Chehalis Middle School
Student Handbook 2015-2016

1060 SW 20th Street
Chehalis, WA 98532
360-807-7230 (phone)
360-740-1849 (fax)

CMS Website: http://www.chehalisschools.org/cms/home
Family Access: http://family.chehalis.wa-k12.net

This agenda belongs to:

Name _____________________________________________________________
Address ___________________________________________________________
City ________________________________ Zip ________________
Phone __________________________________________________________________________________________

• I have read the agenda with my child and agree to support my student in the 2015-16 school year.

___________________________________________  __________
Parent / Guardian Signature  Date

• I have read the planner and understand that I am responsible for meeting the school expectations, following all guidelines, and keeping my planner up-to-date.

___________________________________________  Grade  Date
Student Signature

1
CMS opens at 7:45 a.m. and students may enter at this time. All students are to enter in the morning through the southwest doors by the busses. The first bell rings at 8:20 and students are to be in class at 8:25.

Students who come late to school must enter through the main entrance and check into the office.

The dismissal bell rings at 3:00 p.m. and the office closes at 4:00.

### Regular (CORE/Flex) Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>1st</td>
<td>8:25 – 9:20</td>
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<tr>
<td>2nd</td>
<td>9:24 – 10:16</td>
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<tr>
<td>3rd</td>
<td>10:20 – 11:12</td>
</tr>
<tr>
<td>Lunch (A)</td>
<td>11:12 – 11:42</td>
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<tr>
<td>4th (B)</td>
<td>11:16 – 12:08</td>
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<tr>
<td>Lunch (B)</td>
<td>12:08 – 12:38</td>
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<tr>
<td>4th (A)</td>
<td>11:46 – 12:38</td>
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<tr>
<td>5th</td>
<td>12:42 – 1:34</td>
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<tr>
<td>6th</td>
<td>1:38 – 2:30</td>
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<tr>
<td>CORE/Flex</td>
<td>2:34 – 3:00</td>
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### Early Release / Inservice

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<thead>
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<th>Period</th>
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<tr>
<td>1st</td>
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<tr>
<td>2nd</td>
<td>9:07 – 9:44</td>
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<tr>
<td>3rd</td>
<td>9:48 – 10:25</td>
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<tr>
<td>Lunch (A)</td>
<td>10:25 – 10:55</td>
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<tr>
<td>4th (B)</td>
<td>10:29 – 11:06</td>
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<tr>
<td>Lunch (B)</td>
<td>11:06 – 11:36</td>
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<tr>
<td>4th (A)</td>
<td>10:59 – 11:36</td>
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<tr>
<td>5th</td>
<td>11:40 – 12:17</td>
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<tr>
<td>6th</td>
<td>12:21 – 1:00</td>
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### Afternoon Assembly

<table>
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<tr>
<th>Period</th>
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<tr>
<td>1st</td>
<td>8:25 – 9:13</td>
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<td>2nd</td>
<td>9:17 – 10:04</td>
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<tr>
<td>3rd</td>
<td>10:08 – 10:55</td>
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<tr>
<td>Lunch (A)</td>
<td>10:55 – 11:25</td>
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<tr>
<td>4th (B)</td>
<td>10:59 – 11:46</td>
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<tr>
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<td>11:46 – 12:16</td>
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<tr>
<td>4th (A)</td>
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<tr>
<td>5th</td>
<td>12:20 – 1:07</td>
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<tr>
<td>6th</td>
<td>1:11 – 2:00</td>
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### Alternate Schedule

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1st</td>
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<td>2nd</td>
<td>9:27 – 10:24</td>
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<tr>
<td>3rd</td>
<td>10:28 – 11:25</td>
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<tr>
<td>Lunch (A)</td>
<td>11:25 – 11:55</td>
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<tr>
<td>4th (B)</td>
<td>11:29 – 12:26</td>
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<tr>
<td>Lunch (B)</td>
<td>12:26 – 12:56</td>
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<tr>
<td>4th (A)</td>
<td>11:59 – 12:56</td>
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<tr>
<td>5th</td>
<td>1:00 – 1:57</td>
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<tr>
<td>6th</td>
<td>2:01 – 3:00</td>
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### Conference Schedule

<table>
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<tr>
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<tbody>
<tr>
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<tr>
<td>3rd</td>
<td>9:40 – 10:13</td>
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<tr>
<td>Lunch (A)</td>
<td>10:13 – 10:43</td>
</tr>
<tr>
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</tr>
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<td>12:00 – 12:40</td>
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### 2-Hour Late Start

<table>
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<tbody>
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</tr>
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<tr>
<td>5th</td>
<td>1:40 – 2:17</td>
</tr>
<tr>
<td>6th</td>
<td>2:21 – 3:00</td>
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</tbody>
</table>

### Morning Assembly

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</tr>
<tr>
<td>6th</td>
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</tr>
</tbody>
</table>
CHEHALIS MIDDLE SCHOOL

VISION STATEMENT
Our vision at Chehalis Middle School is to develop citizens with outstanding character and integrity who actively pursue life-long learning.

MISSION STATEMENT
Our mission at Chehalis Middle School is to work in partnership with families and community to create a safe learning environment focused on developing academic excellence, ethical behavior and personal responsibility.

LEARNING GOALS
1. Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings and with a variety of audiences;
2. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness
3. Think analytically, logically, and creatively, and to integrate technology literacy and fluency as well as different experiences and knowledge to form reasoned judgments and solve problems; and
4. Understand the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities.

BEHAVIOR EXPECTATIONS - be safe, be responsible, be respectful

<table>
<thead>
<tr>
<th>Area</th>
<th>Safety</th>
<th>Responsibility</th>
<th>Respect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons</td>
<td>Walk at all times</td>
<td>Clean up area as you leave, push in chairs</td>
<td>Follow staff directions</td>
</tr>
<tr>
<td></td>
<td>Sit while eating or drinking</td>
<td>Take care of your belongings</td>
<td>Use good manners and indoor voices</td>
</tr>
<tr>
<td>Gym/Sporting Events</td>
<td>Sit properly in bleachers</td>
<td>Stay in the building and watch the game/match</td>
<td>Be a team player, encourage others</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet, and all other body parts to yourself</td>
<td>Take care of your belongings</td>
<td>Use good sportsmanship</td>
</tr>
<tr>
<td>Assemblies/ Special Events</td>
<td>Sit quietly during presentations</td>
<td>Focus on presentation</td>
<td>Listen quietly</td>
</tr>
<tr>
<td></td>
<td>Wait for entrance and dismissal directions</td>
<td>Stay seated with class</td>
<td>Applaud appropriately</td>
</tr>
<tr>
<td>Hallways</td>
<td>Walk quietly</td>
<td>Be on time</td>
<td>Take care of property – yours and others¹</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet, and all other body parts to yourself</td>
<td>Have a visible hall pass during class times</td>
<td>Be quiet when classes are in session</td>
</tr>
<tr>
<td>Library</td>
<td>Sit quietly</td>
<td>Quickly check out/return books</td>
<td>Use place holders when looking for books</td>
</tr>
<tr>
<td></td>
<td>Walk quietly</td>
<td>Use computers for school approved use only</td>
<td>Always speak kindly and quietly</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Keep water in sinks</td>
<td>Inform adults of vandalism</td>
<td>Give people privacy</td>
</tr>
<tr>
<td></td>
<td>Put towels in garbage</td>
<td>Go directly to and from class</td>
<td>Take care of property – yours and others¹</td>
</tr>
<tr>
<td>Dismissal</td>
<td>Walk directly to your bus line</td>
<td>Be in your correct area: bus line or in front of school</td>
<td>Wait patiently at your locker</td>
</tr>
<tr>
<td></td>
<td>Stay/Stand in your correct bus line</td>
<td>Quickly gather your items</td>
<td>Use kind words and actions</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet, and all other body parts to yourself</td>
<td>Use quiet voices, refrain from yelling</td>
<td>Take care of property – yours and others¹</td>
</tr>
<tr>
<td></td>
<td>Keepers/Picked up students</td>
<td>Walkers/Picked up students</td>
<td>Be kind to others - students, bus drivers, adult visitors, and staff</td>
</tr>
<tr>
<td></td>
<td>Promptly leave the building out of the correct door</td>
<td>Refrain from loitering in the commons area or outside – leave school promptly</td>
<td></td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

ASSEMBLIES
Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students are to walk to the assembly with their teachers and sit quietly in the designated areas. Students are expected to behave in a mature manner during the assembly, and to extend the proper courtesies to those people conducting the presentation. At the conclusion, students should remain seated until specifically dismissed. Inappropriate behavior will result in that student’s loss of assembly privileges.

All-school assemblies are scheduled at various times throughout the year. They may be awards assemblies or special programs with speakers, performers or presentations. We have a great tradition of making the change from loud and noisy assemblies to being quiet and attentive at serious assemblies. As a result, discipline can be expected for inappropriate behavior. Remember that there are guests in the stands at many of our assemblies. Often the only impression they have of our student body comes from observing our assemblies. Also, our staff and students deserve to be treated with politeness and mutual respect. Let’s all pull together and make our assemblies as purposeful, enjoyable, and classy as possible.

