

2026-2027 Student Handbook

East Middle School



<https://ems.gfps.k12.mt.us/>
<http://www.gfps.k12.mt.us/>

4040 Central Avenue
Great Falls, Montana 59405
Phone 406-268-6500
Attendance Phone 406-268-6501

PRINCIPAL:

Reannon Medrano

ASSOCIATE PRINCIPAL:

Jo Lena Hinchman

ADMINISTRATIVE INTERN:

Randi Rains

SCHOOL RESOURCE OFFICER:

Detective Shayne Stadel

WE ARE RAMS

RESPECT • ACCOUNTABILITY • MOTIVATION • SUCCESS



LISTEN FOR UNDERSTANDING

- Seek to understand information before speaking.
- Listen with an open mind.



ONE PERSON SPEAKS AT A TIME

- We respect ALL voices.
- Speak only for yourself.



STEP UP, STEP IN



BE **RESPECTFUL**

(be kind & uphold school expectations)



BE **RESPONSIBLE**

(be honest, compassionate, accountable, courageous)



BE **READY**

(show up on time, be prepared)



DO MORE than the minimum.



DEMONSTRATE PERSEVERANCE.



STAY ABOVE THE LINE

- Be a problem solver.
- Discuss things we can control.
- Choose a positive attitude and mindset.



UNITED FRONT

- Show RAM PRIDE in & out of school.
- Model school expectations.
- Seek guidance and support when necessary.

BE YOUR BEST. **E** BE A RAM.

A Message from Principal Medrano	5
EAST MIDDLE SCHOOL CONTACT INFORMATION	6
DISTRICT CALENDAR	7
IMPORTANT DATES	8
BELL SCHEDULE	9
CAMPUS MAP	10
CONCERT SCHEDULE	11
ATHLETICS INFORMATION	12-13
SCHOOL SUPPLY LIST	14
SECTION ONE: ACADEMICS	
Award Assembly	15
Cheating	15
Grading Policy	15
Grading Procedures	16
Health Enhancement Requirement	16
Homework	16
Honor Society	16
Library	16
Special Education / Student Support Services	17
Student Records	18
Study Hall	19
SECTION TWO: ACADEMIC SUPPORT	
School Year Academic Support	20
Parent/Teacher Conferences	20
Study Hall	20
SECTION THREE: ATTENDANCE	21-25
SECTION FOUR: STUDENT BEHAVIOR	
Cell phones/Electronic devices	26
Damage to Property	27
Discipline	27
Disorderly Conduct	28
Fighting	28
Firearms & Weapons	28-30
Harassment and Hazing	30
Insubordination	31
Intimidation / Bullying	31
Life Threats	31
Public Displays of Affection	31
Retaliation	31
Sexual Harassment	32
School Resource Officer	32
Student Dress	33-34
Suspension (In-School/Out-of-School)	35
Tobacco, Alcohol and Other Drug Use Policies	35-36
Trespassing	36
SECTION FIVE: BUILDING ISSUES	
Advertising/Posters	37
Announcements	37
Buses	37
Closed Campus	37
Drop-off and Pick-up	37
Emergency Evacuation Drills	38
Food Service	38

Hall Passes	38
Insurance	39
Lockers	39
Lost and Found	39
Lunch Deliveries from Businesses	39
Security	40
Skateboards, Scooters, Bikes	40
Telephones	40-41
Visitor Passes	41
SECTION SIX: COUNSELING SERVICES	
Guidance (Grade-Level) Counseling	42
Therapeutic Counseling	42
SECTION SEVEN: MEDICAL ISSUES	
Immunizations	43
Injuries and Accidents	43
Medications	43
Homebound Services	43
SECTION EIGHT: SCHEDULING	
Student Schedules	44
SECTION NINE: STUDENT ISSUES	
Backpacks	45
Bathroom Use	45
Binders	45
Cafeteria Procedures	45
Change of Address	46
Clubs	46
Connections	46
Deliveries to Students	46
Detention	46
Fees- Sports Participation	47
Field Trips	47
FLOW	47
Grievances	48
Personal Property	48
PTA Membership	48
PTA Fundraiser	48
Ram Court Procedures	48
School Pictures	48
Search of Student Personal Property and Items	49
Search and Seizures Policy (GFPS 3231 STUDENTS)	49
Student Aides	49
Transfer or Withdrawal from school	49
Yearbooks	49
SECTION TEN: TECHNOLOGY	
Chromebooks	50
Computer Acceptable Use Policy and Internet Safety Guidelines	50
PowerSchool	50

A Message from Principal Medrano

Welcome, Ram Nation!

Welcome to another exciting year at East Middle School! Whether you are joining us for the first time or returning as a familiar face, I want you to know how excited I am that you are part of our Ram Family.

At East Middle School, we believe every student matters, every voice deserves to be heard, and every day is a new opportunity to learn, grow, and make a positive impact. Middle school is a time to discover new interests, build lasting friendships, challenge yourself, and develop the skills that will prepare you for high school and beyond. My hope is that you will make the most of every opportunity this year.

Our staff is committed to providing a safe, welcoming, and engaging learning environment where all students are encouraged to do their best. We will support you, celebrate your successes, and help you learn from challenges along the way. In return, we ask that you come to school each day ready to learn, treat others with kindness and respect, and take pride in being a Ram.

This handbook is designed to help you understand our expectations, procedures, and the many opportunities available to you throughout the year. Please take time to read it with your family and use it as a resource whenever questions arise.

I believe that the best schools are built on strong relationships. My door is always open, and I look forward to getting to know each of you. Together, we will create a school where everyone feels connected, supported, and inspired to succeed.

Let's make this an incredible year. Remember—we are six teams, but one Ram Family. Outwork yesterday. Leave people and places better than you found them. At East, we are respectful, responsible, and ready AND we always do more than the minimum. Go Rams!

Sincerely,

Reannon “Rea” Medrano

Principal Reannon Medrano

Reannon_medrano@gfps.k12.mt.us

406-268-6503

EAST MIDDLE SCHOOL

2026-2027

ADMINISTRATORS		
Principal	Reannon Medrano	406-268-6503
Associate Principal (7 th Grade)	Jolena Hinchman	406-268-6505
Administrative Intern (8 th Grade)	Randi Rains	406-268-6475
<u>STUDENT SUPPORT</u>		
School Resource Office	Shayne Stadel	406-268-6517
Student Services Support Specialist	Bridgit Hopkins	406-268-6479
Instructional Coach	Ashley Moore	406-268-6481
Indian Education Youth Development Specialist	Calvin Gone	406-268-7465
Counselor (7 th Grade)	Rochelle Johnson	406-268-6490
Counselor (8 th Grade)	Carly Swingley	406-268-6466
Nurse	Courtney George	406-268-6514
ADMINISTRATIVE STAFF		
Main Office	Main Office	406-268-6500
Administrative Assistant	Stephanie Major	406-268-6509
Attendance Secretary	Lynne Corey	406-268-6501
Office Assistant	Karen Fulbright	406-268-6504
Scheduling Technician / Registrar	Keely Wrobel	406-268-7509

DISTRICT CALENDAR

GREAT FALLS PUBLIC SCHOOLS

2026 - 2027



August 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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)		

January 2027						
S	M	T	W	T	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 2027						
S	M	T	W	T	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 2027						
S	M	T	W	T	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 2027						
S	M	T	W	T	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 2027						
S	M	T	W	T	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)					

June 2027						
S	M	T	W	T	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			

[]	PIR Days (No School)		Parent-Teacher Conference (No School; Some staff on duty)
⬡	First/Last Day of School	{ }	Middle School Only (End of Trimester)
⬢	Breaks (No School; Some staff on duty)	⬢	Early Outs (4/8 GFH; 4/9 CMR)
()	End of Quarter (No School; All staff on duty)	○	Holiday (No school; No staff on duty)
⬡	Wednesday Early Dismissal	△	Emergency Make Up Day (No school; Some staff on duty)
< >	End of Semester		

Notes:

IMPORTANT DATES

EMS 2026-27 Important Dates

August

5- EMS PIR Science of Reading
 6 - Schedules available for PTA members
 11- EMS PIR Just Keep Swimming (MTSS)
 12- Schedules mailed to non-PTA members
 17- 7th grade Orientation & Locker Handout
 Trailblazers 8-9:30am, Thrive 10-11:30am, Bighorn 1-2:30pm
 18- 8th grade Welcome Back & Locker Handout
 Excel 8-9:30am, Dynamo 10-11:30am, Impact 1-2:30pm
 25 - Football gear check-out
 8th grade 3:30 - 4:30 pm, 7th grade 4:30 - 5:30 pm
 26- First Day of School students released @ 2:15
 26 - Football begins after school
 31 - Cross Country begins after school
 31 - Girls B-Ball begins after school
 Girls B-Ball - 8th grade 3:10-4:30 7th grade 4:30-6:00

September

7 - No School - Labor Day
 10 - PTA Meeting 6:30 Library
 15 - World of Work all 8th graders
 18- School Picture Day

October

6 - HER-cules MT Repertory Theatre
 6 - School Picture Retake Day
 7 - Midterm of Trimester 1
 8 - PTA Meeting 6:30 Ems Library
 15 & 16 - No School - Teacher's Convention
 19 - Boys Basketball begins
 27- Fall Concert 7:00 pm
Philharmonic Orchestra, Ram Choraliers, Symphonic Band
 29 - Incentive Day 90% Day
 30 - No school for students, staff work

November

9-13 - Parents/Grandparents to Lunch week
 12 - Passport Parent Night from 5:00 to 7:00 whole school
 30 - 50 minutes once parents arrive in Connections
 12 - PTA Meeting 6:30 Library
 20- End of Trimester 1
 23- Parent Conferences by invitation for Grade 7
 26 - 27 Thanksgiving Break

December

No December PTA Meeting
 7 - 18 Scholastic Book Fair Library
 15- Holiday Concert #1 6:00
East String Ensemble, Ram Band, Percussion
 15- Holiday Concert #2 7:30
Ram Strings, Big Horn Band, Percussion, 7th Grade Choir
 17- Holiday Concert #3 - 6:00
Concert Band, Concert Orchestra
 17 - Holiday Concert #4 - 7:30
Symphonic Bnd, Philharmonic Orchestra, Ram Choraliers
 23 - Jan. 1 - Holiday Break No School (return on Jan. 4)

