

# Chehalis Middle School

## Student Handbook 2021-2022



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

CMS Website: [www.chehalisschools.org/cms/home](http://www.chehalisschools.org/cms/home)

### ***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 2021-22 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.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

# 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.

## BUILDING / SCHOOL HOURS

CMS opens at 7:20 a.m. for students. All students are to enter in the morning through the southwest doors by the busses. The first bell rings at 7:30 and students are to be in class at 7:50. Students who come late to school must enter through the main entrance and check into the office.

**CMS Office Hours: 7:20 a.m. – 3:30 p.m.**

## ASB OFFICERS FOR 2021-2022 SCHOOL

President - Skylie Voie

Vice President - Elsie Morton

Secretary - Sabrina Steiner

Sergeant at Arms - Reese Mischler

Treasurer - Aubrey Prigmore

**Chehalis School District  
2021-2022 School Year Calendar**

**Revised  
December 14, 2021**

Legend 

	Regular school days
	Non-school days/holidays
	Early release days

August				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September - 18				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October - 21				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	(15)
18	19	20	21	22
25	26	27	28	29

November-19				
M	T	W	Th	F
(1)	(2)	(3)	(4)	(5)
8	9	10	11	12
15	16	17	18	19
22	23	(24)	25	26
29	30			

9/2 District Day  
9/3 No School  
9/6 Labor Day - Holiday  
9/7 First Student Day

10/15 Early Release -  
Staff Inservice

11/1-11/5 Fall Confs -  
Early Release  
11/11 Veterans Day - Holiday  
11/24 Early Release for Holiday  
11/25-11/26 Thanksgiving Holidays

**Regular School Hours**  
Lintott Elementary (PS-2) 8:50am-3:20pm  
Smith Elementary (3-5) 8:50am-3:20 pm  
Chehalis MS 7:50am-2:20pm  
WF West HS 7:40am-2:10pm

**Early Release Times**

**Fall and Spring Conference Days  
and Early Release for Staff Inservice  
(Lunch served)**

October 15, 2021  
November 1-5, 2021  
December 3, 2021  
January 21, 2022  
January 28, 2022  
February 11, 2022  
February 28 and March 1-4, 2022  
March 25, 2022  
April 22, 2022  
May 6, 2022

December - 13				
M	T	W	Th	F
		1	2	(3)
6	7	8	9	10
13	14	15	16	(17)
20	21	22	23	24
27	28	29	30	31

January - 20				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	(21)
24	25	26	27	(28)
31				

February - 19				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	(11)
14	15	16	17	18
21	22	23	24	25
(28)				

March - 22				
M	T	W	Th	F
	(1)	(2)	(3)	(4)
7	8	9	10	11
14	15	16	17	18
21	22	23	24	(25)
28	29	30	31	

12/3 Early Release -  
Staff Inservice  
12/17 Early Release  
for Holidays  
12/20-12/31 Winter Break

1/3 Back to School  
1/17 MLK Jr. Day - Holiday  
1/21 Early Release - Staff Inservice  
1/28 Early Release -  
Semester Break

2/11 Early Release - Staff Inservice  
2/21 President's Day -  
Holiday  
2/28 - Spring Conf-Early Release

3/1-3/4 Spring Confs-Early Release  
3/18 1st Closure Makeup Day OR  
Professional Day - No school  
3/25 Early Release - Staff Inservice

<b>Lintott Elementary</b>	1:20 pm
<b>Smith Elementary</b>	1:20 pm
<b>Chehalis Middle School</b>	12:20 pm
<b>W.F. West High School</b>	12:10 pm

April - 16				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22)
25	26	27	28	29

May - 20				
M	T	W	Th	F
2	3	4	5	(6)
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June - 12				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	(16)	17
20	21	22	23	24
27	28	29	30	

July				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4/4-4/8 Spring Break  
4/22 Early Release -  
Staff Inservice