BALLOONS / FLOWERS / GIFTS
If there is a special occasion for your best friend or child, plan your celebration so it doesn’t interfere with the business of the school. Balloons, flowers, and special messages will be handled in the office. The secretary will notify you if you have something to pick up. Items will be kept in the office until the end of the day.

BICYCLES / SKATEBOARDS / ETC
Bikes, scooters, and skateboards are not to be ridden on school grounds. If you ride a bicycle, to ensure your safety, you must come in by way of 19th Street. Bicycles are to be parked in the bike rack provided immediately upon entrance to school grounds. This area will be locked during the day. When leaving school exit on 19th Street. Please bring your own bike lock. The school is not responsible for theft or damage. Skateboards may be put in your locker. Just as other transportation, don’t start riding it until you are off school grounds. Because of liability problems, bikes, skateboards, and scooters cannot be ridden on school district property.

BUSSID GENES AND BUS PASSES
Students riding school buses to and from school are to follow all rules of the Chehalis School District. Referrals from a bus driver may result in losing the privilege of riding on school transportation.

Bus passes can be obtained in the office between 8:00-8:20 a.m. To ensure student’s safety, we must have a signed note by a parent or guardian with the name of the student they are to go home with as well as a route number, and street address. You may contact the bus garage at 330-7628 to obtain the route number. Without this information the bus pass will not be given.

CLOSED CAMPUS
CMS is a closed campus. Students are required to remain on the school grounds from the time of arrival until officially excused. Please do not enter the building / grounds areas that are designated as “closed” during certain hours of the day. These include the wooded area behind the school, the area behind the building near the portable classrooms, (unless going to class) parking lots, and hallways at lunches.

ELEVATOR USE
The elevator is available for students whose physical impairment limits them from using the stairs. You must provide a doctor’s note to the office before using the elevator.

EMERGENCY PROCEDURES AND DRILLS
information concerning closure, late arrival, or early release of any of our schools for an emergency such as storms, road conditions, unexpected hazards, or health precautions will be broadcast over the following radio stations:

KITI 1420 AM or KELA 1470 AM

On days of concern, the above stations will be notified no later than 6:30 a.m. Parents, please listen to these stations as they broadcast this information on a regular basis. Do not bring students to school and drop them off unless you are sure school will be in session.

FIRE DRILLS
Fire Drill activities are very serious, and will be held throughout the year. Please read this carefully as the life you save could be your own.

1. When the fire bell sounds, all students shall walk quickly, quietly, and orderly from their rooms to the exits specified.
2. Student shall not stop to take books, coats, or other personal belongings with them.
3. The first person to a door shall open it.
4. The teacher will be the last to leave the room, unlock the door, and accompany her / his class out of the building.
5. Once outside the building and in line, the teacher will check roll to see that all students are present.
6. Running and talking are not allowed under any circumstances.
7. Students shall proceed to assigned places on grounds or sidewalks away from the building until the signal to re-enter the building is given.

EARTHQUAKE DRILLS
For drill purposes, the oral announcement, “Drop, Cover, and Hold” will be sufficient. People who are within any building at the beginning of an earthquake should remain where they are, sitting or crouching under desks and tables. In the absence of desks and tables, inner walls and doorways provide the safest places. People who are outside at the beginning of an earthquake should immediately get as far away as possible from buildings and other elevated objects, which might fall or scatter debris. Under no circumstances approach or re-enter any building until instructed to do so by a person in authority.

Immediately after an earthquake, the teacher should evaluate the student’s welfare and the condition of the room. Upon completion of that evaluation the teacher will remove his / her class from the building in an orderly manner using the safest exits. The administration and custodian together will begin an immediate inspection of the building. If the building is found to be weakened in any respect, classes will be instructed to remain outside until accommodations can be made. Following complete evacuation of the building, responsible adults will be selected to prevent further re-entry, grounds will be roped off, and danger signs displayed. The custodian, under the direction of the
principal, will take any necessary steps to prevent vandalism in the building if the building is to remain unoccupied for any period of time.

Parents should understand that telephone calls would only hinder emergency relief and that information concerning children and the amount of damage cannot be furnished. Parents will be notified by telephone at their homes of any accidents to children just as soon as possible. **Students will only be released to people that are listed on the students locater card. Please make sure the information is up to date.**

**LOCKDOWN DRILLS**

In today's world we must be prepared for all situations. On a regular basis CMS will be practicing lockdown drills if the need to contain the students ever presented itself. On a verbal command the teachers will: instruct students to gather in a corner of the room, remove any students from the immediate hallway, close and lock the door, and cover the windows. The building will remain in lockdown until such time an administrator gives the all clear command.

**FINES / OBLIGATIONS:**

Any student who has acquired a fine / obligation (which can include detention time) is responsible for satisfying that obligation by the end of the semester. Students who have not satisfied all of their fines / obligations will have any requests for records / transcripts, and report cards held, and they will not be allowed to participate in all activities, including sports, assemblies, extracurricular activities and socials, until all fines have been paid.

**HALL PASSES**

If you leave the classroom during class time, you need to have a hall pass. If you are stopped in the hall by a staff member, and don't have a hall pass, you will be issued a detention slip and returned to class. Some business just can't wait, so make sure you have a hall pass before you leave class. With four minutes between classes, there should be very little need to be out of the classroom during class time. This also applies to morning time between 8:00 and 8:20. We need you in class!

**HEALTH & FITNESS PARTICIPATION / DRESS**

If you are to be excused from Health and Fitness (HF) for one day, a parent note is required. A note from a doctor is required if you are to be excused for more than one day. In general, if you are well enough to be in school, you are well enough to participate.

Suiting up for HF is a requirement. HF clothes can be T-shirts or sweatshirts, shorts or sweat, and gym shoes. A detention slip may be issued to you for not suit up and the non-suit will affect your grade.

**HEALTH SERVICES / ILLNESSES / INJURY**

Illness should be reported to the teacher who may refer the student to the office. Parent notification, if warranted, will be done in the office. Students must have a pass to the office.

In case of an accident, no matter how minor, the injury must be reported immediately to the teacher. If the injury requires medical attention it must be reported to the school office before going to the doctor. The office personnel will, if necessary, contact the nurse. All students must have a pass to see the nurse. In the case of severe accidents / acute illness emergency care will be given and the parents will be notified.

**LOCKS**

Only school-issued locks that have the capability of being opened by a master key from the office will be allowed for student and PE lockers. They are available for rent from the office for $5.00 each. Take care of your lock because if you lose it or damage it you will not receive the $5.00 lock refund. Your money will be refunded at the end of the school year if you return your lock.

**LOCKERS / STUDENT VALUABLES**

Lockers are provided as a privilege! They are district property and may be inspected by unannounced checks. The student will be held responsible for the condition of the locker, including its regular cleaning, and a fine may be assessed for damage to a locker. Searches are conducted according to board policy, and any container may be searched and confiscated. Locker assignments will be made the first week of school. Notify the office of any locker problems. The following are rules / guidelines for student use:

- Keep the lockers locked at all times.
- After using your locker, be sure the lock is all the way closed to ensure that other students cannot easily access your locker.
- Be careful that students do not look over your shoulder to learn your combination.
- Do not share lockers without permission.
- Do not mark on the lockers.
- Do not get into another student’s locker.
- Damage or theft from the locker of another student may result in a suspension.
- The school does not insure the contents.

Do not leave or bring valuables to school. The school is not accountable for lost / stolen personal items. If you are concerned about an item, leave it at home.

**LOST & FOUND**

If you find articles that are lost please take them to the office. Lost articles may be claimed upon proper identification in the office. It is strongly recommended that you have articles of clothing and all possessions clearly marked with your name. Those articles not claimed within reasonable time will be given to charity.

**LOITERING**

Loitering is not allowed in any hallway or on campus during the day or before or after school hours. After school, a student is expected to go promptly home after the last class, unless attending a school activity. Students are not to loiter on school grounds.

**LUNCH**

All food is to be eaten in the Commons. In addition to our cafeteria food, a snack bar is available to the students. Food and drink are not permitted on the stage, in the hallways, in the locker bay area, or outside.

Money should be placed in lunch accounts in the Commons between 8:00 and 8:20 each morning. CMS provides a reduced price and a free lunch program for students of low-income families. Applications are available in the office, and anyone who may be eligible is encouraged to apply. This information is confidential.
MEDIA CENTER / LIBRARY / COMPUTER USE

The library/media center is located on the second floor of CMS and is open daily from 8:00-3:05. Students are encouraged to use the library for a variety of reasons, including research, projects, study, test taking, and, of course, reading! Materials leaving the library need to be checked out and are due back in two weeks. Lost or damaged books will incur a fine in order to replace the book. Please let the library know if a book needs to be repaired. Eligibility for socials and other events is, in part, based on having no overdue library materials or fines.