January

4 - School Resumes
 4 - Girls Volleyball begins after school
 7 - 4.0 Gratitude Dinner 8th Grade 5:30 by invite
 7 - PTA Meeting 6:30 Ems Library
 11 - Wrestling begins after school
 13- Midterm of Trimester 2
 15- No School for Students - Staff work
 18 - No School - Martin Luther King Jr. Day
 28- GFHS Performing Arts Assembly @ EMS 8-9 am

February

1- 8th Gr. Scheduling Aware GFH Parent Night 6pm GFH Aud.
 6- Middle School Solo Festival @ PGEC 8:00 am - 12:00 pm
 8 - 12 Parents / Grandparents to Lunch Week
 8 - GFH Counselors finalize 8th freshman sched. at East
 11 - PTA Meeting 6:30 Ems Library
 15 - No School - Presidents Day
 16 - Girls Swimming begins
 22-MT Youth Sing (selected students GFHS all day)
 25- Winter Concert 7:00- Concert Band, Concert Orchestra

March

3 - End of Trimester 2
 9 - 6th Grade Step-Up Band Concert - 7:00 pm
Big Horn Band, Percussion, 6th Grade Guest
 11- Orchestra Step Up Concert
Ram Strings, East String Ensemble, 6th Grade Guests
 11 - PTA Meeting 6:30 Library
 15- Academic Bowl at East 6:30 pm
 16- Orchestra MIOSM GFHS - 7:00 pm *Philharmonic Orchestra*
 18- Choir MIOSM GFHS - 7:00 pm *Ram Choraliers*
 23- Band MIOSM GFHS - 7:00 pm *Symphonic Band*
 25 - March Madness Incentive Day
 26 & 29 - No School
 30- Parent Teacher Conference Day- No school- Some staff on duty
 31- Track begins

April

16 & 19 No School, Spring Break
 8- PTA Meeting 7:00 Library
 8 - 8th Grade Celebration Parent Planning Meeting 6:00 Library
TBD - 7th Grade College Day
 15- Midterm Trimester 3
 29 - National Junior Honor Society Induction 6:30 pm

May

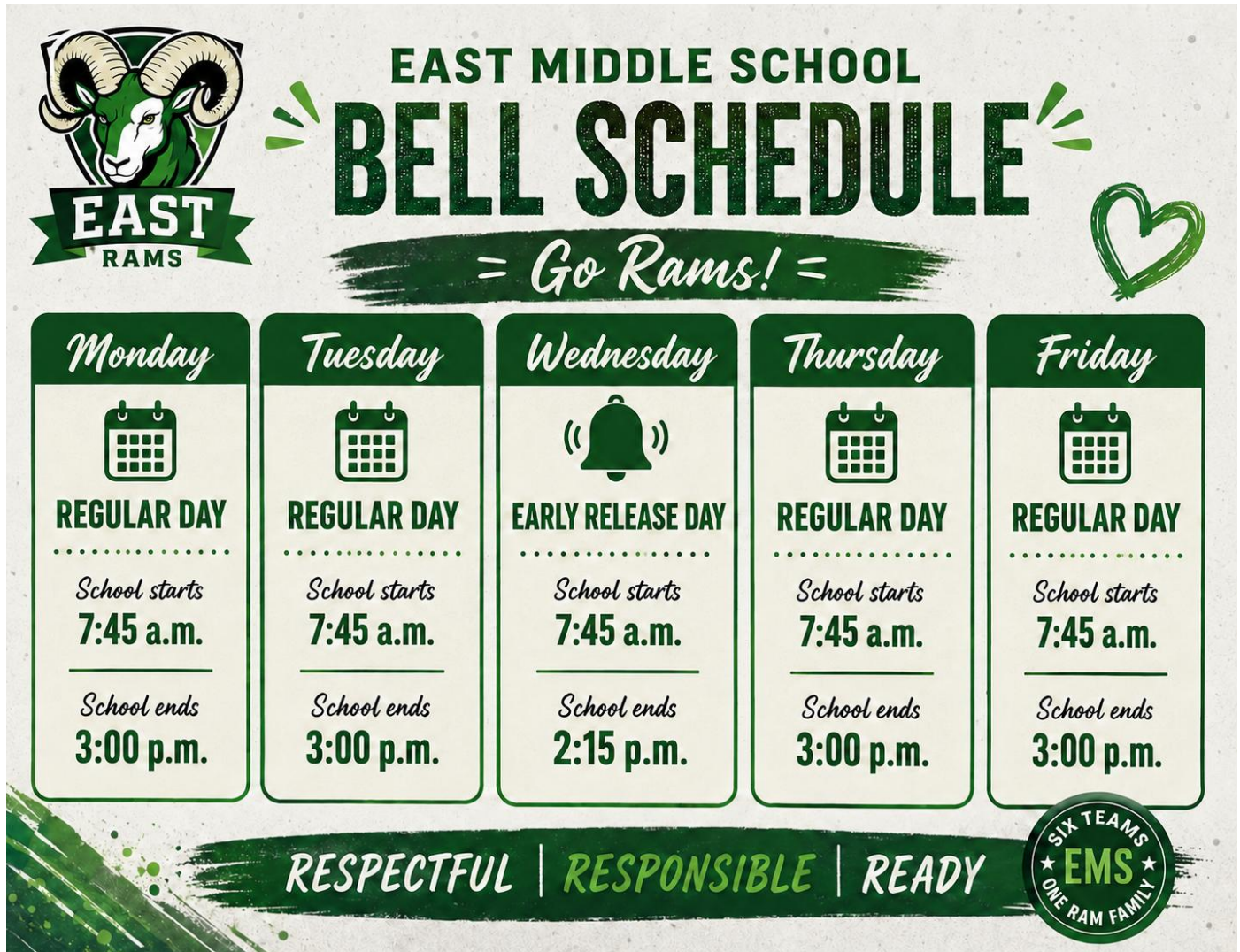
12- GFHS Leap Up Night 5:30-7:00
 13 - PTA Meeting 6:30 Library
 13- Spring Concert #1 7:00 pm
7th Grade Choir, Ram Choraliers
 18- Spring Concert #2 6:00 pm
East String Ensemble, Ram Band, Percussion
 18- Spring Concert #3 7:30 pm
Ram Strings, Big Horn Band, Percussion
 20- Spring Concert #4 6:00 pm
Concert Band, Concert Orchestra
 20- Spring Concert #5 7:30 pm
Symphonic Band, Philharmonic Orch
 25 - EMS Awards Night 8th Grade
 27 - Leap Up Day for Grades 6 & 7
 28 - 8th Grade Celebration 4:30 - 6:30 pm
 31 - No School - Memorial Day

June

2 - Yearbooks Distributed
 3 - Team Day
 3 - 2:40 8th Grade Walk-Out
 4 - End of Trimester 3
 4 - PTA Sponsored Pool Party ends at 12:00 p.m.
Students Released from the Electric City Waterpark

revised 7-10-26

BELL SCHEDULE



The graphic features the East Rams logo on the left, which includes a ram's head and the text "EAST RAMS". To the right of the logo is the title "EAST MIDDLE SCHOOL BELL SCHEDULE" in large, bold, green letters. Below the title is a green brushstroke banner with the text "= Go Rams! =". A green heart icon is on the far right. Below these elements are five vertical panels for each day of the week: Monday, Tuesday, Wednesday, Thursday, and Friday. Each panel contains a calendar icon, the day name, and the school start and end times. Monday, Tuesday, Thursday, and Friday are "REGULAR DAY" with school starting at 7:45 a.m. and ending at 3:00 p.m. Wednesday is an "EARLY RELEASE DAY" with school starting at 7:45 a.m. and ending at 2:15 p.m. At the bottom of the graphic is a green brushstroke banner with the text "RESPECTFUL | RESPONSIBLE | READY" and a circular logo on the right that says "SIX TEAMS ★ EMS ★ ONE RAM FAMILY".

Monday	Tuesday	Wednesday	Thursday	Friday
				
REGULAR DAY	REGULAR DAY	EARLY RELEASE DAY	REGULAR DAY	REGULAR DAY
School starts 7:45 a.m.	School starts 7:45 a.m.	School starts 7:45 a.m.	School starts 7:45 a.m.	School starts 7:45 a.m.
School ends 3:00 p.m.	School ends 3:00 p.m.	School ends 2:15 p.m.	School ends 3:00 p.m.	School ends 3:00 p.m.

