, and then leave the building directly from the activity.
4. Please stay off the lawns of both the school and neighboring property owners. Respect the property of others.

SAFETY-BICYCLES/SKATEBOARDS

Each year we have a number of detentions issued for riding bikes or skateboards on the playground. Careless behavior by riders and other students is the reason we ask students to get off of their bikes and skateboards when they arrive on the playground. This is a safety concern as students and staff have been injured by bikes and skateboards. This rule is extremely difficult to enforce as there are no supervisors on the playground before or after school. We will continue to ask students to walk their bikes or get off their skateboards when they arrive at school. If you are careless or do not follow directions you could be issued a detention by a staff member

LITTER

Please keep the grounds and building clean. Use the trash cans. If you see litter in the hallways, please pick it up.

HOT LUNCH AND CLOSED CAMPUS LUNCHTIME PROCEDURES

As a closed campus we are legally liable for the safety of our students during the lunch hour period. We will once again use the “Lunch Pass”, for the purpose of those parents who wish to take their child out for lunch. We do ask that for liability reasons that no one sign another student’s permission form. (*sample of the lunch form on page 6*)

Students will be released by a series of three bells. 8th grade students will go to Advisory while the 7th grade will be released for lunch. Students who have permission to go home will be allowed to leave on the first bell for each grade.

1. You have time to walk to your destination (lunchroom, playground, home, etc. Please do not loiter in the halls and bathrooms.
2. Students may bring their own lunch to eat in the lunchroom. (no eating in classrooms)
3. Students who are picked up by their parents should not return to school until approximately 12:30 for 7th grade and 1:00 for 8th grade. (go to west playground)

LUNCHROOM

1. Walk to the lunchroom!
2. Are your hands clean?
3. Stand patiently in line.
4. Practice good lunch room manners.
5. Follow the directions of the lunchroom supervisors.
6. Pop is not allowed in the lunchroom or anywhere in the Washington School. **Washington School is a “Pop Free” school.** Fruit drinks, water, and milk are available in the vending machine, as well as other healthy snacks.

PLAYGROUND PROCEDURES

1. Use the West exits and stay on the west playground.
2. Get permission from a supervisor if you have a reason to go into the school.
3. Safety first! Follow the directions of the playground supervisors.

SUPERVISION (each shift)

Playground/Lunchroom: 5 paras, principal/teacher

SAMPLE

LUNCH PASS

STUDENT _____

DATE _____ TIME LEFT HOME _____

Parent/Guardian Signature Date

Because we are a closed campus, for liability reasons, students going off campus must be under the supervision of a legal parent/guardian. This pass must be returned to the office.

STUDENT CONDUCT

The goal of Washington Middle School is to provide quality education for youngsters within an environment which promotes the development of self-discipline and the responsible use of freedom. Students should behave in a manner that will be a credit to themselves and the school. Rowdy behavior or running in the hallways is not acceptable.

Students who show disrespect for the rules and regulations necessary to promote the safety and welfare of all students will receive punishment as prescribed by the principal.

STUDENT GUIDELINES FOR ATTENDING SPORTING EVENTS AT WMS

While we encourage our students to attend our sporting events and support our teams and cheerleaders, certain behavior expectations must be followed.

- 1. When games are held after school most of our activities begin at 4:00 p.m. On days when there are no events, students are expected to be off the playground by 3:10 p.m. (Wednesday at 2:15). On game days only the students attending events may stay on the playground (Exception: teacher's help, detention).**
- 2. Students waiting outside must respect the rights of parents and patrons to enter the gym without distraction or disruption. Students causing problems outside will be asked to leave and will not attend the games. Further discipline may follow.**
- 3. Students should be in the gym and seated in the student section before game time. Students are not allowed on the gym floor or in the emergency exits at the end of the bleachers. Students spitting, throwing objects, or otherwise being disrespectful will be asked to leave. Further discipline action will follow.**
- 4. Students should not be loitering in the concession area or lobby while the games are in progress. Students should not congregate in the rest rooms at any time.**
- 5. Show good sportsmanship at the games and support the teams and the cheerleaders. Have a good time and respect the rules.**

FORMS OF DISCIPLINE

Discipline is best when it is self-discipline. Each student must decide for himself/herself what kind of person he/she wants to be. Remember you are responsible for your actions.