Students are encouraged to obtain a library card from the Timberland Library in order to further assist them with research and reading goals. The district’s “Technology Acceptable Use Agreement” is located on pages 21-23 of this student handbook. As a registered student of CMS, you must adhere to the rules and regulations of this agreement. You can use the Internet to help with your schoolwork. You are responsible for what you send and receive over the Internet. School use technology is a privilege.

MEDICATION

All medications, prescription or over-the-counter (including cough drops, aspirin, etc.) require an “Authorization for Administering Medication at School” form signed by parent / guardian and doctor, and must be on file at school before medication can be administered. Medication is to be in the original container with the student’s name. Parent / doctor permission form for dispensing medication at school can be picked up at the school office.

HPV VACCINE

HPV is a very common virus. The HPV vaccine, Gardasil®, protects against four types of HPV. The federal Advisory Committee on Immunization Practices recommends the HPV vaccine for all girls age 11-12 years. HPV vaccine is given as a series of three shots over a six-month period.

SNOWBALLS

Throwing snowballs at school and / or on school district property is not permitted. This is a safety issue and students who refuse to comply will be subject to disciplinary sanctions.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impression of our school will be carried into the community. Be certain that these are good impressions by being polite, helpful, and as considerate as you would be to your regular teacher.

PHONES / IPODS / MP3 PLAYERS / CAMERAS / HAND-HELD ELECTRONIC DEVICES

The student phone, located next to the student store, is a toll free phone for students. Phones may be used before school, at lunch, and after school. Students should have all personal portable electronic devices turned off and put away during class time. Any student who attempts to use their phone or portable electronic device during class time will receive discipline (this includes while in the hallways, bathrooms, or in the office). Repeated occurrences of unauthorized use of a phone or electronic device could result in suspension. Phones or portable electronic devices should not be seen, heard, or cause a distraction of any kind during class time.

School is a place of business and learning where work needs to be done. Students are not allowed to use any device to photograph or record (either in audio or video format) another person on school property at anytime without that person’s permission. Students choosing to photograph or record another person on school property without that person’s permission will be subject to discipline and possible suspension.

Any students who take pictures or videos at school that contain images of unwilling persons, inappropriate material, or have been taken in inappropriate areas (bathrooms, locker rooms, etc.), and post those pictures or videos online or make them public in any way, will be subject to further discipline and may be referred to the Chehalis Police Department.

UNACCEPTABLE AREAS

Students are not to be in the following areas without staff supervision: oak forest and grassy area behind the school, hallways during lunch, gym, media center, computer labs, and classrooms.

VISITORS

To provide the safest atmosphere possible, students from other schools are NOT permitted to visit CMS classes. All visitors, students and adults, are required to report to the school office to make arrangements and receive assistance in conducting their business. If your parent wishes to visit your classes, it must be cleared through the building administration and arrangements must be made 24 hours in advance so parent and teacher can confer before and after the visit. All visitors will be issued and must wear a visitor’s pass.
DRESS STANDARDS
Chehalis Middle School promotes standards of “Dressing for Success”. Common sense is the standard for dress and appearance. Students are expected to dress in a fashion that shows respect and is not offensive, is conducive to a positive learning environment, is not disruptive or distracting to the educational process, and meets health and safety standards.

The following clothing items are prohibited:

- Items directly or indirectly depicting or referring to drugs, alcohol, tobacco, violence, death, profanity, nudity, vulgarity, obscenity, or other socially inappropriate message demeaning to any race, religion, sex or ethnic group or which advocate the violation of the law;
- Revealing or provocative clothing, such as tops that expose bare midriff, cleavage, and/or undergarments;
- Tops which have spaghetti straps, are backless, or are see-through;
- Tops which leave any part of an undergarment (bra, camisole, etc.) exposed;
- Sleeveless tops which have less than two finger widths of coverage on shoulders;
- Sagging pants that fall below the hip bone;
- Shorts / skirts with high slits or that expose more than half of the thigh, shorts / skirts that are shorter than fingertips when arms are extended downward while standing;
- Jeans or pants with holes in any area above the fingertips when arms are extended downward while standing. Any rips or holes in this area must be covered and/or not show any skin;
- Excessive metal accessories or sharp objects (including any chains, spikes, sharp protruding objects, safety pins as clothing, sharp ear/flip rings, or other potentially dangerous items);
- Gang symbols (any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any attribute, denotes membership in gangs and / or which advocates drug use, violence or disruptive behavior), as interpreted with the assistance of local law enforcement;
- Bracelets, necklaces, or other accessories containing lewd, sexual, suggestive, vulgar, disrespectful, or otherwise inappropriate material;
- “Put down” shirts that convey a negative message of self or others.

In addition:

- All students must wear some type of shoes or sandals at all times. Footwear must have a hard, rubberized sole (safety purposes) and should not be considered a distraction. Bathroom/house slippers with a thin sole are not allowed.
- Hats, heavy coats, and bulky jackets are to be put in the student’s locker upon arrival and should remain there until leaving the building for the day.
- Items, which can pose a distraction such as hats, sunglasses, visors, headbands, handkerchiefs, or other items, which can be the object of “keep away” games, are banned.
- Students writing on themselves will be asked to remove the marks as they are deemed a distraction to others. Writing on others is not allowed.

Consequences for wearing inappropriate items can include:

- You will be asked to make a “change” for the positive.
- Continued dress code violations may include parent notification, detentions, office referrals, and suspension for insubordination, and even long-term suspension for repeated offenses.

As with any policy, inclusion of all possible situations is difficult. Please remember, the Chehalis Middle School staff may sometimes have to use its discretion regarding student dress.

NUISANCE ITEMS
Any items that are disruptive to the educational process will be confiscated. Please leave these items at home. Items may include, but are not limited to laser pointers, rubber bands, cell phones, pagers, white-out, permanent markers, headphones, ear buds, iPods, media devices etc. Media devices containing content inappropriate for school will be confiscated and returned to a parent.
**COMINGS AND GOINGS**

**ATTENDANCE**
(RCW 28A.225.005-060 and Board Policy 3122) All students shall attend school every day unless they have a legitimate reason for being absent. When a student is absent we request that parents / guardian send a note with their child on the day they return. The student should bring the note to the office between 8:00 am and 8:20 a.m. The following principles govern excused absences:

a) due to illness or a health condition;
b) a religious observance, when requested by a student’s parent(s);
c) school-approved activities;
d) family emergencies;
e) and, as required by law, disciplinary sanctions or short-term suspensions shall be excused.

The principal or assistant principal may, upon request by a parent, grant permission for a student’s absence for parent-approved activities providing such absence does not adversely affect the student’s educational progress as determined by the principal or assistant principal.

In addition, a student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree. The state law regarding attendance requires that every person under 18 years of age must attend school and requires verification of absence.

The district may initiate court petition procedures beginning with a parent conference and resulting in a court petition in cases of excessive excused absences (exceeding 20% of any given quarter), which adversely affect the student’s educational process. Students may be retained in their present grade if a student is gone from school an excessive amount of time due to either excused or unexcused absences.

**BECCA BILL - IT’S THE LAW**

If you have one unexcused absence the school will notify your parents or guardian and you will be subject to disciplinary sanctions. If you have two unexcused absences in a month, the school will schedule a conference with you and your parents or guardian to determine a plan to stop your unexcused absences. If you have five unexcused absences in a month or ten in a year, the school will file a petition with the juvenile court. You will receive a summons to appear in court where a judge will determine what actions to take. You could be “jailed”, or fined up to $25 a day for each day you aren’t in school.

**EARLY DISMISSAL**

Students who are unable to schedule medical appointments outside the school day must bring a signed note from a parent or guardian to the office between 8:00-8:20 a.m. A release from class slip will be issued which must be shown to the classroom teacher for the period in which the student will be leaving school. The student is to check out through the office. When returning to school, the student checks back in at the office to receive an admittance slip.

**LATE ARRIVAL**

Students who are late to school should bring a note from their parent or guardian. Students who arrive late without a note or prior parent phone call are subject to disciplinary sanctions.

**SCHOOL HOURS/BELLS**

CMS opens at 7:45 a.m. and students may enter at this time. All students are to enter in the morning through the southwest doors by the buses. The first bell rings at 8:20 and students are to be in class at 8:25. The dismissal bell rings at 3:00 p.m. and the office closes at 4:00.

Students who come late to school must enter through the main entrance and check into the office.

We have several different bell schedules at CMS. Please visit our website to see a list of the different schedules for early release days, late start days due to inclement weather, etc.

**TARDY**

Students are tardy to class if they are not prepared to start class when the bell rings. Excused tardiness requires a note from the previous class teacher.

**TRANSFER / WITHDRAWAL**

If you are transferring to another school, it is necessary that you come to the office with a written request from a parent / guardian for a student withdrawal form. You will be given a form to take to each class where each teacher will sign you out and give you a grade to date. Textbooks and school equipment must be returned to the proper teachers, and all teacher signatures are necessary. The office must receive the completed form and payment of fines before withdrawal is complete.