RESPECTFUL | RESPONSIBLE | READY

SIX TEAMS ★ EMS ★ ONE RAM FAMILY

*** Students not assigned to a classroom or activity before school should not arrive on campus before 7:20 a.m.**

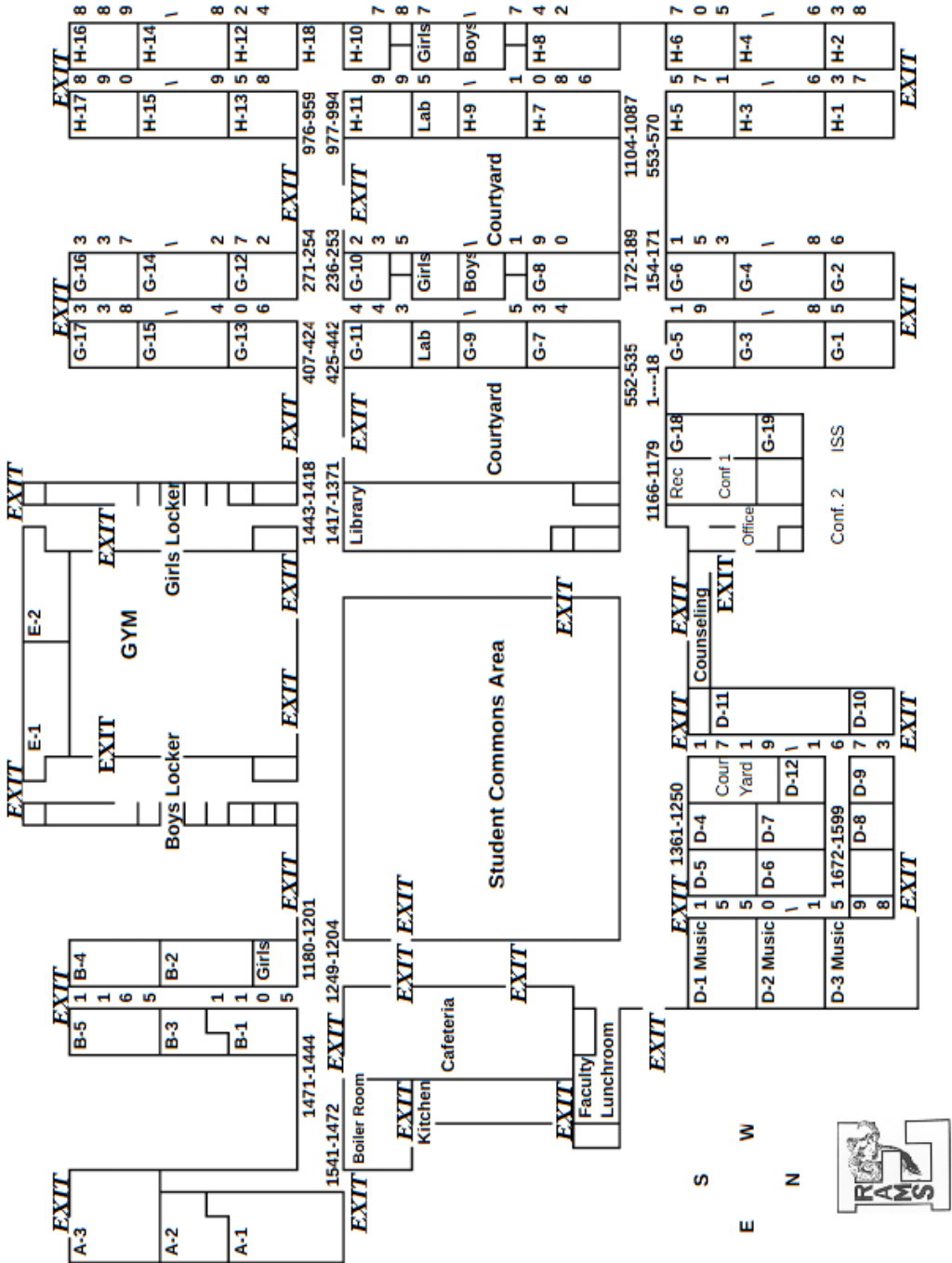
**** Students not assigned to a classroom or extracurricular activity after school are required to leave campus by 3:10 p.m. (2:25 on Wednesdays)**

***** Please consult the district provided school year calendar for vacation days and additional release days. Weekly schedules are available in both EMS buildings in the main offices.**

CAMPUS MAP WITH LOCKER LOCATIONS

EMS Locker Location Map

Rev. 7/8/26



CONCERT SCHEDULE

EAST MIDDLE SCHOOL
2026-2027
MUSIC
CALENDAR

ONE TEAM. ONE GOAL. RAM PRIDE!

OCTOBER 2026

10/27/2026	Fall Concert	7:00 PM
Symphonic Band, Philharmonic Orchestra, Ram Chorals		

DECEMBER 2026

12/15/2026	Holiday Concert #1	6:00 PM
Ram Band, East/String Ensemble, Percussion Class		
12/15/2026	Holiday Concert #2	7:30 PM
Big Horn Band, Ram Orchestra, Percussion Class, 7th Grade Choir		
12/17/2026	Holiday Concert #3	6:00 PM
Concert Band, Concert Orchestra		
12/17/2026	Holiday Concert #4	7:30 PM
Symphonic Band, Philharmonic Orchestra, Ram Chorals		

JANUARY 2027

1/28/2027	H.S. Showcase Concert	8:00 AM - 9:00 AM
GFHS Band, Chamber Orchestra, Dolphin Choir		

MARCH 2027

3/9/2027	6th Grade Band Step Up	7:00 PM
Big Horn Band, Percussion Students, 6th Grade Guests		
3/11/2027	6th Grade Orchestra Step Up	7:00 PM
Ram Orchestra, East/String Ensemble, 6th Grade Guests		
3/16/2027	Orchestra MIO SM	7:00 PM
Philharmonic Orchestra		
3/18/2027	Choir MIO SM	7:00 PM
Ram Chorals		
3/23/2027	Band MIO SM	7:00 PM
Symphonic Band		

FEBRUARY 2027

2/6/2027	Middle School Solo Festival	8:00 AM - 12:00 PM
Any interested band, choir or orchestra student.		
2/25/2027	Winter Concert	7:00 PM
Concert Band, Concert Orchestra		

APRIL 2027

4/29/2027	NJHS Induction Ceremony Performance	6:30 PM
Symphonic Band and Philharmonic Orchestra		

MAY 2027

5/13/2027	Spring Concert #1	7:00 PM
Ram Chorals, 7th Grade Choir		
5/18/2027	Spring Concert #2	6:00 PM
Ram Band, East/String Ensemble, Percussion Class		
5/18/2027	Spring Concert #3	7:30 PM
Big Horn Band, Ram Orchestra, Percussion Class		
5/20/2027	Spring Concert #4	6:00 PM
Concert Band, Concert Orchestra		
5/20/2027	Spring Concert #5	7:30 PM
Symphonic Band, Philharmonic Orchestra		

Make Music. MAKE MEMORIES. Be a RAM!

WE LOVE OUR KIDS. WE ARE RAMS.

ATHLETICS INFORMATION

All students can participate. We do not cut at the middle school level for athletics. A physical is required before the first practice. Physical forms are located outside of our main office. Fees are: **\$25 for one sport. Two or more sports would be another \$20 dollars (\$45 total for two or more sports).** Free and reduced lunch students pay a reduced fee of \$12.50 for one sport and \$22.50 for two or more sports. Fees can be paid at the main office.

When practices are not immediately after school, athletes need to leave campus and come back for their practice time. We do not have an after- school program to supervise kids. Athletes can be on campus no sooner than 7 minutes prior to their practice. No students are allowed to stay on campus unsupervised.

In August/September:

Only Football starts the first day of school: The first school day is Wednesday and ends at 2:15 p.m. Practices are after school.

- **Football** starts the first day of school (August 26) if students have turned in a physical and paid their fees.
 - **Football gear checkout August 25 (Grade 8 - 3 to 4:30p.m. & Grade 7- 4:30- 6p.m.)**
 - Day one 7th & 8th grade starts at 2:30 p.m. Players report to the boy's locker room.
 - The following practice days start at 3:05 (3:30 on Wednesdays from the 2nd week on).
 - The first 3 days of football practice is Helmet, T-shirt, shorts, and cleats only. Football practice will end every day by 5:00 p.m. no matter the start time. Three non-contact practices are required from each player before full pads.
 - There will be football practice every day except game days.
 - Approximate end date week of October 12, 2026.

Girls Basketball Starts Monday August 31st after school if students have turned in a physical and paid their fees.

- Day One - 8th grade Girls Basketball Practice starts at 3:05 - 4:30
- Day One - 7th grade Girls Basketball Starts at 4:30 – 6:00
- Thursday and Friday 8th grade from 3:05 – 4:30 and 7th grade from 4:30 – 6:00
- Approximate end date week of October 12, 2026.

Cross Country Starts Monday August 31st

- Practice will begin at 3:05 on most days, 2:20 on Wednesdays - meets in the hallway in front of the gym near the trophy cases.
- Cross Country races are often on a Monday.
- Approximate end date week of October 12, 2026.

In October:

Boys Basketball starts October 19th, 2026.

- 8th grade practice starts at 3:05 - 4:30 the first three days
- 7th grade practice starts at 4:30 – 6:00 the first three days
- Times will vary by team once the boys are divided into teams.
- Approximate end date December 11th, 2026.

In January:

Girls Volleyball starts on January 4th, 2027.

- 8th grade Girls Volleyball Practice starts at 3:10 - 4:30
- 7th grade Girls Volleyball Starts at 4:30 - 6:00
- Later in the week the start times will be communicated by coaches.
- Approximate end date February 19, 2027

Wrestling starts on January 11th, 2027, in the cafeteria at 3:05 p.m.

- Approximate end date March 5th, 2027.

In February:

Girls Swimming first practice is February 16th, 2027. A bus comes to EMS and transports the girls to the Great Falls High School Pool. East will let the girls know which bus number to get on. Swimmers need to be picked by parents no later than 5:15 p.m. at the Great Falls High School pool. The season is approximately a month long. Approximate end date is March 26, 2027.

In April

Boys and Girls Track first practice is March 31, 2027 at 3:05 after school. Approximate end date is May 7, 2027.

Below are the expectations for practices and behaviors:

PRACTICES: Before a student can participate in a scheduled game or event, he/she must have completed a minimum of 8 practices.

- A player with 3 unexcused absences from practices or games may be removed from the team.
- Students receiving ISS or OSS are not allowed to participate during suspension days and, will have an athletic suspension for the next game/meet. **In School Suspension or Out of School Suspension days are considered unexcused absences.**
- Students absent from school half the day (4 periods or more) cannot participate in practice or play in a game that day.
- If a student is caught with tobacco/vape/alcohol, they will serve a 20 school day suspension. Depending on the timing of the incident, this could end a student's season for that particular sport.

TRAVEL: Parents are responsible for transportation to and from practices. Students not practicing immediately after school must leave campus. We do not have assigned staff to supervise them while they wait for practice. Students should not be earlier than 15 minutes for practice and should be picked up no later than 15 minutes after practice.

SCHEDULES: Athletic schedules will come out once teams are FINALIZED. There will be a week of tryouts prior to teams being made.

<https://gfps.k12.mt.us/departments/athletics-sports-schedules>



East Middle School Supply List 2026-2027

1.	3-ring zippered binder (minimum 2 inches, 3 inches is preferable)
2.	Eight divider pages for binder organization
3.	Pencil pouch that clips into binder
4.	Pencils and Pens - pack of pencils, eraser for pencils, blue/black/red pens
5.	Highlighters (yellow, pink, and green)
6.	Colored Pencils (small pack)
7.	Pack of Fine Tip Dry Erase Markers
8.	3-Hole loose-leaf college or wide-ruled paper
9.	At least 2 Composition notebooks (lined)
10.	<u>P.E. Supplies</u> : Tennis shoes, socks, gym shorts or sweats, deodorant, and T-shirt
11.	<u>Music Supplies</u> : black dress pants or black jeans for concerts (before the first performance), instruments for band or orchestra, and single notebook for general music
*	Permanent markers are not permitted or used for instruction. Please do not purchase Sharpies or other permanent markers for school.