DETENTION:

Detention time is to be used as a study hall. Any student who is not cooperative in detention will receive no credit for the time they serve.

Because detention is a serious matter, all detentions must be served. Detention for routine classroom misconduct will be served with the teacher assigning the detention. Detention for truancy and hallway playground misconduct will be in Room 206. Detention in Room 206 will be from 7:00 a.m. until 7:50 a.m. Monday through Friday, and it will be the responsibility of the student to make the arrangements to be there.

Day 1 – Reminder sent to student (student responsible)

Day 2 – Reminder sent to student (student responsible)

Day 3 – Detention doubled (parents called)

Day 4 – ISS (in-school suspension) one day (parents called)

Day 5 – OSS (out-of-school suspension) one day (parent conference)

Excessive ISS could result in OSS

Probation:

An allotted period of time will be given to a student by the administrator to correct an infraction of a school regulation.

Social Probation:

The student will not be allowed to participate in or attend any extra-curricular activities for 20 days.

In-School Suspension (ISS)

The student is permitted to come to school but is placed in a confined area for all or a portion of the school day. Students will receive credit for school work completed during the suspension.

Out-of-School Suspension (OSS)

The student is sent home and not allowed to attend class for up to and including ten days. Students under suspension are not permitted to be on

FORMS OF DISCIPLINE, Con't

school property or participate in any school sponsored activities during the period of suspension.

Deferred Expulsion:

A meeting with the Superintendent will be held where a decision is made on readmitting the student or having an expulsion hearing with the Board of Trustees. If the student is readmitted, he/she is placed on a Deferred Expulsion Contract. Should this contract be broken an expulsion hearing is scheduled.

Out-of-School Placement:

The student is not allowed to attend school for a specified period of time, but will be provided the books and assignments necessary to meet his/her obligations to pass the core subjects. It will be the responsibility of the parents to get the student's assignments.

Expulsion:

A student is removed from the Miles City School District for a specified period. This requires recommendation to the Superintendent and Board action.

DISCIPLINARY ACTION

Multiple Offenses:

Some students fail to respond to the consequences which follow inappropriate actions. These students create a negative environment for learning which affects others. To be fair to the large majority and to maintain a productive atmosphere which facilitates learning, students repeatedly violating school rules will be subject to the following:

1. Students may be referred to the office for cumulative minor offenses. The teacher will log minor offenses and attempt to correct this behavior in every manner possible, including seeking assistance from the student's parents. If behavior does not improve, a cumulative report will be filed with the office. **Cumulative minor infractions may result in a suspension out of school.**

FORMS OF DISCIPLINE, Con't

2. Students sent out of class for disciplinary reasons for the second time will be informed that a suspension for insubordination will occur on the third removal from class.
3. All students upon their third suspension for any reason will appear before the Superintendent for a conference to determine disciplinary consequences such as out-of-school placement, deferred expulsion, or recommendation for expulsion. Readmission, if granted, will be on a behavior contract. Students who break this contract or are unwilling to sign a contract will be scheduled for an expulsion hearing with the School Board.

1. ATTENDANCE

Truancy – Any unexcused absence from class.

1st Offense – Detention time equal to time truant, parents called.

2nd Offense- One to three days ISS or OSS. Parent conference.

Juvenile authorities and county attorney may be notified.

Chronic Tardiness – more than three tardies per quarter to a class.

4th tardy – student returns to class and receives one detention assigned by the office.