5/6 Early Release - Staff Inservice  
5/27 2nd Closure Makeup Day  
OR No School  
5/30 Memorial Day- Holiday

6/11 Graduation  
6/16 Last Day of School -  
Early Release

7/4 Independence Day - Holiday

**Early Releases -Holidays/Last Day  
of School  
(No lunch)**

November 24, 2021  
December 17, 2021  
June 16, 2022

<b>Lintott Elementary</b>	12:05 pm
<b>Smith Elementary</b>	12:05 pm
<b>Chehalis Middle School</b>	11:05 am
<b>W.F. West High School</b>	10:55 am

**21/22 CMS Bell Schedule**

- 1st- 7:50-8:37
- 2nd- 8:41-9:26
- 3rd/Wildcat- 9:30-9:45
- 4th- 9:49-10:34
- Lunch (A)- 10:34-11:04
- 5th (B)- 10:38-11:23
- Lunch (B)- 11:23-11:53
- 5th (A)- 11:08-11:53
- 6th- 11:57-12:42
- 7th- 12:46-1:31
- 8th 1:35-2:20

- \*7:20 Doors open in the morning (no bell)
- 7:30 - 7:45 Breakfast/ Classrooms/ Library/ Gym open (bells)
- 7:50 Class Begins

# 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, etc. are not to be ridden on school grounds. If you ride a bicycle, to ensure your safety, you must come in by way of 19<sup>th</sup> 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 19<sup>th</sup> Street. Please bring your own bike lock. The school is not responsible for theft or damage. Skateboards, etc. 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, scooters, and skateboards, etc. cannot be ridden on school district property.**

## BUSSES AND BUS PASSES

Students riding school busses 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. A pass will be issued.

## 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 alarm sounds, students will "shelter in place" until instructions are given (unless in immediate danger).
2. If directed to evacuate, all students shall walk quickly, quietly and orderly from their rooms to the specified exit.
3. Student shall not stop to take books, coats, or other personal belongings with them.
4. The first person to a door shall open it.
5. The teacher will be the last to leave the room, unlock the door, and accompany her / his class out of the building.
6. Once outside the building and in line, the teacher will check roll to see that all students are present.
7. Running and talking are not allowed under any circumstances.
8. Students shall proceed to assigned places on the football field 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.

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 of any injuries to their child as soon as possible. **Students will only be released to people that are listed on the student's family or emergency contact list. Please make sure the information is up to date.**

### **LOCKDOWN & MODIFIED 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.

A modified lockdown will be used when there is a potential threat in the neighborhood but there is no direct threat to the school. An announcement will be made initiating the lockdown. All exterior doors and windows will be shut and locked. No students can exit or enter. Interior activities will continue as normal.

### **FINES:**

Any student who has acquired a fine is responsible for satisfying that obligation by the end of the semester. Students who have not satisfied all of their fines may not be allowed to participate in 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 may be issued a referral 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 7:30 and 7:50. 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. If you are unable to participate in PE you will not be allowed to participate in after school sports.

Suiting up for HF is a requirement. HF clothes can be T-shirts or sweatshirts, shorts or sweats, and gym shoes. A referral may be issued to you for not suiting up and the non-suit may 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. 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.

Students must be fever free (temperature less than 100.0° F) without fever reducing medication for 24 hours prior to returning to school.

### **LOCKERS / STUDENT VALUABLES**

**Lockers will not be in use for the 21-22 School year.**

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, some snacks are available to the students. **Food and drinks are not to be consumed in classrooms, on the stage, in the hallways or outside.**

Money should be placed in lunch accounts in the Commons between 7:30 and 7:50 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 7:30-2:50. Students are encouraged to use the library for a variety of reasons, including research, projects, studying, 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 22-23 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 of 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. This immunization is not administered at school.

## 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/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, between classes 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 may 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.

Students are not allowed to use their personal devices to access inappropriate websites or use apps or other means to get around the district firewall.

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 any time 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 corrective action.