SECTION ONE: ACADEMICS

Awards Assembly

In May we have a student awards assembly in the evening. We honor student accomplishments and recognize students for outstanding performance.

Cheating, Plagiarism, Forgeries, and the use of Artificial Intelligence Tools

At East Middle School, we hold our students and teachers to the highest level of academic integrity. In order for teachers to fulfill their ethical responsibility of grading work and showing student progress toward mastery of content, **ALL** work from **ALL** assignments (including online) needs to be **original** work. Students have a responsibility to be sure that all work submitted is their own; this includes, but is not limited to, classwork, homework, projects, and assessments. When students are told to work together, they may collaborate on thoughts and ideas but the synthesis of their learning is theirs and must be unique to each individual.

Citations and attributions are necessary when using AI-generated content to avoid plagiarism. Students are only permitted to use an AI tool to complete exams, quizzes, or any assignment when the teacher has explicitly stated whether this is allowed.

Violations involving cheating, plagiarism, or forgery on any work, will result in an office referral and appropriate consequence.

Grading Policy

The Great Falls middle schools are on a trimester grading period for all grades. Report cards are sent home following the end of each grading period. The letter grade on the report card represents the following academic evaluation:

A (100-90)	Excellent	This indicates marked initiative and that the student does exceptionally well on the required work.
B (89-80)	Good	This shows that the required work is well done.
C (79-70)	Average	Required work is done in an average manner.
D (69-60)	Poor	Work is inferior and barely passing.
F (59-below)	Failure	Work is inferior or improperly prepared.
P	Pass	Student has completed the work satisfactory to the given circumstance.
I	Incomplete	Work is incomplete. When a student receives an “incomplete (I) on his/her report card, he/she will be given two weeks to make up the work. If incomplete work is not made up by the end of his two-week period, the incomplete grades changes to an F.

Grading Procedures

Grades are reported on an A, B, C, D, F basis. On all teams, homework completion, tests, quizzes, and classwork are considered when calculating the final grade.

Health Enhancement Requirement

Each student is required to participate in Health Enhancement and gym activities unless you present a doctor's excuse to the teacher and office. Students may be excused for one day for H.E. by bringing a note, signed by a parent, stating the reason they cannot participate. Failure to bring Health Enhancement clothing to class is not a valid excuse for not participating. Students without Health Enhancement clothes may be expected to wear clothing articles provided by the teacher.

To protect personal belongings, students should mark each item with his/her name. Valuable items should not be kept in gym lockers.

Homework

East Middle School's Homework Policy is reflected in the District policy (see District Student Handbook). 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 Society

The National Junior Honor Society consists of full-time students in the 7th and 8th grades who maintain a minimum 3.5 grade point average for two consecutive trimesters and also meet the additional criteria based upon citizenship, service, leadership, and character. Those selected for membership will be inducted into the East Middle School chapter in a formal ceremony in the spring.

Library

Students and parents are encouraged to use Rams Library for research and recreational reading. Library hours are 7:30 a.m. to 3:45 p.m., Monday through Thursday and Friday 7:00 a.m. to 3:30 p.m. Books and magazines are available for checkout during hours.

Recreation reading passes allow students to use the Library from the study hall. Subject area teachers may issue additional research passes as they are needed by students. The technology lab houses Dell computers which are available for classroom or individual use. Classroom use is scheduled by teachers. Individual students may obtain lab passes from the technology staff based upon computer space available.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be consistent with the educational objectives of the District. Access is a privilege, not a right. **Access entails responsibility.**

Special Education/Student Support Services

Special Education

Instructional services are offered to meet the needs of EMS students who qualify under IDEA (Individuals with Disabilities Education Act) or the ADA (Americans with Disabilities Act).

504 Plans

Instructional plans offered to meet the needs of East Middle School students who qualify under Section 504 of the Rehabilitation Act.

Check and Connect

Students demonstrating patterns of chronic absenteeism, repeated behavior referrals, ongoing course failures, or other indicators of disengagement may be paired with a dedicated staff mentor for daily check-ins and check-outs. Students are identified through a collaborative review of teacher, counselor, and administrator observations, data, and documentation to ensure support is provided to those who will benefit most. This mentoring program is coordinated by our Student Services Support Specialist, Bridgit Hopkins, and is designed to strengthen relationships, increase student engagement, and promote academic and behavioral success.

English Learner (EL) Support

GFPS works to best meet the needs of English Language Learners by gaining and sharing knowledge, skills, and strategies for effective teaching of English Language Learners, communicating with and training building level staff, and supporting English Learners' teachers and families to meet the unique educational needs of each EL. GFPS provides comprehensive support through a combination of teachers and classroom differentiation. EMS utilizes World-Class Instructional Design and Assessment (WIDA) "Can Do" descriptors to set goals, while providing instructional interventions.

Indian Education Youth Development Specialist

East Middle School has our own Indian Education Youth Development Specialist with a classroom on-site at EMS. Contact our Main Office at 406-268-6500 for more information.

Other Supports

Health services, Student Title IX, etc.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters school until he/she withdraws or graduates. A copy of this record moves with the student from school to school.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. Both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age. 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. These rights transfer to the student when he/she reaches the age of 18. Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law. For more information, pertaining to adult students, refer to Board Policy 3130. The rights provided to parents in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

The Principal is custodian of all records for currently enrolled students at the assigned school. Records may be reviewed during regular school hours, upon completion of a written request. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records. 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.

Certain information about District students is considered directory information and will be released to anyone who follows 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 is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parents can contact the Principal to indicate a desire to change the original request. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (which includes media coverage), dates of attendance, awards received in school and most recent previous school attended. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. (See District Handbook for more information)

Study Hall

Seventh and eighth grade students may be assigned to a study hall as part of their school day. Attendance is required, and students assigned to study halls are expected to study. Students may use the study hall period to receive academic assistance, to do research in the library, or to work in the technology lab. Passes must be completed by the subject area teacher and presented to the study hall teacher after attendance has been taken. Study hall teachers may issue passes to the Library/Tech Lab. Students who receive an F in any subject area will have study hall privileges restricted until the F grade has been removed.

SECTION TWO: ACADEMIC SUPPORT

School Year Academic Support

- Reading class: East Middle School has a reading support class staffed with a certified educator who offers academic support to students throughout the school day. Placement is based on a recommendation from teachers, counselors, and administrators.
- Transitions class: East Middle School has a transitions class for students who require additional support. Placement is based on a recommendation from teachers, counselors, and administrators.
- Indian Education Youth Development: East Middle School has an Indian Education Youth Development Specialist with a classroom on-site. Contact our Main Office for more information.
- Academic Support- East Middle School offers after-school academic support on Mondays, Tuesdays, and Thursdays from 3:00-3:30. Please see individual teachers to confirm availability on a specific day. Some teachers offer support before school as well.

Parent/Teacher Conferences: A parent may request a parent/teacher conference at any time during the school year through the grade level counselor. Core teams of teachers have daily team times set aside for this purpose. Both grade levels are invited to a November passport night. Parent/teacher conferences for 7th grade students will be scheduled by invitation in November, following trimester 1 progress.

Study Hall: All students who request, or are assigned to, a study hall are required to attend and to bring work to do during this time. Students are not allowed to leave study hall without a pass.

SECTION THREE: ATTENDANCE

GFPS Attendance Policy (3122 STUDENTS)

The Board believes and research supports that students who attend school regularly are more successful than those who do not. Students are responsible for attending class, with family support and encouragement. The learning experiences that take place in the classroom environment are an essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Missing class hinders a student's ability to master the subject matter, and this may be reflected in the grade. Grades earned in any course shall reflect the student's fulfillment of academic requirements, achievement, and daily participation. The administration does not condone absences that detract from our academics.

Definitions:

Absences that are counted against the student: (Students are required to make up all work that is missed to gain the necessary skills taught in the course):

- **Excused Absences** (E=Excused, F=Family, IL=Illness). An absence that had been pre-approved or cleared, within two days of the absence, by a parent or a guardian.
- **Unexcused Absences** (TR=Truant or A=Absent). An absence that has not been pre-approved or excused, within two days of the absence, by a parent or guardian. Students will be allowed to make-up work missed during unexcused absences at teacher discretion.

Absences not counted against the student: (Students are required to make up all work that is missed to gain the necessary skills taught in the course.):

- **SR=School Related** When a student is absent due to a school-sponsored or school-approved event. These absences must be pre-approved through the attendance office.
- **IS=ISS, OS=OSS** Disciplinary action that results in the exclusion of a student from classes and/or extra-curricular activities for a specified period of time.
- **M=Medical, H=Homebound** An absence that is medically cleared through written documentation from a licensed physician.
- **OT= Other** (i.e. Weather related absence when the schools remain in session, legal appointments, one College Visit during your Senior year or discretionary administrative approval.)
- **F= bereavement, religious exemptions**

Definition of Tardy. A student is considered tardy if they arrive in class after the bell rings. Tardies are recorded for each class period (morning, afternoon, etc.)

Excused vs. Unexcused Tardies:

- **Excused Tardies** have a pass excusing the lateness and do not count as a tardy.
- **Unexcused Tardies** are when no valid reason is provided, or the reason doesn't meet the criteria for an excused tardy. Pink pass from attendance is unexcused. No Pass is unexcused.

Consequences for Unexcused Tardies:

- **1st Tardy:** A warning (verbal or written).
- **2nd Tardy:** A parent/guardian notification (verbal or written).
- **3rd Tardy:** ask the student to call parent to let them know next unexcused tardy will be a detention.
- **4th Tardy:** After-school or lunch detention or loss of privileges determined by teacher
- **5th Tardy and Beyond:** 1 hour after school detention or two lunch detentions.

6th Excessive Tardiness (10 + not willing to work with the teacher cooperatively): a meeting may be scheduled with the student, parent, counselor, and school administration to identify potential causes and find solutions. A plan may be put in place.