5th tardy – Two Detentions

6th tardy – One Day ISS

Subsequent tardiness – OSS

2. INSUBORDINATION OR WILLFUL DISOBEDIENCE

1ST Offense – One to three days Detention or Suspension depending on the severity of the act.

2nd Offense – Short or long term OSS, Parent/Student/Principal conference for readmission.

3. UNACCEPTABLE LANGUAGE OR GESTURES

1st Offense – Detention depending on severity of situation

2nd Offense – Increased detention or ISS, Parent Conference

4. UNACCEPTABLE LANGUAGE OR THREATS DIRECTED AT A STAFF MEMBER

1ST Offense – One to three days OSS. Parent conference

2nd Offense – Long term Suspension.

5. USE OR POSSESSION OF DRUGS OR ALCOHOL

While on school property, while in the immediate vicinity of the school, or at school sponsored activities or travel.

DISCIPLINE ACTION, Con't

1st Offense – 5 day OSS, elimination from all activities, office and organizations for a period not greater than 1 semester or 90 days. Legal authorities may be notified.

2nd Offense – Recommendation to the Board for expulsion.

6. SALE OF DRUGS OR ALCOHOL

A student caught dealing drugs or alcohol will be long term suspended with recommendation to the Board of Trustees for expulsion. The legal authorities will be contacted.

7. USE OR POSSESSION OF TOBACCO PRODUCTS

While on school property or at school sponsored activities or travel. Legal authorities may be contacted.

1st Offense – One day OSS

2nd Offense – One day OSS

3rd Offense – Long Term OSS

8. FIGHTING

Depending upon the severity of the act; where and why the fight occurred:

1st Offense – 5 detentions or one day OSS, parents called

2nd Offense – Short term suspension. Parent conference for readmission

3rd Offense – Long term suspension. Student may return only with a signed Deferred Expulsion Contract.

If it is clear to the administration that one student was the aggressor/attacker, then only that student may be suspended. A student instigating a fight or failing to disperse when asked may get the same consequences as the students actually fighting.

9. INTIMIDATION Can also be considered harassment/hazing which upon documentation, could lead to bullying, which could result in a more serious charge. This may also involve law enforcement

Any student engaged in a threatening or harassing manner, verbally or physically, with other students or staff will result in:

1st Offense – Detention, unless the severity of the circumstance warrants immediate suspension.

2nd Offense – One to Three Days OSS

3rd Offense – Long term OSS

10. SEXUAL HARASSMENT/INDECENT EXPOSURE/DEPANTSING

1ST Offense – One to Three Days OSS

2nd Offense – Long term OSS parent conference

DISCIPLINE ACTION, Con't

11. VANDALISM
Writing on desks, lockers, etc., that is not permanent defacement of property may result in cleaning the property and/or detention. Willful damage to or destruction of school property or personal property will result in: Restitution and depending on severity of the act, one to three days OSS.
12. STEALING OR EXTORTION
1st Offense – Short term suspension, parent conference, return or replace missing items, and notification of police.
2nd Offense – Long term suspension, restitution, police notified. Readmitted with signed Deferred Expulsion Contract.
13. CLASS DISRUPTION
The chronic or blatant interruption of the teacher or class.
1st Offense – Office referral, teacher notifies parents, detention.
2nd Offense – Office referral, teacher notifies parents, detention.
3rd Offense – Short term ISS or OSS
14. USE OF FIRECRACKERS OR SMOKE/STINK BOMBS
Possession will result in confiscation and detention.
1st Offense – Short term OSS
2nd Offense – Long term OSS
15. WILLFUL DISREGARD FOR SAFETY OF OTHERS
Throwing snowballs or any other objects that are potentially dangerous, shooting rubber bands or darts, pushing students down the stairs, etc. will result in detention.
Continued disregard will result in suspension.
16. INAPPROPRIATE DISPLAY OF AFFECTION
1st Offense – Conference with Principal
2nd Offense – One day ISS
3rd Offense – Two days ISS

WEAPONS AND DANGEROUS INSTRUMENTS

Students who knowingly possess, transmit or use any object that can reasonably be considered a firearm or a dangerous instrument, in any school building, or on any school premises, or on any school bus or

DISCIPLINE ACTION, Con't

vehicle, or at any school related activity, event or function will be suspended from school and will be ordered to appear at a hearing with the Superintendent to determine disciplinary action. Pending the outcome of the hearing, the Superintendent may recommend expulsion of the student to the Board of Trustees.