**TRUANCY**

Students are truant when they willingly leave the campus during the school day without permission or do not attend class. Students who are truant are subject to disciplinary action and filing with the juvenile court system for Becca Bill violation.
**ACADEMICS AND COUNSELING**

**ADVISORY**
Advisory is a staff member a group of students routinely connect with a specific staff member throughout the year. Advisory will take place after 6th period. During September, this advisory time will focus on becoming familiar with the student handbook, school expectations, and required online safety training. Throughout the year, staff members will work with their advisory groups on maintaining academic progress, character education, career preparedness, community service, and connecting.

**CORE/FLEX**
CORE/Flex is an intervention time built into the regular school day that provides support and rewards to all students for academic achievement. This program is aimed at reducing failure and increasing learning opportunities for all students. At scheduled times throughout the year, student grades will be assessed to determine which interventions or opportunities they will be given. Students with a “D” or “F” grade will be scheduled into a CORE (Counting On Reaching Excellence) class. Students who maintain “C” grades or above will be given the FLEXibility to choose reward and learning opportunities. CORE/Flex will typically run four days per week.

**COUNSELING DEPARTMENT**
The counseling offices are located within the main office. To see a counselor, students sign up in the office and are seen as soon as possible. Throughout the year the counseling department offers several different groups as well as individual activities which focus on anger management, grief / loss, self esteem, conflict resolution, peer / friend relationships, academics, and / or problems at home. If you feel you would benefit from one of these activities make sure you sign up to see a counselor.

**FEELING THREATENED?**
If you ever find yourself in a situation where you feel threatened by another student or a trespassing person, just walk into any classroom where there is a teacher or class in session and tell the teacher what the situation is. The teacher will call the office for assistance.

**GRADE REPORTING**
Term grades are issued four times a year at the end of each nine-week quarter and can be accessed online. Progress reports are sent home twice each quarter (mid-term/final). A 3.25 GPA determines honor roll. Grading scale is as follows:

A = Exceeds State Standards  
B = Meets State Standards  
C = Does Not Consistently Meet State Standards  
D = Does Not Meet State Standards  
F = Is Not Working At Grade Level

**HOMEWORK**
Homework is an important part of your classes at CMS. You are expected to spend time outside of class to finish the day-to-day work you may not have finished in class, reflect on and practice new concepts, and also to complete longer research projects. The ability to use your time wisely and complete required work when it is due is a skill you will use all your life.

**IN THE WRONG CLASS?**
If you wound up in the wrong class, see your counselor immediately! If the error was in the scheduling, the counselor will take care of it. If you want out of the class for other reasons, you will need to follow certain guidelines your counselor will tell you about. You usually cannot enter a new class after the 5th day of a quarter. If you choose to drop the class by simply not showing up your absence will be dealt with as an unexcused absence. See your counselor.

**MAKEUP WORK**
If you were absent and missed an assignment, it is your responsibility to make arrangements for make-up work. The normal practice is to allow a day to make up a missed day. This may vary with the type of work to be made up and prior deadlines made for certain assignments. If you develop a pattern of missing key days, such as test days, you may not be given the opportunity to make the next test up. If assignments are given absolute guidelines, you will be expected to have the assignment delivered by the deadline. Know what the policy is for your teacher!

**PARENT CONFERENCES**
CMS participates in district-wide conferences generally scheduled in November and March. Notification of conferences will be sent home. Parents can call the school to set up student staffing anytime during the school year.

**SCHEDULE CHANGES**
All requests for schedule changes must be turned in to the counselors one week before the semester begins. If a scheduling request is granted, the schedule change will usually be made at the semester. The combination of students / class loads will be considered before any change is made. Changes may require a parent / teacher / student conference.

**TESTING PROGRAM**
All students enrolled at CMS will participate in the state required tests administered in the spring. 6th, 7th and 8th grade students will participate in the Smarter Balanced Assessment. If available, results will be sent home or made available for pickup once they are obtained. Parents and students with questions about the Smarter Balanced tests and the results should contact the counseling office.

**TEXTBOOKS**
Textbooks are loaned to you on the condition that you shall pay damage beyond ordinary wear, or for loss. The loss or damage is computed on the basis of the listed prices of books. Some of your textbooks cost well over $60.00. If you damage a book and you will pay a fine! Do not write in your textbook. The only writing allowed in textbooks is your name in the space provided in most books inside the front cover. Check your books when you receive them. If there is damage or writing, you don’t want to pay for that at the end of the year. Let your teacher know the condition of the book by filling out the text use form. Your teacher will check out the books to you and you are responsible for returning them to the issuing teacher. It is strongly recommended you cover your books to prevent damage.
ASB – STUDENT ACTIVITIES / SPORTS

ACADEMIC REQUIREMENT
Students participating in a co-curricular activity at CMS must maintain good grades to remain eligible.

Grades at Start of Season: Grade checks will be performed at the beginning of each athletic season at CMS. Any students that have a failing grade in two classes during a grade check may be removed from the team and not allowed to play during that season. When determining eligibility of students participating in fall sports (football, soccer, and cross country), fourth quarter grades of the prior year are considered.

Grades During the Season: The teachers/coaches, on a weekly basis, will monitor all participants during a sports season. If a student receives a failing grade in two classes at weekly grade check time, they may be removed from the team. If a student has a failing grade in one class at weekly grade check time, the student may play but is expected to make progress toward passing all of their classes.

ACTIVITIES
At CMS all activities are for students on Honor Level 1 & 2 who have no outstanding fees or fines. The activities include Assemblies, Student Council, Sports, Yearbook, Socials, Open Gyms, Spirit Days, and Clubs, etc. In order to attend Socials, Open Gyms, and the like you will be required to show your Student I.D. Card. All school rules and dress code are applicable at school activities. Grades will also be used to determine student eligibility for certain school activities and events.

ATHLETIC AND OTHER FIELD TRIPS
If you are going to a sporting event or other school activity as a participant, you will need to get to the event and back to school in school approved transportation. If your parents want to provide you transportation after the event, they must submit the request in writing. Parents may not release you to another adult or parent. In case of emergency please contact the building administration. Check with your coach/advisor for more information. Violations will result in sanctions.

ATHLETIC CODE
Participation in Middle School sports is fun, it is work, it keeps you in shape, and it can give you a real feeling of accomplishment. However, students must remember that participation in sports is a privilege, and coaches have the discretion to discipline students or remove them from the team when student behavior becomes an issue. Furthermore, before you turn out for the first practice, fees must be taken care of and forms must be completed. Also, a completed physical is required to participate in athletics at CMS.

FEES / FORMS
A fee is required for each sport. All students need health insurance to participate in after school athletics. Insurance forms are available in the office for those students who do not presently have coverage. All fees and forms must be completed and returned to the office prior to participation.

PHYSICALS
If you are a 6th, 7th, or 8th grade student interested in turning out for a sport you are asked to obtain and fill out the required forms from the office at the start of your first sport season. After the forms have been completed they are good for all sports for one calendar year from the date of physical.

ATHLETIC SCHEDULE
Football August 31
Girls Soccer August 31
Cross Country August 31
Girls Basketball October 26
Wrestling October 26
Boys Basketball January 4
Volleyball February 22
Track April 18

ATTENDANCE AND PARTICIPATION
You must attend at least 3 periods a day to be eligible to play or practice in any athletic event or student activity. Furthermore, if you have a note excusing you from participation in PE, you may not participate in after school practices or athletic events.

BEHAVIOR REQUIREMENTS
If you find yourself on Honor Level Three, you will be allowed to practice, but will forfeit any athletic competition until returning to Honor Levels One or Two. If you are found to be on Honor Level Four, you will be excluded from practice and athletic participation. You may return to practice after returning to Honor Level Three.

SPORTSMANSHIP
CMS is proud to display school pride and sportsmanship at athletic events! This tradition of sportsmanship comes from our winning teams. Winning teams develop winning fans and winning fans make winning teams! Inappropriate yelling and profanity will not be tolerated. Enjoy the game!

SUBSTANCE ABUSE
The unlawful use, possession or consumption of tobacco, marijuana, alcohol or controlled substances (drugs) is prohibited. Any student/athlete committing such acts during the school year will be immediately suspended. The student will have the right to appeal the suspension according to the Chehalis School District co-curricular activity code.
# Student Conduct

## Wildcat Behavior

Students are recognized as having rights and responsibilities like any other US citizen. The Chehalis School District (CSD) respects their right to an education and rights of citizenship. It shall be the responsibility and duty of each student to pursue their course of studies, and comply with written rules of the CSD.

The rules, regulations and due process procedures of the CSD are designed to protect all members of the educational community, students, teachers, parents, and administrators in the exercise of their rights and duties.

Pursuant to Chapter 180-40 of the Washington Administrative Code, the following rules governing the conduct of all students enrolled at CMS, including special programs, have been adopted. All pupils who attend CMS shall comply with these rules and regulations as well as the Chehalis School District “Policy Defining Student Rights and Student Disciplinary Sanctions” (copies are available in the district office), and shall submit to the reasonable directions of school employees. Refusal to comply with such directions of school authorities shall constitute cause for discipline, suspension, or expulsion. Such rules apply:

### On the School Grounds:
- During, or after school hours.
- At any other time when the school is being used by a school group.
- Events on district property (i.e. Bearcat stadium, etc.)