*****Policy restarts at start of the next trimester.**

Absence Notification. A phone call from a parent or legal guardian is necessary when a student is absent or late. Calls should be received by 9 am on the day of the absence (the Attendance Office number is 406-268-6501 or email lynne_corey@gfps.k12.mt.us). Students who are found calling in and representing themselves as parents or guardians will face disciplinary consequences. **(Per Board Policy 3122R: Any absence must be verified within 48 hours of the absence or the absence will be recorded as unverified/truant.)**

Automated Attendance Notification System. If your student is absent from a class, and if you, as the parent, have not called in to excuse the absence, you will be notified via phone that your student's absence is currently unexcused. The automated system will call at intervals of several hours until our Attendance Office receives a call back from you, the parent. The recorded message will give you all the pertinent details. It is the parent's responsibility to update contact information and notify us of any changes.

Inclement Weather. During inclement weather, the school uses texts, phone messages, and email. You can also listen to the radio for weather updates. Social media is also utilized. Check Facebook and the school district website (www.gfps.k12.mt.us) for updates. If you have questions, please contact the school office. In the case of school or bus cancellations, absences will be school related.

Planned Absences. It is important to remember that the learning experiences taking place in the classroom environment are an essential part of the educational process. Teachers and students

can work out arrangements for handing in missed work; however, it is not possible or reasonable to expect teachers to reconstruct classroom activities (e.g. discussions, labs, etc.) when a student misses class.

When missing school is unavoidable for a non-school related, planned activity, school officials and teachers appreciate knowing the student will be absent. Parents are asked to CALL THE ATTENDANCE OFFICE at 406-268-6501 or email lynne_corey@gfps.k12.mt.us in advance of the absence.

School-sponsored Absences: Absences for school-sponsored activities are excused, and teachers will work with students to make up the work missed.

In order to participate in an extracurricular activity (athletics, music performances, etc), including practice, a student must be in school at least half of the day on the day of the event or during the afternoon on the last day prior to the activity if the activity falls on a non-school day. Exceptions may be made by an Administrator.

Absences during required state testing: Unless a verified emergency, absences during this time must be cleared two weeks in advance with the Associate Principal and/or counselor. The test must be taken within the specified window.

Make-up Work. Teachers will grant 2 days for each day of excused/ verified absence (such as appointments/illnesses verified by a parent) for work completion at full credit. Students must begin making up past due work upon their return. It is the student's responsibility to make individual arrangements with his or her teachers for work completion. **Students may not be able to make up work missed during unexcused/unverified absences.** (Per Board Policy 3122R: Any absence must be verified within 48 hours of the absence or the absence will be recorded as unverified.) Please note that assignments with a due date given in advance are still due on that day. If that day falls on a absence, the assignment is due upon the student's return to school.

Before and After School. Students who arrive before 7:45 a.m. are expected to keep voices at a normal level and not to be loud or disruptive. After school, students are asked to leave the building as soon as possible (within 10 minutes of class ending), unless they are being supervised by a staff member. Students waiting for rides should wait outside in front of the school.

Disciplinary Action for Truancy. If a student is in the building and refusing to go to class, disciplinary action will be taken, including but not limited to out of school suspension for the remainder of the day.

Athletic Attendance

Being involved in extracurricular activities is an important component of the educational program. East Middle School offers a comprehensive, "no-cut" sports program for both boys and girls. Students must have current sports physicals, and pay participation fees to be eligible.

Practices: Before a student can participate in a scheduled game or event, he/she must have a minimum of 8 practices.

- A player with 3 unexcused absences from practices or games may be removed from the team.
- **In School Suspension or Out of School Suspension is considered an unexcused absence.**
- Students absent from school half the day or more cannot participate in practice or play in a game that day.
- Students receiving ISS or OSS are not allowed to participate during suspension days and will have an athletic suspension for the next following event.

Athletic Travel: Parents are responsible for transportation to and from practices. Students not practicing immediately after school must leave campus. We do not have assigned staff to supervise them while they wait for practice. Athletes can be on campus 7 minutes before their own practice.

Google Classroom

Google classroom provides a way for all students to access missing school work.. All students at East are taught how to access google classroom.

Attendance Expectations: Be in School!

Number of excused or unexcused absences per class period	Attendance Procedure Flowchart
1-6	● Call from the attendance office or automated dialer (this happens for each absence). ● Classroom teacher recognizes that absences may be a concern with the student. ● If there is a teacher concern, the teacher may contact the student and parent/guardian, review the make-up work procedure, and document the contact in Milepost.
7-11	● Call from the attendance office or automated dialer. ● Classroom teacher recognizes that student absences are a concern. ● School will: ➤ Contact the student and parents/guardians, via letter, email, phone call, text push, and/or grade reports ➤ Explain to student and parent/guardian opportunities for making up missed classwork. The student is responsible for completing any missing work. ➤ Assign classroom intervention if the student is behind academically (i.e. attendance contract, lunch or after school detention, community resources, etc.) Teacher notifies both the student and parent/guardian of the intervention type and time.
12 or more	● Call from the attendance office or automated dialer. ● Interventions may be assigned by Associate Principal (i.e. contract, lunch or after school detention, community resources, etc.) Associate Principal notifies both the student and parent/guardian of the intervention type and time. ● Possible truancy citation by law enforcement/SRO.

SECTION FOUR: STUDENT BEHAVIOR

East Middle School policies and procedures as outlined in this handbook have been developed in accordance with the Great Falls Public Schools Student Code of Rights and Responsibilities. The GFPS Board Policy is available to anyone through our district website. East students who attend the first days of school will go over the student expectations with their Connections Teacher.

Cell Phones/Electronic devices

At no time shall any student operate a cell phone or other electronic device with video or picture capabilities in any locker room, bathroom, or other location where such operation may violate the privacy right of another person. ***Cell phones are not to be used in our building during the school day.*** Students may use cell phones outside prior to the start of school. Once inside the building cell phone use is not permitted. Students in grades 7-8 may use such devices only with adult consent in the presence of an adult. Students are not permitted to remove or use cell phones while standing at their locker. Cell phones may be used after school when the instructional day has ended.

Cell phones and electronic devices must be kept in lockers and turned off during the school day. Unauthorized use or failure to secure the phone device in a student locker are grounds for confiscation of the device by teachers, staff, or school officials. Confiscated devices will be returned only to a parent or guardian. Repeated infractions and unauthorized use of such devices may result in further disciplinary action.

If having a cell phone confiscated causes behaviors that are disruptive to the milieu, that information will be taken into consideration of whether or not the cell phone will be banned from school for that student. School law allows for schools to ban any item deemed disruptive, neither parents nor students decide what is, or what is not disruptive to the school milieu.

Confiscated cell phones are subject to information/photo searches as needed School Board Policy 3231, 3612, 3612F. If a cell phone or device is taken from a student, the following actions shall apply.

- Parents or legal guardians will need to pick up and sign for the possession of the phone.
- Students can let their parents know their phone has been confiscated by calling from the main office at a time that does not disrupt learning.
- Chronic cell phone problems at school
 - May be dealt with by having the cell phone be a banned item for that individual. Administration will make the determination of “chronic”.
 - Parents must show an effort to work cooperatively with the school to correct the behavior in order to avoid the cell phone being a banned item for their child.

- East has 92 desk phones in the building. Our staff is very generous in allowing students to talk with parents using our classroom and/or office phones. Students will not be denied phone access if they are respectful in requesting to call parents. Students may be asked to wait until the passing time to call.
- **Per School Board Policy 3630, unauthorized use may result in confiscation of the device by school staff and may result in disciplinary action.**

Multiple infractions will result in progressive disciplinary action.

Student phone use will not be allowed in the administrator's offices, counselor's offices, or office waiting areas because of student confidentiality and safety.

All electronic devices, including cell phones, may be searched for information as needed pursuant to School Board Policy 3231 and 3226 (Bullying).

Student use of a cell phone or other electronic device with the intent to threaten, intimidate, or harass another student will be considered a serious offense with disciplinary consequences. In addition, this activity falls under the Privacy in Communications Act (MCA 45-8-213) and will be referred to the SRO. In short, this activity will not be tolerated.

Damage to Property

Students shall not cause damage to school property. Students who cause damage to property will be held financially accountable for repairs and/or replacement. This applies to all school property, including textbooks, calculators and lockers issued to students. The School Resource Officer will be notified of any vandalism to school property; school disciplinary consequences may also be assigned.

Discipline

GFPS Student Discipline Policy (3310 STUDENTS)

The Administration, Faculty, and Staff of East Middle School have the authority to hold students to strict accountability for disorderly conduct in school, on or off campus during breaks in the day, or on the way to or from school. See District Student Handbook.

Disciplinary actions may result whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On or within sight of school grounds before, during, or after school hours or at any 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 which bears a reasonable relationship to school.
- Traveling to and from school or a school activity, function, or event, or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Any conduct that violates Montana law will be reported to the police.

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision to the Board through the Uniform Complaint Procedure.

Disorderly Conduct

Disorderly conduct is behavior that disrupts the educational environment, threatens safety, or interferes with rights of others to learn. Disorderly conduct is subject to disciplinary action.

Fighting

Fighting poses a very real danger to students, faculty, and staff. Fighting and/or promoting fighting is simply not tolerated at East Middle School. **This includes those who video fights.**

Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct unless such force is determined, following investigation, to be for self-defense or defense of others as defined by law is strictly prohibited. (GFPS District Policy (3310))

Within the scope of Montana Law (MCA 20-5-201) and GFPS District Policy (3310), students who fight, promote fighting, or encourage others to fight will be assigned consequences up to and including out of school suspension. Consequences will be progressive for repeat offenders and may include SRO involvement.

Firearms & Weapons

GFPS Firearms & Weapons Policy (3311 STUDENTS)

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Great Falls Public Schools to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district

must be expelled from school for a period of not less than 1 year.

However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles, nunchuck, throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution of a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. For the purposes of education, instruction and ceremonial occasions, the building principal, in consultation with the school resource officer, may grant students or faculty prior written permission to bring a weapon or disabled firearm into a school building. The Superintendent or designee will be notified by the building principal each time permission is granted for an individual or group to bring weapons on to a GFPS school campus

for educational purposes. (ex. Hunter education classes, History lessons, Shop class, etc.)

All other persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This policy does not apply to law enforcement officers.(45-8-361 (3a))

The trustees shall annually review this policy and update this policy as determined necessary based on changing circumstances pertaining to school safety.