DEATH THREAT

A student who threatens his/her life or the life of another student or the life of school personnel, will be suspended from school until an evaluation relating to the probability or potentiality for violence is completed.

DRESS CODE

The dress code at WMS states that all clothes should be clean, in good condition, and in good taste. If your student violates the dress code, he/she will be sent to the office and asked to change clothes.

1. Skirts, skirt slits, shorts and dresses will be no shorter than mid-thigh in length. No “skins” (biking shorts) or cut-off jeans are allowed.
2. Shortened shirts including half-shirts, and slit sided shirts are unacceptable and may not be worn. Mesh shirts will be allowed only if a solid shirt is worn underneath. All shirts must cover the chest and midsection of the body (front and back). Shirt and pants must meet and the mid-drif not show.
3. No clothing or jewelry will be allowed that are printed with profane language, or advertisements of alcoholic beverages and/or illegal drugs, bias comments, gang insignia, or inappropriate intent.
4. Clothing worn inappropriately is unacceptable. For example, “Sagging” pants, underwear showing, etc.
5. No hats or head apparel (male or female) shall be worn in the school building. Hats should be kept in your lockers and not taken to class.
6. No spikes or other potential dangerous “hardware” may be worn or carried.
7. Appropriate dress also means appropriate to weather conditions as students will be going outside after lunch.
(Exceptions to the dress code may be made for all school-sponsored dress-up days.)
8. No writing on yourself or others.

INTERNET RESOURCES

The Miles City Unified School District is now offering Internet access for student use. The Internet System has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. Student misuse of the Internet will result in forfeiture of this resource.

WHAT NOT TO BRING TO SCHOOL

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Items such as radio, tape recorders, electronic devices, laser pens, lighters, toy guns, matches, rubber bands, bean shooters, sling shots, water pistols, pocket knives, hard balls, skateboards, pets, etc. if brought to school as play things, are undesirable and will be impounded and returned to the parent at his/her request. Cell phones, Ipod's, MP3's are electronic devices and are not to be brought to school or they will be confiscated and returned when the parent picks it up. From the time students enter the building, cell phones must be turned off and kept in their locker, not on their person.

MAKE-UP WORK

Students who have been sick will have two days for each day missed to make up the work. If students have late work, they will have two days to make it up, but will receive 70% of the points earned on the assignments missed.

POOR WORK SLIPS (Green Slips) FOR ACTIVITIES

Students will be required to be passing in all their classes. A letter grade of D is considered passing.

Students will be checked every Wednesday after 2:00 p.m. Any student with a failing grade will be placed on an academic probation list. Students will remain on that list for that week and will be unable to compete that week, but they may practice. Students will use that week to raise their grade. Students will remain on probation until they have a passing grade.

VEHICLES

Students in the Middle School are not allowed to drive to school as it becomes a distraction and a safety issue.

MEDICATION

The staff of the school will not administer any medication to any student.

VISITORS

Students are asked not to bring friends or guests to school. We simply do not have the room or facilities to take care of them. Parents are welcome at any time. All visitors to the building are asked to check in at the office.

CURRICULUM

Every student will take classes from the following areas: English, mathematics, science and social studies. As state law prescribes every student will take one semester of physical education. Each student at Washington Middle School will be assigned an advisor in the homeroom advisory as part of the daily class structure. Students may choose from the various electives including study hall to fill out their class load.