**Any students who take, send or share 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 including messaging or social media apps, will be subject to corrective action and may be referred to the Chehalis Police Department.**

## 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 the parent and teacher can confer before and after the visit. **All visitors will be issued and must wear a visitor's pass.**

# DRESS FOR SUCCESS

## 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, sexual orientation 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/lip 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 or alcohol use, violence, illegal activity or disruptive behavior), as interpreted by administration

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

Pajamas or other sleepwear

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

Items, which can pose a distraction such as hats, hoods, sunglasses, visors or other items, which can make a student difficult to be identified or become a distraction 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.

**Chehalis Middle School will follow mask and facial coverings guidelines when state regulations are in effect.**

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 or other corrective actions.

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 blankets, flags, spinners,, laser pointers, rubber bands, cell phones, white-out, permanent markers, headphones,, media devices etc. Media devices containing content inappropriate for school will be confiscated and returned to a parent. If items are found, they are to be put in the students backpack and stay for the remainder of the day.

## **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 7:20 and 7:50 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 absent 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 may 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 seven unexcused absences in a month or ten in a year, the school will file a petition with the juvenile court. Further issues will be referred to the Community Truancy Board and then to a judge.

### **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 7:20 and 7:50 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 7:20 a.m. for students. All students are to enter in the morning through the southwest doors by the busses. The first bell rings at 7:30 and students are to be in class at 7:50. The dismissal bell rings at 2:20 p.m. and the office closes at 3:30 p.m.

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 see page 3 or 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

## 7 PERIOD DAY

All students will have 7 classes with the following required classes:

Language Arts, Mathematics, Science, Social Studies, Physical Education (3 quarters) and Health (1 quarter)  
The remaining classes may be made up of the following based on grade level, state assessment results, student choice and school recommendations:  
Electives (Music, Art, Yearbook, etc.)  
Career & College Readiness (Communications, Principles of Tech, etc.)  
Support (Language Arts, Mathematics, Organization/Study Skills, etc.)  
World Language (Spanish)

## WILDCAT TIME

Wildcat Time will be everyday between 2nd and 3rd period. During September, this time will be focused on becoming familiar with the student handbook, school expectations, and required online safety training. Throughout the school year Wildcat Time will focus on CharacterStrong lessons, Naviance, Technology and Study Skills and building the CMS family culture.

## CAREER AND COLLEGE READINESS

Students in all grades will be participating in Naviance, an online comprehensive college and career-readiness program. The Naviance program enables self-discovery, career exploration, academic planning and college preparation. Students will access this program in their Social Studies classes throughout the year.

## 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 may offer several different groups as well as individual activities, which focus on specific needs of students. If you feel you would benefit from one of these activities make sure you sign up to see a counselor.

## 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 5<sup>th</sup> 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 individual meetings with teachers 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. If available, results will be sent home or made available for pickup once they are obtained. Parents and students with questions about the State 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 some activities are for students on Honor Level 1 & 2 who have no outstanding fees or fines. The activities include Socials, Field Day, etc. All school rules and dress code are applicable at school activities. **Grades may 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.

## 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 (RANKONE.COM)

A fee is required for each sport. Forms are now completed online. Parents can follow the link to rankone.com from the CMS

webpage. 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 prior to participation.

## PHYSICALS

If you are a 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> 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 (PROPOSED)

Football	August 30
Girls Soccer	August 30
Cross Country	August 30
Girls Basketball	October
Wrestling	October
Boys Basketball	January
Volleyball	February
Track	April

## ATTENDANCE AND PARTICIPATION

You must attend at least 4 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 (nicotine), marijuana, vapor products/devices, alcohol or controlled substances (drugs) is prohibited. Any student / athlete committing such acts during the school year will be immediately suspended from the team. 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 Board Policy 3241 (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 an appropriate corrective action. 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 and utilize positive decision making.** 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 **thirty-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.