Harassment and Hazing

GFPS Hazing/Harassment/Imitation/Bullying Policy (3226 STUDENTS)

Harassment, hazing, humiliation, and/or discrimination of any type will not be tolerated at Great Falls High School. If such activities should occur, they will result in disciplinary action.

Generally, hazing means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student activity, organization or club, or for any other purpose.

Hazing or harassment includes, but is not limited to:

- Any type of physical brutality.
- Any type of physical activity or other type of activity that subjects a student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
- Any activity that discourages a student from being in school.
- Any activity that is in violation of the law or school rules.
- Knowingly aiding and abetting another person who is engaged in hazing.

All students and staff are required to report any alleged hazing or bullying violations to school Administrators.

Any and all forms of harassment in cyberspace, often called “cyber bullying,” are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate email messages, instant messages, text messages, digital photos and videos, or website postings. Any incidents of cyberbullying should be reported to an Administrator; these reports will be investigated fully. Consequences may include the loss of computer privileges, detention, suspension, or involvement of law enforcement. Also, see Sexual Harassment and Intimidation on the following pages.

Insubordination

Insubordination is defined as defiance to authority. Students are expected to comply with the reasonable request of any staff member in the building including, but not limited to administrators, teachers, paraprofessionals, substitute teachers, teacher aides, custodians, and clerical staff. Failure to comply with a reasonable request is insubordination and is grounds for disciplinary action.

Intimidation / Bullying

Intimidation/bullying exists when someone hurts or frightens another person or group on purpose. These are aggressive behaviors that will not be tolerated. Intimidation and bullying consists of behaviors that cause someone to feel threatened or humiliated. It is denoted by the following behaviors:

- An imbalance of power exists between the victim and the bully.
- The behavior is repeated, and usually repeated often.
- One student does not enjoy the behavior while the other student does enjoy it and may categorize it as a “joke.”
- A student is humiliated by another’s actions.

The above behaviors will be dealt with through disciplinary consequences. Intimidation, bullying, and harassment will not be regarded as a joke. See also Harassment/Hazing, and Sexual Harassment in this section.

Life Threats

The Great Falls Public Schools Board Policy specifically addresses how Administrators address life threats. (See District Student Handbook.)

Public Displays of Affection

Public displays of affection (kissing, hugging, hand-holding, etc.) are not acceptable at school or at school activities. Students involved in these activities will be contacted personally and directed to stop the behaviors. Failure to comply with school rules will result in disciplinary consequences.

Retaliation

Retaliation is prohibited against any person who reports or is thought to have reported a rule violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of School Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate consequences.

Sexual Harassment

GFPS Sexual Harassment Policy (3225 STUDENTS)

Simply stated, sexual harassment is any unwanted attention of a sexual nature. This can be verbal, nonverbal, electronic or physical.

It is the expressed intent of Great Falls High School Administration and staff to protect any student, teacher, or staff member from being subject to any form of sexual harassment. Sexual harassment in any form is against our standards for behavior, against Great Falls Public School Board Policy, and AGAINST THE LAW.

To report sexual harassment, contact a Teacher, a Counselor, or an Administrator. If the student is not sure if another person's behavior is harassment, he/she shall ask one of the above mentioned professionals. The Building Title IX Coordinator (Paul Culbertson, Associate Principal) will be informed of the activity and may assist in resolving the situation. **STUDENTS ARE ADVISED NOT TO IGNORE THE PROBLEM IN HOPES THAT IT WILL GO AWAY.** See also Intimidation and Harassment/Hazing in this section of the handbook.

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the decision of the school administration and building level Title IX director shall have the right to appeal any administrative decision to the district level Title IX director, Mr. Lance Boyd (406-268-7432).

School Resource Officer

Our School Resource Officer is Detective Shayne Stadel . He is available to EMS as a community resource and is considered an agent of the school in dealings with students. Detective Stadel also works in a professional capacity with the Great Falls Police Department. His phone number is 406-268-6517.

Student Dress

Students at East are asked to use good judgment and take pride in their dress and grooming. Students are expected to dress in a manner that is neat, clean, comfortable, and conducive to a formal and positive learning environment. Dressing appropriately, covering ourselves as needed, and engaging in good personal hygiene are all signs of professional courtesy, consideration, and maturity.

Due to the unique nature of each student's individual clothing, the dress code is subject to the best judgment of school staff and administration. School administration reserves the right to define what is inadequate, excessive, or inappropriate. Our goal is to minimize reasons for conflict and distraction whenever possible.

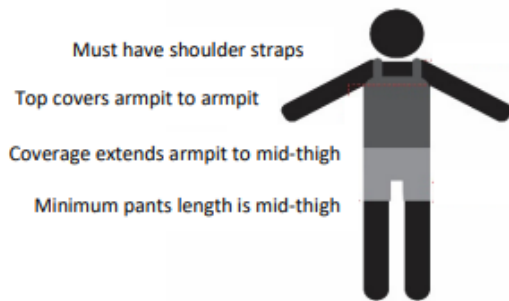
Workplace appropriate dress guidelines:

It is preferred and recommended that students be covered from their shoulders to their thighs. Clothing that conceals a students' identity, or interferes with our ability to communicate with them or educate them, will be referred to administration.

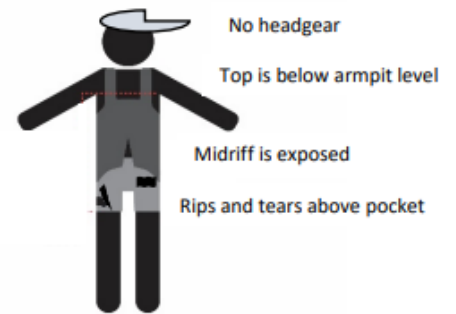
Students are expected to present themselves at school with adequate personal hygiene habits and in clothing that conforms to the following guidelines:

1. Tops must fully cover the torso (armpit to armpit), including back and midriff area, even when seated, and even with arms lifted.
2. Tops must have sleeves or shoulder straps at least 1 inch (approx. 2 fingers) in width.
3. Undergarments should not be visible at any time and must be fully covered, even when bending / leaning.
4. Bottoms must provide adequate coverage at all times.
5. Cuts, rips, or tears in clothing should not be excessive.
6. Shoes must be worn at all times.
7. Headgear including hats, hoods, caps, and sunglasses are not allowed unless permitted for religious, medical, or other reasons by school administration.
8. All clothing and accessories should be safe and appropriate for the school environment. Things like **pajama pants**, onesies, capes, muscle shirts, slippers, costumes, etc. should not be worn unless permitted on special occasions, dress-up days, etc.

APPROPRIATE



INAPPROPRIATE



Additional Dress Code Requirements:

1. Clothing may not depict, imply, advertise, or advocate any of the following:
 - illegal activities, violence, or weapons
 - alcohol, tobacco, marijuana or other drugs / controlled substances
 - vulgarity, lewdness, obscenity, pornography, nudity, or sexual acts
2. Clothing may not state, imply, or depict language / imagery **targeting groups** based on
 - Race
 - Ethnicity,
 - Gender
 - Sexual orientation
 - Religious affiliation, or
 - Any other protected classification.
3. Apparel, jewelry, accessories, tattoos, or any manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or advocates illegal or disruptive behavior, is prohibited.
4. Facemasks, if allowed by administration, must meet all of the above requirements.

The administration at East Middle School reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Suspension (In-School/Out-of-School)

Suspension is the exclusion of a student from attending individual classes, or school, and/or school activities for a specified and limited length of time. Only school administrators may suspend a student. (See District Handbook) Students may not be on campus during an out of school of a suspension, unless invited by an administrator.

Tobacco, Alcohol and Other Drug Use Policies

GFPS Student Discipline Policy (3310 STUDENTS)

School Related Activities Chemical Use Policy

The District believes that the all-around development of students is important and that implementation of these rules will serve these purposes:

- Emphasize concern for the health and well-being of all students;
- Provide a chemical-free environment which will encourage healthy development;
- Diminish chemical use by providing an education assistance program;
- Promote a sense of self-discipline among students;
- Confirm and support existing state laws regarding the use of drugs, tobacco and alcohol;
- Emphasize standards of conduct for those students who, through their participation in extra and co-curricular activities, are leaders and role models for their peers and younger students; and
- Assist students who desire to resist peer pressure that often directs them toward the illegal use of chemicals.

All Students:

All students will be held accountable for using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, imitation controlled substances, look-alike drugs and drug paraphernalia, alcohol, and tobacco or nicotine innovations. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs or alcohol in their possession. (Board Policy 3310) Use of tobacco products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school. (Board Policy 8225)

PENALTIES FOR STUDENTS REGARDING DRUG, ALCOHOL, AND TOBACCO VIOLATIONS

In addition to disciplinary action outlined in Policy 3310, the following penalties apply. Please be aware that all contraband will be confiscated by the school administration.

Process for after a violation occurs:

- Parent Notification.
- SRO Notification to determine ticketing, if appropriate.
- Out of school suspension (OSS) or In-school suspension (ISS) for the remainder of the school day and up to 3 additional days of OSS or ISS or Saturday School.
- Students will also be required to complete a District-approved chemical awareness class and/or a tobacco education class.

Chronic violation of drug, alcohol, and/or tobacco policies

- Parent Notification
- SRO Notification to determine ticketing, if appropriate
- *Parent and student meet with grade-level administrator and/or principal to determine next steps*

Trespassing

- Unauthorized individuals on the East Middle School campus risk having trespassing charges filed against them. The School Resource Officer will be involved.

Appeal Process:

Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to appeal any administrative decision to the Board through the Uniform Complaint Procedure.

SECTION FIVE: BUILDING ISSUES

Advertising/Posters

Advertising is not allowed on campus without prior approval of an Administrator. Generally, advertisements for non-profit organizations or club activities are allowed. Posters must be pre-approved by the administration before being posted. ***Approved posters will be hung by the engineers/custodians on duty.***

Announcements

School announcements are delivered via video announcements during Connections each week day except Wednesdays. East Middle School activities are posted on the campus master calendar. Announcements are also periodically sent out to parents and students via Parent Square, including the weekly Ram Report.