STUDY GROUP

Students are encouraged to make appointments or visit their teacher for failing grades and extra help. Teachers are available from 3:10 to 3:45 for students wishing or requesting to receive extra help

GRADES

Report cards are issued at the end of each quarter. Letter grades are used to designate a pupil's progress. Honor roll is based on a G.P.A. of 3.00 and above.

MID-TERM

Progress Reports are mailed out to parents every four and one half weeks as to the progress of every student.

POWER SCHOOL

PowerSchool is an Internet-based program that allows parents and students to have online access to information, including grades and attendance. You may call the office for your ID and password and the Web address for PowerSchool.

STUDENT PLANNERS

Each student will be provided a student planner. The planner will be a tool for the student and parents to monitor the student's progress in all classes. The planners include a pass log, which will record student activity outside the classroom. The planner will be used as a hall pass and must be in their possession when in the hall. It will be the student's responsibility to take the planner to each class and record their daily assignments. It can also be used to plan for long-term assignments and projects. This provides an opportunity for parents to track their son/daughter's progress. Advisory teachers on a weekly basis will check planners.

STUDENT RECOGNITION

1. **Student of the Month-** A boy and girl from each class are selected each month for their contribution to themselves and the school. They receive a certificate and have their picture placed in a display case.
2. **Extra-curricular Awards** –Candidates are given certificates for participation in clubs; cross country, football, basketball, wrestling, track, tennis, cheerleading, chorus, band and student council.

TITLE IX COMPLIANCE

In an effort to comply with Title IX of the Education Amendments of 1972, the Miles City Public Schools affirm that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

In a further effort to comply with the regulations, School District Number One has appointed Ted Schreiber, Custer County Athletic Director, to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to Mr. Schreiber at the Custer County High School office.

DANCES

Dances are scheduled usually once a month beginning at 7:00 p.m. and ending at 9:00 p.m.

School sponsored dances must be approved by Student Council and the Principal.

1. Students who leave the dance will not be re-admitted.
2. Dances are limited to Washington students and other invited schools.
3. All rules that apply to school behavior also apply to dances.
4. Students who are asked to leave the dance will not be allowed to attend the next dance or future dances, depending on the offense.

ALCOHOLIC BEVERAGES AND DRUGS

The use of drugs or any form of beverages containing alcohol by a student, singly, or in a group, in Washington Middle School is expressly forbidden. The policy covers all school functions on school premises and any school sponsored trips. Use shall be defined as either possession of such drugs or beverages; or physical evidence of having consumed such drugs or beverages.

1. The penalty for violation of this policy may include immediate notification of police authority so that proper legal action may be taken when deemed necessary. This is to be accompanied by suspension from school for one week plus elimination from all activities, office and organizations for a period not greater than one semester or 90 days.
2. A second violation by the same student shall result in an expulsion hearing before the board.

TOBACCO USE

1. The student will be eliminated from one (1) week of competition which includes at least one (1) athletic event.
2. On second offense: The student will be eliminated from two (2) weeks of competition which includes at least two (2) athletic events.

CHANGE OF ADDRESS

Any student who has a change of address must report this change immediately to the office.

CLASS EXPECTATIONS

Teachers will send their class expectations home to parents during the 1st week of school. This will include homework and behavioral expectations as well as other pertinent information to better prepare the student and parent for the school year. If there are any questions, do not hesitate to contact the teacher or school.

LOCKERS

You will be assigned a locker. The locker is the property of the school and will be inspected as needed. Each locker has a different combination and only you should know it. Lockers are not to be shared with a friend, and decorations must be appropriate. Violations will result in detention. Backpacks must be kept in lockers and not taken to class.