### Off the School Grounds:
- At a school activity, function or event, including while students are participating in or representing the school in school sponsored events.
- When the prohibited behavior is consequence of, or directly related to, causes or events, which occurred or originated on school grounds.
- When the student is en-route between home & school, including bus stops.

## Wildcat Code of Conduct

1. I will come to school prepared for learning.
2. I will treat everyone with courtesy and respect.
3. I will act responsibly and accept the consequences for my actions.
4. I will help maintain a physically and emotionally safe school.
5. I will contribute positively to school spirit.

## Student Honor Level and Behavior

CMS promotes an atmosphere where you have the freedom to learn. This atmosphere encourages you to “stay out of trouble” with special recognition and incentives. Because students are kids and make mistakes, CMS follows an Honor Level System which has a built in fourteen day window that allows you to redeem yourself and put past offenses behind you by continued good behavior. **It's the student's responsibility to know the rules.** Honor Level Rewards, school socials, and frequent CAT POS drawings reward good behavior. Students who receive zero points throughout the school year are considered “all-stars.” All students who are All-Stars throughout the school year are eligible to participate in our annual All-Star event at the end of the school year.

### Honor Levels:
- Honor Level One: 0 Points
- Honor Level Two: 1-5 Points
- Honor Level Three: 6-9 Points
- Honor Level Four: 10+ Points

## Students' Role

Students are to follow the teacher's classroom rules and behave in a way that respects the physical safety and emotional security of themselves and others. Every teacher teaches differently and will communicate precisely how students are expected to behave in each activity. No student is allowed to run in the halls, engage in harassment of another person, or to behave in any manner that might cause physical or mental harm. Consequences for misbehavior at school are within the teacher / administrators discretion.

## Parents' Role

Parents are encouraged to participate in the education of their child. Parents' major role is to continually show the child that they are interested and supportive of them doing their best. Thus, the student is given an incentive to strive for excellence. Parents may be asked to support the teacher in helping the child to learn a particular skill such as independence, and how to take responsibility for their own behavior, such as remembering homework, or how to handle anger in a mature way. By working together, parents and staff can help the students learn behaviors that increase their chances of success.

## Student Incident Reports

Students are encouraged to communicate issues or concerns to teachers and/or school staff members. If an issue arises that a student is concerned about, the student should fill out a Student Incident Report. These forms can be found in the office and allow students to give detailed information regarding a specific issue of event. These forms will be used by office staff, counselors, and school administrators to help the student resolve an issue or begin investigating an event.

## Discipline

(The source of these definitions is WAC 392-400-205)

Discipline means all forms of corrective action or punishment other than suspension and expulsion, and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period. The student shall be under the supervision of a school district employee for the remainder of such period and may be placed in a semi-private, alternative space that can be observed by staff. Discipline shall also include the exclusion of a student from any other activity conducted by or in behalf of the District, such as athletics or other non-credit programs. Discipline at Chehalis Middle School is progressive and will be tracked.

It will be at the discretion of the principal or assistant principal to administer consequences for any violations of Chehalis Middle School student conduct expectations. Each situation is unique, and therefore, administrators will have discretion to develop different strategies for different students depending on the situation and circumstances surrounding a student or event. The consequences may be more or less severe than indicated by policy, including suspensions or recommending expulsion.
LUNCH DETENTION
All detentions, 25 minutes in length, are to be served during the lunch period. On the day a student is to serve their detention time, the student will be sent a reminder slip during the period prior to their lunch break. At the beginning of lunch, these students should report directly to the detention room. Students who do not bring a sack lunch will be allowed to get their school lunch at some point during the lunch period. If the detention time is not completed by the assigned date, the student will receive further disciplinary sanctions.

REFERRALS
Referrals are used by teachers to notify an administrator of a discipline issue. A student receiving a referral will meet with an administrator to discuss the incident and consequences. The referring teacher will make contact with a parent/guardian. Repeated referrals will lead to increased discipline and/or suspension.

SUSPENSION
Suspension means a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) at any single subject or class, or full schedule of classes or subjects, or at any other type of activity conducted by or on behalf of the school district and any combination of the foregoing for a stated period of time.

The building administrator may elect to suspend a student “in school.” In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff. Students that are suspended, whether in or out of school, are not permitted to attend any school district functions or extracurricular activities, or return to any school district campus, during the period of disciplinary action. Violators could be subject to more disciplinary action as well as trespassing charges being filed.

SHORT-TERM SUSPENSION
Short-term Suspension means a suspension for any portion of a school day up to and not exceeding ten (10) consecutive school days. Students will have the opportunity to complete work missed while suspended.

IN-SCHOOL SUSPENSION
In-School Suspension (ISS) is designed to keep students in a formal learning environment when they have been suspended for disciplinary reasons. It is a rigid program, with strict supervision, in a self-contained classroom. They are expected to be cooperative, respectful at all times, and follow the rules which include no communication with other students, no sleeping, no eating or drinking (other than lunch), no gum chewing, etc. Students must work on classroom work and assignments related to their suspension. Any violation may result in further discipline, including re-assignment to OSS. There will be no ISS for the weeks prior to Winter Break, Spring Break, and Summer Break. All suspensions during this time will be OSS.

OUT OF SCHOOL SUSPENSION
Out of School Suspension (OSS) is imposed on students who violate major rules, have a history of misconduct, or are unable to complete ISS.

LONG-TERM SUSPENSION
Long-term Suspension means a suspension, which exceeds a short-term suspension as defined above. Students suspended long-term have the right to an appeal. Students will have the opportunity to complete work missed during the appeal process.

EXPULSION
Expulsion means a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

EMERGENCY EXPULSION
Emergency Expulsion means an immediate expulsion (see above) of a student when the superintendent or his designee believes that the student’s presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.
STUDENT MISCONDUCT

EXCEPTIONAL MISCONDUCT
Exceptional Misconduct means misconduct other than absenteeism, which a school district had judged to be so serious in nature and / or as serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to short-term suspension, long-term suspension, or expulsion. In this handbook, any discipline offense marked with an asterisk (*) has been determined to be an exceptional misconduct offense.

MISCONDUCT
The following acts of misconduct are judged to be a breach of student conduct at Chehalis Middle School. Students involved in any of these acts are subject to discipline, suspension or expulsion as defined by district policy and state law. In addition, engaging in these acts may involve notification of civil authorities.

AGGRESSIVE BEHAVIOR / DISORDERLY CONDUCT / HORSEPLAY / HEALTH AND SAFETY
Behavior that causes, attempts to cause, or contributes to conduct that jeopardizes the health, safety, or welfare of yourself, other students, or staff or behaving in such a way as could cause physical injury to any person is strictly prohibited and will be subject to discipline, suspension or expulsion from school.

BUS BEHAVIOR
Students are expected to conduct themselves appropriately while a passenger on a school bus. Rules are posted and / or explained on each bus. Violation of the above rules may render pupils immediately liable for temporary or permanent suspension of riding privileges. Fighting, endangerment of other students, or violation of the rules regarding smoking, chewing tobacco, lighting matches or lighters or using any type of flame or spark device, are an automatic one week suspension of riding privileges. On all other rule violations, the procedures in place with the Chehalis / Centralia Pupil Transportation Cooperative will be enforced.

CHEATING / PLAGIARISM / FORGERY AND ALTERATION OF RECORDS
Any student who knowingly submits work of others represented as his / her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others, the use or preparation of written, pictorial, or other materials not authorized by the instructor during any test or assignment, the use of testing materials obtained previous to the test date, plagiarism of any kind, etc. Students found cheating shall be subject to a conference. After that conference, consequences could be receiving a failing score on the test or assignment to failure of the class and disciplinary action. A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action / disciplinary sanctions.

(*) CRIMINAL ACTS
Students, who are suspected, charged with, or convicted of a crime, may be disciplined, suspended or expelled. Legal authorities may be contacted.

DISOBEDIENCE
Students shall not fail to comply with policies or rules or with directions of teachers or other authorized school personnel during any period of time when he / she is properly under the authority of school personnel. Violators will be subject to discipline, suspension, or expulsion from school.

DISRUPTIVE CONDUCT
Students are expected to behave in a manner that is conducive to a learning environment. The use of noise, force, violence, or any other conduct, causing the disruption or obstruction of the educational process or any function of CMS is prohibited. Behavior detrimental to obtaining a positive learning environment and shall constitute cause for discipline, suspension, or expulsion from school.

DISRESPECT / INTIMIDATION OF STAFF
Disrespectful language, signs or acts, intimidation or threatening of school personnel will not be tolerated. Punishment will vary according to the offense and will range from apologies to recommendation for permanent expulsion from school.

(*) FALSE ALARMS
Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, transmitted, caused or permitted to be given, signaled or transmitted in any manner. Pulling of fire alarms, discharge of fire extinguishers for non-emergency reasons, and / or calling 911 for non-emergency purposes disrupts the educational process and is against the law and potentially creates dangerous conditions. Such action or involvement by a student will result in discipline and / or suspension from school and notification of civil authorities for further action. Under the law, false alarms are misdemeanors subject to a maximum fine of $250. Return to school may be contingent on a satisfactory conference with the Fire Marshall.