### Honor Levels:

### Corrective Action:

<b>Level One</b>	0 Points	<b>Detention</b>	2 Points
<b>Level Two</b>	1-5 Points	<b>½ Day ISS</b>	4 Points
<b>Level Three</b>	6-9 Points	<b>1 Day ISS</b>	6 Points
<b>Level Four</b>	10+ Points	<b>1 Day OSS</b>	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 / administrator’s discretion.

## PARENTS’ ROLE

Parents are expected 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**

Discipline means all forms of corrective action taken by the school district in response to behavioral violations. Unless a student’s presence poses an immediate and continuing danger to others, or a student’s presence poses an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

These other forms of discipline may involve the use of best practices and strategies.

**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.**

**LUNCH DETENTION**

All detentions are to be served during and for the entirety of 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 corrective actions.

**SUSPENSION**

The denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.

- **In-school suspension means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.**
- **Short-term suspension** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475. **Long-term suspension** means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

**EMERGENCY EXPULSION**

Means the removal of a student from school because the student’s presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530

**BEHAVIOR EXPECTATIONS**

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

# STUDENT MISCONDUCT

## SAFETY OF SCHOOL MISCONDUCT

Safety of School Misconduct means misconduct other than absenteeism, which a school district has 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 appropriate corrective actions.

## 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 corrective actions 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 corrective actions.

## 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 tobacco products, vapor products/devices, lighting matches or lighters or using any type of flame or spark device, are at least 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. Some conduct may also be dealt with at school, depending upon the circumstances.

## 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.**

## CONTRIBUTING TO CONFLICT

Students should refrain from spreading rumors, encouraging unacceptable behavior, making negative comments and any other actions which could create conflict in our school.

## 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 corrective actions.

## 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 corrective actions.

## DISRESPECT / INTIMIDATION OF STAFF OR PEERS

Disrespectful language, signs or acts, intimidation or threatening of others will not be tolerated. Punishment will vary according to the offense and will be subject to corrective actions.

## 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 corrective actions 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 corrective actions. Fights are cumulative throughout the student's middle school years. Fighting may constitute a crime and legal authorities may be notified by the security officer. Students will be subject to corrective actions 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 subject to corrective actions. Arson is a felony. Students carrying arson-related materials (lighters, matches, fireworks and other fire-producing items) may also face corrective actions.

### **EXPLOSIVE AND INCENDIARY DEVICES**

Any student possessing and / or using any explosive device (including fireworks), or look-alike will be subject to immediate corrective actions.

### **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 may be subject to corrective actions.

### **GAMBLING**

Gambling on school grounds is not permitted. Violation of this policy will result in corrective actions.

### **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 corrective actions.

### **(\*) 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, retaliation, jokes, pictures and slurs are prohibited (including messaging, social media applications, 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 corrective actions.

### **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 de-clothing another student.
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 or sharing nude or inappropriate 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 corrective actions. 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 only eat lunch in the cafeteria. There is no eating allowed in classrooms, hallways, gym and stairways. 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 corrective actions.

### **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 falsified 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 corrective actions.

### **MISUSE OF EQUIPMENT – SAFETY**

Misuse of equipment, supplies, or facilities, including failure to follow safety rules 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 corrective actions.

### **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 may involve drug assessment and / or corrective actions and may 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 program 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 may be put into place:

1. Referral to the police.
2. A long-term out-of-school suspension from school and all school sponsored activities.
3. Placed on Emergency Expulsion.
4. 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 may again be referred to the police and put on a long-term suspension. That means you may be gone until the end of the semester or school year unless 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 corrective actions.

### **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 corrective actions. 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 corrective actions.

### **SELLING ITEMS AT SCHOOL**

The conducting of private business or selling unauthorized items is prohibited. Property may be confiscated and law authorities contacted. Corrective actions may be assigned. Students may not buy or sell items from each other at school.

### **(\* ) 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 corrective actions.

### **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, technology, etc.) will be firmly dealt with. First occurrence consequences may include corrective actions, restitution, and may result in a referral to the Chehalis Police Department. Subsequent occurrences may result in additional corrective actions.