Buses

Bus transportation is provided by School District #1, contracted through Big Sky Bus Lines, Inc., for all students living two miles or more from school. The driver of the bus is responsible for managing student conduct. Failure to comply with rules may result in parent notification and eventual loss of bus privileges. The District Transportation Office (406-268-6017) may be contacted for more information. To find where and when the bus will pick up your student, please go to: <https://www.infofinderi.com/tfi/default.aspx>

Closed Campus

East Middle School is a closed campus. Therefore, students may not leave the campus during the school day without permission from the Attendance Office and released to a parent or guardian.

Drop-off and Pick-up

- **Dropping off should take 30 seconds or less** once you've pulled over to curb.
- **We do not want parents parking and waiting with their child on campus in the a.m. Our loop is for 30 second or less drop off only, not for parking.**
- **Only our main front doors are open**, D wing doors, and South G and H wing doors are not open to students in the a.m.
- **Please pull to the curb** when you drop off your student in order to keep the flow going for others.
- **Students must be off campus by 3:15 (2:30 on Wednesdays) unless they are with a teacher or coach. They will not be allowed to stay on campus.**
- **The faculty parking lot is NOT to be used for student drop-off or pick-up.**

Emergency Evacuation Drills

Emergency evacuation drills will be practiced periodically for safety reasons. When the alarm rings, students must exit quickly in a quiet and orderly fashion. Specific evacuation procedures will be discussed by teachers, and evacuation maps will be posted in each classroom. Procedures for safe evacuation and reentry will be practiced throughout the year.

Fire alarm boxes are accessible throughout the building for emergencies only. Tampering with fire alarms is considered a major disciplinary violation and a criminal offense. There will be consequences for this behavior during drills.

Food Service

The East Middle School cafeteria offers a variety of lunch options for students. An electronic ticket system uses the student's ID number for payment. Students may deposit any amount of money to their accounts and use their ID number to buy their lunches from this account.

Parents are invited to use **Myschoolbucks.com** as a convenient way to make lunch payments online at any time of the day or night. Parents can use the service to monitor lunch accounts as well as to add funds to the accounts. There is a convenience fee to make a credit card payment to the lunch account, but viewing the account is free. To sign up, a parent needs to know the student's ID number as well as the zip code of the school (59405).

All Food Service finances must be handled through the Food Service cashier in the cafeteria or through Myschoolbucks.com. Payment may be made in cash or by check in the cafeteria or with a credit card online. The first day of school is the first opportunity to make such a payment.

Meal price reductions are offered to students whose family income meets the *Family Size and Minimum Income Scale* adopted by the School Board and according to the Federal Free Lunch Program.

Students and families may apply for reduced lunch or free lunch by having parents complete a form that is available in the Main Office or online at: <https://gfps.k12.mt.us/departments/school-nutrition-program/whats-new>

Hall Passes

To promote a proper learning environment, students are expected to be IN CLASS. When it is absolutely necessary for students to leave class, they must carry a pass signed by a teacher, with information as to the reason for being out of class.

Students must also sign out of class and sign into class upon their return. Teachers will provide sign-in and sign-out sheets for the classroom. Because reviewing the daily objective and then checking for understanding are critical components of any lesson, students are asked to refrain from using the restroom during the first 10 and last 10 minutes of class unless a medical emergency predicates the need. Students gone from class for greater than 15 minutes will be

marked absent unless there is a verifiable reason for missing class. Repeated problems with students being out of class shall be addressed by the Teacher and/or an Administrator.

If a student is in the building and refusing to go to class, disciplinary action will be taken, including but not limited to, out of school suspension for the remainder of the day.

Insurance

An optional student accident group insurance plan is available to all students each year, at an additional cost to families. The form for this insurance policy is available to EVERY student on the first day of school. More information is available at

<https://gfps.k12.mt.us/departments/safety/student-accident-insurance-option>.

Lockers

1. All lockers are assigned through the Connections teacher.
2. Students who are having trouble with a locker must report it to the Connections teacher immediately.
3. Every attempt will be made to keep lockers secure. Do not reveal your combination to other students. Be sure you close your locker tightly and twirl the lock to be sure it is locked.
4. Store valuables at your own risk.
5. Students are expected to use the locker assigned to them.
6. Lockers are school property. Abuse of the locker will result in loss of privilege. Exteriors may not be decorated. Interior decorations must be appropriate for school. No tape allowed.

Lockers may be searched from time to time. See School Board Policy 3231.

Lost and Found

If you have lost an item, please check the table near the East (faculty parking lot) entrance. Items not claimed in a reasonable timeframe will be discarded or donated.

Lunch Deliveries from Businesses

Student lunch deliveries from local businesses are **prohibited**. Students will not be contacted or pulled from class to pick up a lunch delivered by a local business. The office will not sign, pay, or accept any lunch deliveries for students. Delivery persons will be asked to return lunches to the business, possibly at the expense of the student. Students are encouraged to use on-campus eating facilities or to bring a lunch from home to enjoy. Parent/grandparent to lunch weeks are scheduled once in the fall and once in the spring for families to enjoy a special lunch with their student.

Security

Security and safety of our students and staff is the number one priority at East Middle School. EMS employs a School Resource Officer (SRO), Detective Shayne Stadel, who maintains an office at East Middle School. In addition to the SRO, surveillance cameras monitor parking lots and hallways as determined by the Administration. All East Middle School staff members receive training on an annual basis to address school safety issues, and a school crisis team is in place. This team receives additional training on specific procedures that address potential issues of a critical nature. These same issues also are addressed with our students to ensure their understanding of this priority.

Cameras: East Middle School uses a video surveillance camera system. Not all areas are covered all the time with this system.

Lockers: Students are assigned an individual locker, students may elect to have an additional locker for PE. For security reasons, as well as to safeguard against vandalism and theft, students are NOT allowed to share their lockers or locker combinations with others. To maximize security for their property, students must keep their lockers properly LOCKED.

Visitors: Student visitors are NOT allowed. Adult visitors and parents need to first report to the Main Office to secure a visitor's pass.

Weapons at School: Any student, who uses, possesses, controls, or transfers a firearm or any object that can reasonably be considered to look like a firearm, will face serious disciplinary consequences, including possible expulsion. The police will be notified. Any person who possesses a weapon in a school building will be referred to law enforcement and face school consequences. See District Handbook.

General: East Middle School staff members monitor bus zones at the end-of-day pick up time, and the hallways from 7:20 am to 3:10 pm. Coaches supervise extracurricular activities. No students are to be left unsupervised at East Middle School. Incidents of unsupervised students are to be reported to an Administrator at 406-268-6500. **Students not assigned to a classroom or extracurricular activity after school are required to leave campus by 3:10 p.m.** Students waiting for rides must wait outside in front of the school until picked up.

Skateboards, Scooters, Bikes

Use of skateboards, scooters, and bikes in the school is strictly prohibited. All bikes used to come to and from school are to be placed in the racks provided. All bikes should be chained and locked.

Telephones

Office phone lines are reserved for business calls. There is a phone on the counter in the Attendance Office for student use, or students may use phones located in administrator offices, with

permission. Students are not called out of class to take phone calls unless an administrator gives prior/temporary permission.

Emergency messages will be delivered to students. We ask that parents not call students on their cell phones during school hours.

For cell phone and other electronic devices policies, refer to the Cell Phone section of this handbook or the District section of this handbook.

Visitor Passes

Students are not allowed to have peer visitors to school or classes. All adult visitors to EMS are requested to register immediately in the Main Office upon arrival, to pick up a visitor's pass. Guests will be directed to the office to check in if they do not have a visible visitor's pass.

SECTION SIX: COUNSELING SERVICES

Guidance (Grade-Level) Counseling

The Counseling Department provides services to all students in the academic, career, and personal/social areas. Counselors will work with students in the classroom and one on one. Students can request to see a counselor on a one-time basis or on a continuing basis. In addition, the counselor can assist in referrals to outside agencies and in-school support programs.

Students who wish to see their counselor should use the sign-up procedures in the counseling office. Parents are encouraged to call counselors for questions, conferences, or appointments at any time throughout the school year.

Therapeutic Counseling

Great Falls Public Schools and its community partners (Alluvion and Many Rivers) offer therapeutic counseling services for evaluation assistance and basic services when available. Students may be referred by school staff and/or parents. Please see your counselor or an administrator for additional information.

SECTION SEVEN: MEDICAL ISSUES

Immunizations

GFPS Student Immunizations Policy (3413 STUDENTS)

See District Handbook. Montana State law requires that students have proper immunizations or waiver documentation. Students who do not have this requirement are not allowed to be at school and may be considered unexcused. Please work with the records clerk and administration.

Injuries and Accidents

All accidents requiring medical attention will be reported to the Administration and to the parents or guardian of the student immediately by the person in charge. A record of all accidents shall be made by the appropriate school official and kept in the Main Office.

In the event that the parent cannot be reached, and if it is the judgment of the person in charge that immediate medical attention is required, the injured or ill student may be taken directly to a medical facility.

Medications

GFPS Administering Medications Policy (3416 / 3418 STUDENTS)

All medications brought to school must be stored in the nurse's office with the appropriate signed documentation. This includes common medications such as cough medicine, Tylenol, etc. Documentation for over-the-counter medications and prescription medications must be completed. Each form requires a parent signature or parent and physician's signature. State law mandates that all prescription medication must be in the original container. There is a form specifically for inhalers (School Board Policy 3416F), and these forms are in the main office. The office will NOT provide any medication for any student that has not been approved, documented, and stored.

Students with specific medical needs, such as carrying an inhaler, epipen, or diabetic necessities, must have office documentation to carry these items. Medications are never to be stored in a student locker. We recommend a second inhaler, epipen, or diabetic items be stored in the nurse's office.

Homebound Services

A student absent from school for an extended time because of health or physical impairment may request homebound services. Parents need to bring in a verified medical request from a licensed medical provider, stating the reason for the extended absence.

A Homebound instructor will visit the student's home to provide assistance with assignments. Please contact an Associate Principal for more information.

SECTION EIGHT: SCHEDULING

Student schedules are generated according to the middle school curriculum outline below.