(*) FIGHTING / ASSAULT
Fighting is defined as a physical altercation causing a disruption of the educational process. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Fights are cumulative throughout the student’s middle school years. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting or physical assault. The following is the suggested course of action:

1. First Fight / Incident:
   - Short-term suspension (1-5 days)
2. Second Fight / Incident:
   - Short-term suspension (5-10 days)
3. Third Fight / Incident:
   - Long-term suspension (up to 90 days)

(*) FIRE AND ARSON RELATED MATERIALS
Any student who sets a fire on school premises is subject to a charge of arson, which is imposed by legal authorities. The student will be suspended or expelled. Arson is a felony. Students carrying arson-related materials (lighters, matches, and other fire-producing items) may also face disciplinary action.

(*) EXPLOSIVE AND INCENDIARY DEVICES
Any student possessing and / or using any explosive device, or look-alike will be subject to an immediate expulsion pending a hearing.
FORGED OR ALTERED NOTES, ETC.
Any student writing and / or attempting to pass a forged or falsified note or document, telephone message or other communication will earn a one-day in-school suspension as well as any discipline as a result of this action. A second occurrence of this type will result in a longer suspension.

GAMBLING
Gambling on school grounds is not permitted. Violation of this policy will result in discipline, suspension or expulsion.

(*) GANGS, GANG ACTIVITY
A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact among themselves; have identifiable leadership; take upon themselves an identity and or a group name; claim a physical territory; and engage together in one or more forms of antisocial behavior and or criminal activity on a regular or ongoing basis. The Chehalis School Board is aware of the public existence of gangs, which are involved in illegal, intimidating and harassing conduct, and hereby determines that such gangs and the expression of such gang membership cause or are likely to cause disruption in the school environment and present a threat to the health and safety of students and school personnel. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, no student on school property or at a school related activity:

1. Shall wear, possess, distribute or display any clothing, jewelry, graffiti, sign or any other thing, which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in such a gang;
2. Shall commit any act or omission, or use any speech or gesture, or any personal “grooming” style, or conduct evidencing membership or affiliation in such a gang;
3. Shall use any speech, gesture, conduct, or commit any act or omission including, but not limited to:
   a. soliciting others for membership in any such gang;
   b. pressuring, intimidating, threatening or harassing any person, individually, or creating an atmosphere or environment of undue pressure which can reasonably be expected to interfere with the physical or mental well-being of others;
   c. committing any other illegal act or other violation of school district policies;
   d. inciting or provoking or actively seeking other students to act with physical force or violence or mental harassment of others.

Individuals displaying such behavior are subject to discipline, suspension, or expulsion.

(*) HARASSMENT / BULLYING
No one should be subjected to harassment at school for any reason. Therefore, all students should deal with all persons in ways that convey respect and consideration for individuals regardless of race, marital status, national origin, creed, religion, gender, sexual orientation, age or disability. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs are prohibited (including text messages, social media, etc.). Such conduct referencing or directed at an individual or group that demeans that person / group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action. In short, harassment is to persistently disturb, torment, pester, intimidate, or threaten, etc., and will result in a minimum one-day suspension. Repeated offenses will result in further disciplinary action.

(*) HARASSMENT – SEXUAL
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance at school or creating an intimidating, hostile, or offensive working environment. (Board Policy 6590)

Sexual harassment is a form of sex discrimination that is prohibited by Title VII of the Civil Rights Act of 1964. There are three main types of sexual harassment identified by the Federal Equal Employment Opportunity Commission:

1. Sexual Advances: Sexual advances include assault and battery, rape, uninvited kisses, hugs, patting or pinching, phone calls and letters, brushing against another person’s body, or “pantsing”.
2. Requests for Sexual Favors: Requests for sexual favors include subtle or overt requests for sexual intercourse or other sexual contact but can also include repeated requests for a date or other social events.
3. Verbal or Physical Conduct of a Sexual Nature: Verbal conduct of a sexual nature includes such acts as comments about a person’s body, physical appearance, clothing, or sex life; wolf whistles, sexual jokes, perpetrator’s sex life; and sexual remarks (not necessarily about the victim). Physical conduct of a sexual nature includes exposing oneself, leering, kissing, hugging, making physical gestures of a sexual nature, looking or attempting to look down a woman’s dress, displaying nude pictures, and touching or adjusting the victim’s clothes.

These categories should be used as guidelines for determining whether conduct constitutes sexual harassment. However, unwelcome conduct that does not clearly fall into one of these categories may still constitute sexual harassment.

Students should be aware of behaviors, remarks, jokes, etc., that may embarrass or cause others to be uncomfortable. They should monitor their behavior and language. Sexual harassment will not be tolerated in this setting. Any student found to be sexually harassing another student will be subject to discipline, suspension or expulsion. In addition, the complainant is eligible to participate in the complaint procedure that applies to the general conditions of District Policy 3210 regarding nondiscrimination.

Possible steps to take to stop sexual harassment are:
1. Tell the harasser to stop.
2. Tell an adult.
3. Report the harasser to the office (with documentation, if possible).

LITTERING
Students may eat lunch in the cafeteria and outdoors in approved areas on nice days, provided they do not disrupt classes in session and areas remain litter-free. There is no eating allowed in hallways and stairways, and students are expected to pick up litter following lunch and leave their lunch table areas clean. Parking lots are equipped with garbage cans, which should be used to dispose of unwanted litter. Failure to keep your school litter free may result in discipline.
LYING AND DECEIT
CMS students are expected to be honest and trustworthy, working toward becoming citizens with outstanding character and integrity. Therefore, any student who knowingly falsifies information presented to a staff member or attempts to deceive or cover up the true nature of an event or incident will be subject to discipline.

MISUSE OF EQUIPMENT – SAFETY
Misuse of equipment, supplies, or facilities, including failure to follow safety rules established for the lab instructional areas will not be tolerated. Furthermore, any misuse of personal items in a way that can be dangerous or disruptive to the educational process will not be tolerated. Violators will be subject to discipline, suspension, or expulsion from school.

(*) NARCOTICS / DRUGS / ALCOHOL
Possessing, using, transmitting narcotics / drugs (including alcohol, marijuana, or prescription drugs or pills); being under the influence of, or showing evidence of having used any narcotic or illegal drug (including alcohol, marijuana, or prescription drugs or pills); or possession of any narcotic / drug paraphernalia on the person, in any locker, or in a vehicle, will not be tolerated. Consequences for drug / alcohol violations are progressive and will involve drug assessment and / or suspension and will apply to students from their enrollment in grade 6 through the completion of grade 12. Trafficking or distribution of illegal or dangerous narcotic / drugs (including marijuana) could result in long-term suspension or expulsion as well as a Police referral. This section also applies to drug / narcotic / alcohol “look-alikes”. Information about any drug and alcohol counseling, rehabilitation and re-entry programs is available in the Counseling Center.

If you choose to use, consume, possess or appear "under the influence" at school or a school activity, the following sanctions are put into place:

1. You will be referred to the police.
2. You will receive a long-term out-of-school suspension from school and all school sponsored activities.
3. You and your parents may be given the option of having you meet with a state certified drug and alcohol agent (at your cost) for a formal assessment. If this option is selected and you meet and follow through with the recommendations, the suspension may be reduced.

If you are caught a second time, you will again be referred to the police and put on a long-term suspension. That means you will be gone until the end of the semester or until you are granted an appeal from the Superintendent.

If you are caught a third time, you may be expelled.

If you are involved in sports, you will face additional penalties as listed in the Athletic Code. Students can be suspended for use of alcohol without taking the breath test if the administrator has reason to believe the student has consumed alcohol.

PUBLIC DISPLAY OF AFFECTION (P.D.A.)
The inappropriate public display of affection is embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing is not allowed.

Showing your affection without regard to your fellow students has its place, and that place isn’t in school. If you have a difficult time understanding what and when it is OK to show your affection, see your counselor. Failing to respect this policy may result in discipline, and suspension or expulsion for repeat offenders.

(*) REFUSAL TO COMPLY / CHALLENGING AUTHORITY/INSUBORDINATION
All students shall submit to the reasonable directions or disciplinary actions of teachers, administrators, or others authorized to supervise students. Students who fail to make reasonable academic progress due to refusing to comply with teachers also violate this rule. Refusal to comply with such rules or regulations or to submit to disciplinary actions shall constitute cause for discipline, suspension, or possible expulsion. Blatant disrespect may result in immediate removal from school. Students may not be allowed to return to school until a conference with the parent(s) / guardian(s), teacher, student, and an administrator has taken place.

REFUSAL TO IDENTIFY ONE’S SELF TO SCHOOL PERSONNEL
Any teacher, administrator, or other school district personnel has the legal right to request that persons on school grounds or at school-related activities identify themselves. No student shall fail to provide his name and other pertinent information to any school personnel. Violators will be subject to discipline, suspension, or expulsion from school.