RETENTION/NOT PASSING TO THE NEXT GRADE

The final decision will be up to the Principal as to making a recommendation to the parents for retention. The decision will be based upon input from teaches, counselor, and if needed school psychologist. Appeal of this decision can be made to the District Superintendent. Recommendation for retention will be based upon one or both of the following criteria:

1. A student fails to pass 60% of all required core classes taken during the school year. This includes the following subjects: math, science, English, social studies, and physical education.
2. Whether or not retention will provide the appropriate placement for the student.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords you, the parents, certain rights with respect to your child's education records. These rights are:

- 1) The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the records(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- 2) The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in your child'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 interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (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 discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Miles City Elementary 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 20202-5920

WASHINGTON MIDDLE SCHOOL PHILOSOPHY AND GOALS

We believe that Washington Middle School is unique in its role of helping the early adolescent student make a successful transition between the elementary and high school setting.

We recognize that it is our responsibility to establish a positive, safe school environment and a comprehensive curriculum that will challenge our students to master the fundamentals of academics, technology, and vocational education. Students will increase their appreciation for fine arts/humanities; develop self-motivation, self-discipline, a feeling of self-worth and a respect for themselves and others. Students will be encouraged to become active participants.

Washington Middle School shall provide equal opportunities for all students and challenge them to achieve their fullest potential as learners and citizens, including the development of problem-solving skills necessary for successful emotional, social, physical, and intellectual growth.

The goals of Washington Middle School are to provide an opportunity for all students to develop their fullest potential in the following areas:

Skills in reading, writing, speaking, listening and use of numbers.

Habits for good physical and mental health.

Career awareness including vocational skills.

Current and expanding technology.

Appreciation for fine arts and humanities.

Knowledge of rights, responsibilities and our heritage as American citizens.

Importance of good work habits, learning, self-discipline, and constructive use of leisure time.

Positive attitude toward self and interaction with others.

Understanding our global environment and the responsibility of preserving it.

Respect for social and cultural diversity.

Intellectual curiosity, critical thinking, personal decision-making and problem-solving skills.

Co-curricular and positive community involvement.

-NOTES-

Index to Student Handbook

Alcoholic beverages & drugs	17
Attendance	3, 10
Attending sports events	7
Bell schedule	1
Bicycles	4
Bullying (Intimidation)	11
Change of address	18
Class disruption	12
Class expectations	18
Curriculum	15
Dances	17
Dangerous instruments	12
Death threats	13
Deferred expulsion	9
Detention	8
Disciplinary action	9
Discipline	8 to 13
Dress code	13
Events at WMS	8
Excessive ISS	8
Expulsion	9
FERPA	19
Fighting	11
Forms of discipline	8 to 13
Goals & bell schedule	1
Grades	15
Green slips	14
Guidelines for attending sporting events at WMS	7
Guidelines for success	2
Home phone numbers	1
Hot lunch & closed campus lunchtime procedures	5
In-school suspension	8
Insubordination or willful disobedience	10
Internet resources	14
Intimidation	11
ISS	8
Litter	4
Lockers	18
Lunch pass	6
Lunch procedures	5
Lunch room	5
Make up work	14
Medication	15
Midterms	16
Multiple offenses	9
Office Hours	1

OSS	8
Out-of-school placement	9
Out-of-school suspension	8
Passing grades	18
Permission to leave the school	3
Planned absence	3
Playground procedures	5
Poor work and green slips	14
Power school	16
Probation	8
Responsibility before & after school	4
Retention (not passing to the next grade)	18
Safety - skateboards and bicycles	4
Sale of drugs and alcohol	11
Sexual harassment	11
Skateboards	4
Social probation	8
Sporting attendance	7
Stealing or extortion	12
Student conduct	5
Student guidelines for attending sports events	7
Student planners	16
Student recognition	16
Study groups	15
Supervision (each shift)	5
Title IX compliance	16
Tobacco use and possession	18
Truancy	3
Unacceptable use of language or gestures	10
Use of tobacco	18
Vandalism	12
Vehicles	15
Visitors	15
Weapons	12
Wednesday bell schedule	1
What not to bring to school	14
Willful disregard for safety of others	12