### **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 corrective actions.

### **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 or be in unauthorized areas. 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 corrective actions and arrest for criminal trespass. Violators may be subject to corrective actions 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 corrective actions 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 corrective actions. This applies before, during and after school hours.

### **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 corrective actions.

### **VERBAL OR VISUAL ABUSE / INSULTS**

Students are required to show respect for authority and their peers. Any verbal or visual, including electronic, abuse of staff and /or students will result in corrective actions.

### **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 corrective actions.

### **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 corrective actions.

(RCW 9.41.280) A Weapon is:

- Any firearm; or
- Any other dangerous weapon as defined in RCW 9.41.250
- Any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect
- 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 spring)
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge

designed to administer to a person or an animal an electric shock, charge, or impulse  
Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse

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 assign other corrective actions

# 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 students 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 not to 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:

- Physically harms a student or damages the student's property
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment

- 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 (in person or online) 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



### **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: Christine Moloney, 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, teachers, 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 minimize property loss or 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

Chehalis School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Chehalis School District offers classes in many career and technical education (CTE) program areas, including Agriculture, Business and Marketing, Family and Consumer Sciences, Skilled and Technical Sciences, Health Sciences and STEM. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs.

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

El Distrito Escolar de Chehalis no discrimina en ningún programa o actividad por sexo, raza, credo, religión, color, origen nacional, edad, estado veterano o militar, orientación sexual, expresión o identidad de género, discapacidad o el uso de un Guía de perros entrenados o un animal de servicio y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados.

El Distrito Escolar de Chehalis ofrece clases en varias áreas con programas de educación vocacional y técnica (CTE), incluyendo Agricultura, Negocios y Mercadotecnia, Ciencias de la Familia y del Consumidor, Ciencias Técnicas y Calificadas, Ciencias de la Salud y STEM. La falta de dominio del idioma inglés no será una barrera para la admisión y participación en programas de educación profesional y técnica.

Los siguientes empleados han sido designados para manejar las preguntas y quejas de supuestas discriminaciones:

## **Title IX Coordinator**

Jeff Johnson  
310 SW 16th Street Chehalis, WA 98532  
360-807-7235  
jjohnson2@chehalisschools.org

## **Section 504/ADA Coordinator**

Director of Special Education  
310 SW 16th Street Chehalis, WA 98532  
Chehalis, WA 98532  
360-807-7245  
speck@chehalisschools.org

## **Civil Rights Compliance Coordinator**

Debby Gregory  
310 SW 16th Street Chehalis, WA 98532  
360-807-7200  
dgregory@chehalisschools.org

## **Career and Technical Education Coordinator**

Rick Goble  
310 SW 16th Street Chehalis, WA 98532  
360-807-7235  
rgoble@chehalisschools.org

## **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 and 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 was 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, Ed Rothlin, 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)

#### **HARASSMENT**

It is the policy of the Chehalis School District to maintain a positive and productive education and working environment free from religious, racial or 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 will result in appropriate discipline or other appropriate sanctions against offending students, staff, contracted service providers, parents or others participating in school district activities. Incidents of harassment should be immediately reported to the building supervisor if available, or to the compliance officer, Ed Rothlin, Superintendent, at the District Office. All formal complaints shall be made in writing.

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.

References: Chehalis School Board Policies 3207 and 6590 – posted in District buildings, State of Washington Code of Professional Conduct

#### **Complaint Procedure**

You can report discrimination, discrimination harassment and sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online at [www.chehalisschools.org](http://www.chehalisschools.org).

#### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### **Step 1. Write Our Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

##### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

##### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

#### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

#### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967

**Mail or hand deliver:** PO Box 47200, [600 Washington St. S.E., Olympia, WA 98504](https://www.wa.gov/locations/olympia)-7200

For more information, visit <http://www.k12.wa.us/Equity/Complaints.aspx>, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

#### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-

8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7255 | [www.hum.wa.gov](http://www.hum.wa.gov)

#### **HIGHLY CAPABLE PROGRAM**

The Chehalis School District Highly Capable Program is designed to meet the academic needs of our students in grades K-12 who fall generally in the top 2 percentiles for cognitive aptitude; those assessed to have superior intellectual ability as demonstrated by one or more of the multiple criteria specified in WAC 392-170-040. These students exhibit high capability in intellectual and/or creative areas, possess an unusual leadership capacity, or excel in specific academic fields, thereby requiring services beyond the basic programs provided by schools. More information regarding the Chehalis School District Highly Capable Program is available at [www.chehalisschools.org](http://www.chehalisschools.org).

#### **FERPA**

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - PUBLIC NOTICE The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: 1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right to consent to

disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. 4. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1) The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX officer listed below: Jeff Johnson, Chehalis School District 310 S. W. 16th Street Chehalis, Washington 98532 360-807-7200 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901 (Chehalis School District Board Policies 3230, 3231, and 4040)

#### **PUBLIC NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to

include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1) The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX officer listed below: Jeff Johnson, Chehalis School District, 310 S. W. 16th Street Chehalis, Washington 98532 360-807-7200.

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) – 1. Political affiliations or beliefs of the student or student's parent; 2. Mental or psychological problems of the student or student's family; 2 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of – 1. Any other protected information survey, regardless of funding; 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use – 1.

Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The Chehalis School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Chehalis School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Chehalis School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Chehalis School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above. (Chehalis School Board Policy 3232)

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

#### **HOMELESS LIAISON NOTIFICATION**

Chehalis School District provides education to all students living within the district including homeless students, as part of the McKinney-Vento Homeless Act. Under this Act, homeless children are defined as "individuals who lack a fixed, regular and adequate nighttime residence." The Act provides examples of children who would fall under this definition:

- Children sharing housing due to economic hardship or loss of housing,
- Children living in motels, hotels, trailer parks or campgrounds due to lack of alternative accommodations,
- Children living in emergency or transitional shelters,
- Children awaiting foster care placement,
- Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations...

If you or someone you know in the Chehalis School District needs more information, please contact: Brian Adams, Homeless Liaison, (360) 807-7200.

## **TECHNOLOGY ACCESS RELEASE**

The Chehalis School District technology network (district network) includes services to and on the local area network. These services include, but are not limited to, printing, storing documents and file sharing. The district network also includes services provided through the K20 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 district network services.

1. I will abide by the district network Acceptable Use Agreement.
2. Network administrators have the right to view any material stored on any district network 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, will be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the district network, including access to public networks, without limitation.
4. The Chehalis School District, nor its providers, warrants that the function of district network, nor any networks accessible through district network, 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 district network. This includes, but is not limited to, data or information loss.
6. Use of the district network 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 may 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 district network.

**I hereby certify that I will abide by the conditions set forth in this document, as well as the district network 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 network and its resources. These resources include access to data storage servers, staff email, on-line resources 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, safe 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**

1. Use of district network 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 district network.
2. Any use of the system must be in conformity to state and federal laws, network provider policies and licenses, and district policies and licenses.
3. Personal use of district network 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 district network resources for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
4. The district network system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. 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.
6. Malicious use of the district network 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.
7. Use of the district network system to access, store or distribute obscene or pornographic material is prohibited.
8. 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.
9. District network 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**

10. 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.

11. 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.
12. Communications may not be encrypted so as to avoid security review.
13. Users should change passwords regularly and avoid easily guessed passwords.

**Personal Security**

14. Personal information, such as addresses and telephone numbers, should remain confidential when communicating on the district network 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.
15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
16. 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**

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

**Filtering and Monitoring**

18. Filtering services are in use for all district owned computers with access to the Internet for all users.
19. 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**

20. 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.
21. Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.
22. 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 furthers 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 district network.
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 district network 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 district network. The district will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

**MATERIAL/PICTURES ON THE WEB**

Student pictures and material may be published on the World Wide Web.