SELLING ITEMS AT SCHOOL
The conducting of private business or selling unauthorized items is prohibited. Property may be confiscated and law authorities contacted. Discipline may be assigned.

(*) TOBACCO POSSESSION / USAGE
Chehalis Middle School fully enforces the RCW 28A.210.310 that states students of any age are prohibited from smoking or using tobacco products or having tobacco products in their possession at any time during the school day or at any school sponsored activities. This includes any nicotine products, electronic or vapor devices, or look-alikes. Before or after school, students are not to use these products on or adjacent to the school grounds and / or visual distance of any school grounds. Violators may be subject to suspension, expulsion, and a citation by law enforcement may be issued.

(*) THEFT
Stealing (or assisting in stealing) private property, school district property, or information (this would include, but is not limited to tests, quizzes, school keys, grade-books, computer disks, etc.) will be firmly dealt with. First occurrence consequences may include 1-3 days of suspension, restitution, and may result in a referral to the Chehalis Police Department. Subsequent occurrences may result in long-term suspension or expulsion.

(*) THREATS / INTIMIDATION
A person shall not communicate to any person any actions he / she shall take to punish or harm another person. Students threatening others may be subject to discipline, suspension, or expulsion.

(*) TRESPASS / LOITERING
Students are not to enter or loiter on any school district campus without proper authorization. After school, a student is expected to go promptly home after the last class, unless attending a school activity. Students are not to loiter on school grounds. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or reoccurring presence may
result in a real and substantial disruption to the school environment or pose a threat to the safety and well being of property or person. Students on campus while on suspension and / or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Violators may be subject to discipline, suspension, or expulsion and arrest for criminal trespass.

TRUANCY / TARDINESS
Students are expected to be in class and on time every class period. If a student needs to go to the office, use the bathroom, or use the telephone during class, they must have a pass from the teacher.

Skipping class, loitering in the halls, and regular tardiness are subject to discipline, suspension, or expulsion and may result in the school filing a petition with the juvenile court system. (See Truancy in the Comings and Goings section.)

UNAUTHORIZED AREAS
Being in an unauthorized area of the campus or building (including unlawful entry) is prohibited. Violators will be subject to discipline, suspension, or expulsion from school.

VANDALISM
Causing or attempting to cause damage to school, staff or student property will not be tolerated. This can include defacing signs or posters in the building. The student, parent(s) and / or guardian(s) shall be liable for damages. Violators will be subject to discipline, suspension, or expulsion from school.

VERBAL ABUSE / INSULTS
Students are required to show respect for authority and their peers. Any verbal abuse of staff and / or students will result in discipline or suspension.

VULGAR OR LEWD CONDUCT
Vulgar, profane, or inappropriate words or gestures in written, oral, or physical expression or the use or possession of vulgar, profane, indecent or obscene language, literature, writing, pictures, posters, or any actions judged as vulgar are prohibited. Violators will be subject to discipline, suspension, or expulsion from school.

(*) WEAPONS
No student shall possess any object that can reasonably be considered a weapon or dangerous instrument while on school grounds or at a school function. (Board Policy 4210)

This also applies to but not limited to any explosive device, firecrackers, pocketknives, chains, lasers, and lighters. These items are not to be brought to school. Violators will be subject to discipline, suspension, or expulsion from school.

(RCW 9.41.280) A Weapon is:

- Any firearm; or
- any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sandclub, blackjack, billyclub, metal knuckles, any pocket knife, any double-sided knife, any spring or mechanically loaded knife such as a switchblade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword dagger or dirk; or
- any device commonly known as “Nunchaku sticks” consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope, or other means; or
- any device commonly known as “throwing stars” which are multi-pointed objects designed to embed upon impact from any aspect; or
- any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- any disabling or incapacitating items such as electronic stunning / shocking devices; or any object used in a threatening manner and / or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents; or
- any object which looks like a weapon, such as a toy or “dummy” gun, knife or grenade.

The Superintendent or designee must promptly notify law enforcement and the student’s parent(s) and / or guardian(s) regarding any allegation or indication of such violation.

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall receive a one year mandatory expulsion for firearms. (RCW 28A.600.420)

In cases involving other weapons, the principal / designee may place the student on long-term suspension, unless expulsion is warranted under the specific circumstances. Students who make threats with or uses a weapon, described above, may be expelled for one year or more.
STUDENTS’ RIGHTS AND RESPONSIBILITIES

STUDENTS’ RIGHTS (from WAC 392-400-215)
In addition to other rights established by law, the following shall be substantive rights of students in the Chehalis School District:

- No school district shall deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion, economic status, or sex.
- No pupil shall be denied such opportunity solely because of pregnancy, marital status, previous arrest or incarceration.
- Pupils shall have the rights to freedom of speech and of the press and the right to peaceably assemble and to petition the government and its representatives for redress of grievances.
- Pupils shall have the right to be secure in their person, papers, and effects against unreasonable searches and seizures.
- No student shall be deprived of educational opportunity by a school without due process.

These rights mentioned above are subject to the Chehalis School District’s authority to make reasonable rules and regulations safeguarding the health, safety, and rights of students, teachers, administrators, parents and the community at large. Specific details regarding each of the above rights can be found in the Chehalis School District Policy Manual or student conduct pamphlet available in each building office. (See also Board Policies 3230, 3231, 3232, and 4040)

MEDIA RECOGNITION OF STUDENTS
During the course of the school year, our students are often involved in activities featured in news articles and possibly pictures. If you do not want your child/student individually identified by name, please notify our office in writing at your earliest convenience. This excludes group pictures where student are not personally identified. Also, our school parent bulletin/newsletter may include pictures of your child, as well as school and district webpages. Should you wish for your child’s name and picture to not appear in school bulletins, newsletters or on school or district webpages, please notify our school office.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING (BP 3207)
The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written message or image – including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions
Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Training
This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention
The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying.

Interventions
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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Compliance Officer
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

Compliance Officer: Mary Lou Bissett, Assistant Superintendent
310 SW 16th Street, Chehalis, WA 98532, (360) 807-7200
The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

INSTRUCTIONAL NOTICE (Board Policy 4130)
Notification to parents informing them that they can request the following information regarding instructional staff who work with their children:

• Whether or not the child’s teacher has met state certification for the grades and subjects s/he is teaching.
• Whether or not the teacher is working with an emergency or conditional certificate where state certification criteria has been waived.
• The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree.
• If the child receives instructional services from a paraeducator, the paraeducator’s qualifications.

DUE PROCESS
Students have the rights of citizenship as defined by the US Constitution and its amendments. These rights may not be abridged, obstructed, or in other ways altered, except in accordance with the due process of law. School authorities must show that actions of students are a detriment to themselves, interfere with the rights of others, or create a disruption of the educational processes. The rules, regulations and due process procedures of the Chehalis School District are designed to protect all members of the educational community: students, parents, and administrators in the exercise of their rights and duties. Administrators and teachers are charged with the following duties:

• To maintain a safe & healthy environment;
• To see that what goes on has a legitimate educational purpose;
• To eliminate any serious damage; and
• To eliminate any serious disruption of the educational process.

Definitions of discipline, suspension, expulsion, and due process limitations and conditions are spelled out in detail in the Chehalis School District Policy Manual and student conduct.
Annual Notices

Nondiscrimination Statement/Equal Opportunity Employment Notice (Board Policies 3210 and 5010)
Chehalis School District is an equal opportunity education system and employer that does not discriminate on the basis of race, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, or qualified individuals with disabilities including the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to designated youth groups (i.e. Boys Scouts).

El Distrito Escolar en Chehalis es un sistema escolar con igualdad de oportunidades en la educacion y trata a todos por igual sin discriminación racial, religion, color, origen nacional, edad, sexo, orientación sexual, expresiones del genero, identidad, estado matrimonial, ó individuos incapacitados, ó con impedimentos sensoriales, mentales, impedimentos físicos o impedimentos que requieran la asistencia de perros guías, ó personas que utilizan los servicios de mascotas y proporcionamos igual acceso a grupos juveniles designados (i.e. Boy Scouts).

The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX/Affirmative Action Officer**
Mary Lou Bissett, Assistant Superintendent
310 SW 16th Street
Chehalis, WA 98532
(360) 807-7200

**Section 504/ADA Officer**
Director of Student Support Programs
1265 SW Pacific Ave.
Chehalis, WA 98532
(360) 807-7245

**Title I, Part A, Highly Qualified Teachers** (Board Policy 4130)
Notification to parents informing them that they can request the following information regarding instructional staff who work with their children:
- Whether or not the child’s teacher has met state certification for the grades and subjects s/he is teaching.
- Whether or not the teacher is working with an emergency or conditional certificate where state certification criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree.
- If the child receives instructional services from a paraeducator, the paraeducator’s qualifications.

**SPECIAL EDUCATION SERVICES** (Board Policy 2161)
The Special Services department provides services to students with a wide range of disabilities from mild learning difficulties to severe disabilities. Services may include psychological assessments, counseling, communication disorder services, vision and hearing screenings, occupational and physical therapy, infant/toddler preschool programs for children birth to six years of age, and home-based or center-based programs.
The Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities. Section 504 requires that schools provide a full range of special accommodations/services so that students may participate and benefit from public education programs and activities. Students may be considered disabled under 504 even though they may not require Special Education services pursuant to the Individuals with Disabilities Act (IDEA).