<u>7th Grade</u>	<u>8th Grade</u>
Core Classes: • English & Honors English • Math & Honors Math • Social Studies • Science Related Arts Rotation (1 trimester each): • Family & Consumer Science • Computer Applications • Art District Required: • Health Enhancement • Music (Vocal & Instrumental) Electives: • Study Hall • French • IT (1 trimester) Extended Curriculum Services • Special Education	Core Classes: • English & Honors English • Math & Honors Math • Social Studies • Science Related Arts Rotation (1 trimester each): • Financial Literacy • Industrial Technology • Art District Required: • Health Enhancement • Music (Vocal & Instrumental) Electives: • Study Hall • French Extended Curriculum Services • Special Education

Elective Classes

Middle School students have the option to choose a few electives; foreign language, woods, band, orchestra, choir, and study hall. Selection of courses is one of the most important choices students have to make. Parents are encouraged to be involved in the course selection process and are invited to contact a counselor if any information is needed.

Fee Schedule

Some classes in middle school require a class lab fee. The class fees cover the cost of materials, resources, or additional cost associated with an enhancement to a project. Examples are perishable foods, kitchen tools and supplies, computer programs, wood and woodworking tools. **Thanks to House Bill 387 on Career Technical Education, the State of Montana is providing direct funding to pay for class lab fees for the school year.**

Middle School Fees (*paid by HB 387*) for Career and Technical Education Courses:

- | | |
|----------------------------|---------|
| ○ Computer Applications | \$5.00 |
| ○ Family Consumer Sciences | \$15.00 |
| ○ Financial Literacy | \$5.00 |
| ○ Industrial Technology | \$15.00 |

SECTION NINE: STUDENT ISSUES

Backpacks

Backpacks are only for carrying materials to and from school and are to remain in the lockers during the school day.

Bathroom Use

We have a 10 - 10 rule. Which means students are not allowed to use the restroom in the first 10 minutes of class or the last 10 minutes of class unless it's an emergency. Students need to sign in and out of the classroom with the correct time and date to use the restroom.

Students are not permitted to be in a bathroom stall with one-another. If this occurs it will result in automatic out of school suspension requiring a parent conference with administration before the student is allowed to return. There is no logical explanation as to why two students should be in the same restroom stall designed only for the purposes of bodily relief. The expectation for bathroom use is Go, Flush, Wash, and Leave.

Binders

Students are required to use a 3 inch-ring binder in all classes.

Cafeteria Procedures:

Entering Procedures

1. Always walk in the halls to and from the cafeteria.
2. Do not bring books or binders into the cafeteria. Place them in your locker.
3. Move quietly into either of the two lines. No pushing, taking cuts, etc. If you bring your own lunch, you may enter and sit down at the table of your choice.
4. Do not wear headgear (including hats, headsets, and bandanas).

Table Manners

1. Keep noise to a minimum.
2. No throwing of food. No mixing random food items without intending to eat)
3. Keep your area clean.
4. Remain seated.

Dismissal Procedures

1. Clean your area; wipe down your table with provided rag.
2. Raise your hand to ask the teacher to check your area and dismiss you.
3. Put trash into garbage.
4. Bring the tray to the dishwasher.

Exiting Procedures

1. Exit to Ram Court using the South Street door.
2. No one is allowed back to his/her locker or in the halls without a pass.
3. Students must pass quietly. There are other classes in session.

Change of Address

It is very important that any change of residence or phone numbers during the school year be reported to the Registrar's Office (406-268-7509). This includes primary addresses and second mailing addresses.

Clubs

Clubs start in the second trimester and typically run for 7-10 sessions. Clubs at East must have a Career, Academic, Vocational, or Life-Long Learning focus and a teacher sponsor for the club. All clubs have to be approved by administration and must meet our club criteria. All students need to participate in clubs.

Connections

Connections meet 4 days a week and is one of the most important classes at East. Its purpose is to assist students in achieving success in the middle school environment and to assist students in accomplishing a smooth transition from the elementary school class-rooms to the high school.

The teacher/advisor will work with students on organizational skills, social skills, decision making, team cooperation, self-awareness, school pride, and community involvement. Structured activities will be determined by teams. Connection periods may also be used for academic assistance in CORE and related arts curricula, for student involvement in extra-curricular meetings including clubs and organizations, and for appropriate socialization. Community service is an integral part of Connections activities.

Deliveries to Students

Classroom instruction time must be as free of interruptions as possible. **Student food delivery services are not allowed in the EMS offices at any time.** Food, flowers, balloons, candy, or other items will NOT be delivered to students during the school day. Students will be notified to come to the Main Office at the end of their school day to retrieve items that have been delivered. Only emergency messages will be taken to students during the school day. Contact an Administrator if there is an emergency. Because of the risk of allergic reactions, latex balloons are not allowed on school property.

Detention

Teachers may assign classroom-held lunch or after-school detentions for classroom behaviors that disrupt the learning environment, but that do not necessarily warrant an office referral. Chronic behavior, such as persistent insubordination or repeated disorderly conduct, may receive additional consequences beyond classroom-held detentions. Students who receive a detention from a teacher must communicate with parents when their detention is to be served. Detentions are to be served within five school days of the issuing of the detention.

Fees- Sports Participation

*All students can participate. We do not cut at the middle school level for athletics. A physical is required before the first practice. Physical forms are located outside of our main office. Fees are: **\$25 for one sport. Two or more sports would be another \$20 dollars (\$45 total for two or more sports).** Free and reduced lunch students pay a reduced fee of \$12.50 for one sport and \$22.50 for two or more sports. Fees can be paid at the main office.*

When practices are not immediately after school, athletes need to leave campus and come back for their practice time. We do not have an after- school program to supervise kids. Athletes can be on campus no sooner than 7 minutes prior to their practice. No students are allowed to stay on campus unsupervised.

First Extracurricular Activity \$25.00 (\$12.50 for free and reduced lunch)

2 or more Extracurricular Activities \$45.00 (\$22.50 for free and reduced lunch)

Boys Basketball	Swimming
Cross Country	Track
Football	Volleyball
Girls Basketball	Wrestling

Field Trips

Principal-approved field trips are used to provide learning experiences in an environment beyond the classroom. Some field trips require students to provide their own transportation. A permission form will be sent home prior to the field trip to gain parental permission for these arrangements. Students who are not attending the field trip may be given an alternate assignment. Students are responsible for coursework missed in other classes while they are on a field trip. An administrator may deny student participation if attendance or academic standing puts the student at risk.

FLOW

Go with the F.L.O.W. at East Middle School-(Strategy for Hallway Behavior)

FLOW is our hallway procedure we expect from every student.

F	File to the Right
L	Lower voice
O	Open Pathways
W	Walk

Grievances

Uniform Grievance Procedure

All individuals should use the District's grievance procedure if they believe that the board, its employees, or agents have violated their rights guaranteed by the State or Federal constitution, State or Federal statute, or Board policy 3215.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Personal Property

Lost, stolen, or damaged personal property is not the responsibility of the school. Individual, secure lockers are assigned to each student to use for personal items, books, coats, book bags, etc., but it is recommended that students leave extraneous valuable items at home (iPods, cameras, excessive sums of money, etc.)

PTA Membership

Please see our PTA Facebook page "Store" for how to join the East Middle School Parent Teacher Association. <https://eastmiddleschoolgf.givebacks.com/shop>. Please follow our PTA Facebook page for up-to-date information.
<https://www.facebook.com/profile.php?id=100063567009413>

PTA Fundraiser

This is our annual fundraiser with outstanding student prizes.

RAM Court Procedures

1. Stay in the designated areas (blacktop, areas of fields, within marked boundaries, etc.)
2. Uphold all Ram Cultural Values
3. Be respectful of all equipment (use appropriately and return appropriately)
4. Be fun and enjoy your classmates. Be mindful of others' personal space!

School Pictures

Individual pictures are taken of each student and faculty member in the fall. Picture purchases are done only via direct contact to the photographer by website.

Search of Student Personal Property and Items GFPS Search and Seizures Policy (3231 STUDENTS)

School authorities are permitted to search the student and/or student's personal items/property (including cell phone and other electronic devices) in the student's possession 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 student conduct rules.

Student Aides

Seventh and eighth grade students may apply to serve as classroom teacher aides or office aides in the main office or counseling office. Each classroom may have one or two student aides assigned per class period when a teacher does not have class. The main office and counseling office may have up to two student aides per location, per period.

Serving as a student aide is a privilege that requires responsibility, professionalism, and trustworthiness. Student aides are expected to demonstrate strong citizenship, maintain confidentiality, follow all staff directions, complete assigned tasks, and positively represent East Middle School.

Students who do not meet these expectations or who violate the trust associated with their aide assignment may be removed from the position and reassigned to a study hall for the remainder of the trimester.

Transfer or Withdrawal from school. Contact the registrar's office at 406-268-7509 if there is a need to transfer or withdraw from school. All textbooks must be returned, fines paid, and other obligations met prior to grades being granted and transferred.

Yearbooks

A yearbook with an individual photo of each student and staff member is produced each year at a nominal cost to students. The yearbooks, which are published by a committee of students, are distributed at the end of each school year.

SECTION TEN: TECHNOLOGY

Chromebooks

Chromebooks are no longer assigned 1 to 1 for each student. Instead, Chromebook carts are in many classrooms across the campus. While students are not assigned an individual Chromebook for the year, each teacher who has a Chromebook cart manages a system of which computers are used by which students in each period throughout the school day. Parents and students still assume responsibility for repair and or replacement of the device in the event of damage to, loss of, or theft of a device that is in the student's possession.

There are two exceptions to Chromebooks not being checked out 1 to 1. Those exceptions are 1. for students who participate in online learning (Edgenuity) who do not have access to a device at home and 2. for students who may need to temporarily check out a Chromebook due to making up work from past or anticipated absences. Both exceptions need administrator approval prior to checkout. If a device is checked out, families are strongly encouraged to opt in to the device insurance offered.

Computer Acceptable Use Policy and Internet Safety Guidelines

Users of EMS Internet technology are expected to adhere to the Computer Acceptable Use Policy and Internet Safety guidelines, attached to the condensed version of this handbook that all students receive the first days of school. Violation of this policy may result in loss of privileges to computer access as well as other disciplinary consequences.

PowerSchool

PowerSchool is a browser-based student information management system used by all schools in the Great Falls Public Schools System. The Parent Portal is available for access to student attendance and grading, along with access to communication with teachers to cooperate for student success in school. Power School can be accessed via this URL: <http://ps.gfps.k12.mt.us>

Each parent receives a password to access the PowerSchool Parent Portal. If assistance is needed, please contact the Scheduling Technician at 406-268-7509.