**SECTION 504 OF THE REHABILITATION ACT OF 1973** (Board Policy 2162)
**Parent/Student Rights in Identification, Evaluation and Placement**
The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:
1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive prior notice with respect to actions regarding the identification, evaluation, or placement of your child. Parent consent must be obtained before initial evaluation and placement.
4. Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students.
6. Have your child receive special education and related services if he/she is found to need them under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act and provide transportation as a related service when necessary as part of a student’s accommodation plan.
7. Have evaluation, educational program, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child’s identification, evaluation, educational program, and placement.
11. Obtain copies of your child’s education records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child’s records.
13. Request amendment of your child’s educational records if
there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Director of Student Support Services.

15. Ask for payment of reasonable attorney fees if you are successful on your claim.

16. File a local grievance.

17. Have your child receive accommodations under a Section 504 plan, if he/she has a physical or mental impairment that substantially limits a major life activity.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Student Support Services, phone number (360) 807-7245. The Director of Student Support Services can provide 504 ADA information.

CHILDFIND (Board Policies 2161 and 2162)
The ChildFind program conducts activities for the purpose of locating, evaluating and identifying students with a suspected disability. Activities apply to students ages birth through 21. Formal screenings and assessments, which could include the areas of hearing, vision, social skills, language, learning and motor skills, are available for preschool students. For parent(s)/guardian(s) concerns about their child’s development or questions about the ChildFind program, please contact the district Student Support Services office at (360) 807-7245. (WAC 392-172-100)

ASBESTOS (Board Policy 6890)
In compliance with federal EPA rules, the Board of Directors of Chehalis School District hereby notifies patrons that asbestos containing materials are present in Chehalis school buildings. The condition of asbestos is monitored every six (6) months to ensure that it does not pose a threat to children, staff and patrons. The locations of friable asbestos (able to crumble and release fibers) and encapsulated asbestos (sealed) are available, upon request.

PESTICIDES (Board Policy 6895)
The Chehalis School District complies with all legal requirements for record-keeping regarding the application of pesticides to school grounds or school facilities and such records are available, upon request. At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application by posting a notice in a prominent place in the building an grounds. Following application, a sign shall be posted at the location of the application. The notice shall state the product name, date, time and specific location of the application, the pest for which the application as made, and a contact name and telephone number. The notice shall remain posted for 24 hours or longer, if required by the label of the pesticide.

HARASSMENT NOTICE
It is the policy of the Chehalis School District to maintain a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits any form of religious, racial and sexual harassment or violence involving students, employees or others participating in school district activities. Engaging in harassment activities (including intimidation or bullying) will result in appropriate discipline or appropriate sanctions against offending students, staff, contracted service providers, parents or others participating in school district activities. Incidents of harassment should be immediately report to the building supervisor, if available, or to the District’s Compliance Officer, Mary Lou Bissett, Assistant Superintendent, 310 SW 16th Street, Chehalis, WA 98532 (360)-807-7200. All formal complaints shall be made in writing. (See Board policies 3207, 5282, and 6590)

All certificated staff members share legal responsibility for reporting suspected child abuse including allegations of sexual harassment or inappropriate sexual relations with other students or adults. (See Board policy 3421 and State of Washington Code of Professional Conduct)

TECHNOLOGY ACCESS RELEASE

The Chehalis School District technology network (CATNet) includes services to and on the local area network. These services include, but are not limited to, printing, storing documents and file sharing. The CATNet also includes services provided through the K2 network, such as access to public networks, including the Internet. I understand, and agree with, this document as a condition of my right to use the CATNet services.

1. I will abide by the CATNet Acceptable Use Agreement.

2. Network Administrators have the right to view any material stored on any CATNet device. Network Administrators have the right to edit or remove any material they, or their superiors (in their sole discretion), believe may be unlawful, obscene, abusive, or otherwise objectionable. I hereby waive any right of privacy, which I may otherwise have, to such material.

3. Chehalis School District, nor any of its providers, shall be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the CATNet, including access to public networks, without limitation.

4. The Chehalis School District, nor its providers, warrants that the function of CATNet, nor any networks accessible through CATNet, will meet any specific requirements, or that access will be error free and uninterrupted.
5. The Chehalis School District, nor its providers, shall be held liable for damages, direct or indirect, incidental or consequential damages while using the CATNet network. This includes, but is not limited to, data or information loss.

6. Use of the CATNet is a privilege, not a right, and can therefore be revoked by Network Administrators at anytime for violation of this, or the Acceptable Use Agreement. Network Administrators will consult with District Office and/or Building Administrators to determine what constitutes a violation.

7. The Chehalis School District reserves the right to revise, modify and update the Technology Access Release and/or the Acceptable Use Agreement.

8. I hereby release the Chehalis School District, Network Administrators, operators and any institution, which they may represent, from any and all damages, or claims, that may arise from my use, or inability to use, the CATNet network. I understand that by signing this agreement, I will be granted the privilege of using the Chehalis School District’s CATNet network, as well as access to public networks.

I hereby certify that I will abide by the conditions set forth in this document, as well as the CATNet Acceptable Use Agreement.

**TECHNOLOGY ACCEPTABLE USE AGREEMENT**

It is our pleasure to offer the staff and students of the Chehalis School District access to the district CATNet network and its resources. These resources include access to data storage servers, staff email, on-line resources (NovaNET, Virtual Academy, Accelerated Reader, etc.) and the Internet. For network operation to remain successful, it is the responsibility of the users (you) to conduct themselves in a responsible, lawful, ethical and polite fashion. The user is ultimately responsible for his/her actions. The following guidelines are not intended to define all required or proscribed behavior of its users. The Chehalis School District reserves the right to revise, modify and update the Acceptable Use Agreement.

**GUIDELINES / GENERAL INFORMATION**

**Network Usage**

9. Use of CATNet must be in support of education and research, and consistent with the mission of the district. The Chehalis School District reserves the right to prioritize use and access to CATNet.

10. Any use of the system must be in conformity to state and federal laws, network provider policies and licenses, and district policies and licenses.

11. Personal use of CATNet resources shall not be at the cost of the district, shall not interfere with the performances of the users’ official duties, must be brief in duration and must not disrupt the conduct of the District's business. Use of CATNet resources for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.

12. The CATNet system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

13. No use of the system shall serve to disrupt the operation of the system by others, including the compromising of security or the integrity of district information; system components including hardware or software shall not be destroyed, modified or abused in any way.

14. Malicious use of the CATNet system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

15. Use of the CATNet system to access, store or distribute obscene or pornographic material is prohibited.

16. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.

17. CATNet resources may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

**Security**

18. System accounts are to be used only for the authorized purpose. Users must not share their account access or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

19. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

20. Communications may not be encrypted so as to avoid security review.

21. Users should change passwords regularly and avoid easily guessed passwords.

**Personal Security**
22. Personal information, such as addresses and telephone numbers, should remain confidential when communicating on the CATNet system. Students should never reveal such information without permission from their teacher or another staff member. No user may disclose, use or disseminate personal identification information regarding minors without authorization.

23. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.

24. Students should notify their teacher or other staff member whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable on the web or when using the system.

Copyright
25. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. All users of CATNet shall comply with current copyright laws and Chehalis School District copyright policy BP2025.

Filtering and Monitoring
26. Filtering services are in use for all district owned computers with access to the Internet for all users.

27. Educational staff will, to the best of their ability, monitor minor's use of the Internet in school, and will take reasonable measures to prevent access by minors, to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

General Use
28. Use of educational, computer-based games must be approved by a supervising teacher and must be in support of District Learning Goals. All other computer-based games are prohibited.

29. Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.

30. No person shall have access to the system without having received appropriate training. A signed Chehalis School District Network Technology Access Release form must be on file with the district. Students under the age of 18 must have the approval of a parent or guardian.

31. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific use of the system is consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate their use further the purposes and goals of the district. For security and administrative purposes, the district reserves the rights for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

DISTRICT RIGHTS

Chehalis School District reserves the right to:
1. Monitor all activity of CATNet
2. Determine whether specific uses of the network are consistent with these acceptable use guidelines
3. Log network use and monitor bandwidth usage and/or storage disk space utilization by users
4. Deem what is appropriate use
5. Remove a user’s access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Agreement
6. Cooperate fully with any investigation concerning or relating to any CATNet activity
7. Prioritize use and access to the system.

District Responsibilities / Limitations
1. The district will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and district files. The district will not guarantee that information on any computer system will be inaccessible by other users.
2. The district will attempt to provide error free and dependable access to technology resources associated with CATNet. The district will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.
3. The district will not deny or remove a user’s right to use CATNet resources without just cause.

MATERIAL/PICTURES ON THE WEB

Student pictures and material are published on the World Wide Web.
CAMPUS MAP

CMS MAP / EMERGENCY EXIT ROUTES