

Skyridge Middle School

This planner belongs to:

Name _____

Student Handbook 2009-2010



**5220 NW Parker Street
Camas WA 98607**

Phone: 360 833-5800

Fax: 360 833-5801

24 Hour Attendance Line: 360 833-5806

STUDENTS AND PARENTS: After reviewing this handbook, sign and return the green insert signature page to their first CORE teacher within the first 3 days of school.

STUDENT JOB DESCRIPTION

1. Report to class on time and attend daily.
2. Be prepared for learning by bringing student planner and learning materials to class (Examples: paper, pencils, notebook, textbooks, etc.)
3. Participate in the learning activities as directed by the teachers and adults. (Examples: ask questions, respond to questions, read and think about the content, involve self in group activities).
4. Complete and turn in work on time.
5. Treat all others with respect and dignity. Treat others the way you want to be treated.
6. Follow the classroom, school, and district rules and policies.
7. Follow adult direction from school district employees.
8. Be responsible for your behaviors and understand there are rewards for acceptable behavior and consequences for unacceptable behaviors.
9. Exhibit pride in self, others, school, and community with appropriate behavior, vocabulary, and dress.

SKYRIDGE MISSION AND VISION STATEMENTS

Our Mission is to create a "Safe Learning Community" where staff, students, and citizens are involved in the advancement of knowledge and personal growth.

Our Vision is to provide a safe, caring environment, empowering students to achieve academic excellence.

<p>NAMES AND NUMBERS</p> <p><i>Main Office Hours: 7:15 – 3:30 Phone: 833-5800</i></p>	<p>District Web Page Address: http://www.camas.wednet.edu Skyridge Web Page Address: http://www.camas.wednet.edu/sky Skyward Family Access: https://www2.swrdc.wa-k12.net/scripts/cgiiip.exe/WService=wcamass71/fwemnu01.w School Closures/Inclement Weather Information: District All Call: Automated Emergency Telephone Notification Television: Channel 2, Channel 6, Channel 8 Radio: Z100, AM-KXL750, K103.3, KINK 102, KOPB Athletics: 24 Hour - 833-5800 x3200 - Information Recording Attendance: 24 Hour Message Line - Phone: 833-5806 Registrar: 833-5805</p>
<p>SCHOOL HOURS</p> <p><i>7:45a.m. – 2:25 p.m.</i></p>	<p>The school day at Skyridge begins at 7:45 a.m. and concludes at 2:25 p.m. The building is open to students from 7:20 a.m. to 2:30 p.m. unless the student is involved in a supervised school sponsored after-school activity. Students are expected to be in their seats and ready to learn by 7:45 a.m.</p> <p>Late start days occur on specific dates as detailed on the Camas School District calendar. On late start days classes begin at 10:00 am and buses pick up students 2 hours and 20 minutes later than normal schedule.</p>
<p>STUDENT AND PARENT OR GUARDIAN OVERVIEW</p> <p><i>Please review this handbook with your student, sign and return the green insert required signature page to their first CORE teacher within the first 3 days of school.</i></p> <p><i>We believe that communication between parents/guardians, students and teachers is critical in maximizing student success.</i></p>	<p>We want your student to be successful and have a positive experience at Skyridge Middle School. We believe you are a key component to your student’s success. How you can best support your student is to continually show an interest in your student’s learning, monitor his/her progress using the Skyward Family Access, communicate with teachers and counselors via phone or e-mail (note: please do not call during classroom instruction) when you have questions or concerns, and support the guidelines outlined in the student handbook.</p> <p>It is not uncommon for your middle school student to discourage your participation as this is normal in adolescent development. However, our experience is that students are most successful when they know their parents and/or guardians are actively involved and supportive of the school program. Students whose parents are involved tend to have better grades and fewer academic, social, and behavioral problems.</p> <p>Students are expected to manage their behavior and to understand that the choices they make contribute to their success at school. We hope to create a culture where students are courteous and cooperative, respectful of peer diversity and school property and responsible for their behaviors. Students have many opportunities to demonstrate their ability to make responsible choices at school, no matter where they are or what they are doing. In the event that students need help managing their behavior, they should understand that appropriate actions will be taken and parents and/or guardians will be notified by telephone, e-mail or U.S. Mail. Consequences may include (see matrix on page 14):</p> <ul style="list-style-type: none"> • Conferences • Peer mediation • Counseling groups • Behavioral contracts • School or community service • Lunch detention • After school detention (1 hour Mon./Tues./Thur.; 2 hour Wed.) • Parent shadowing student during the entire school day • Short-term suspension • Police contact • Long-term suspension • Expulsion
<p>ACADEMIC DISHONESTY</p>	<p>Cheating, stealing answers, plagiarizing, copying another student’s work, allowing another student to copy your work, forging an adult signature, inappropriate use or misuse of the school’s computer network, are all forms of</p>

<p><i>Abusing the network code of conduct will result in loss of computer privileges for an entire calendar year (365 days).</i></p> <p><i>Students who allow others to copy their work will be held to the same standards and consequences as plagiarism.</i></p>	<p>academic dishonesty. Academic dishonesty is illegal and will not be tolerated in the school environment. Copying another student’s work or copying from the Internet, books, magazines, newspapers, or any other published or non-published source and using it as one’s own is considered plagiarism. Turning in work of another student under your name is also plagiarism. Acts of academic dishonesty will be documented and reported to a parent and administrator. The student will be subject to grade loss, re-working the assignment, removal of computer privileges for one calendar year, and/or disciplinary action. However, the intent is to teach students to properly cite sources in research and work. Teachers will initial each trimester when this subject is addressed and proper citation is taught.</p> <p>Trimester 1 _____ Trimester 2 _____ Trimester 3 _____</p>
<p>ACADEMIC INFORMATION</p> <p><i>All courses are graded at Skyridge.</i></p> <p><i>FLEX: Courses in the arts, foreign languages and cultures, fitness, leadership, math, reading, science/social studies, technology and writing.</i></p> <p><i>Qualifying tests for Advanced Math and Pre-AP tests are available to students each spring. Information can be found on the district website.</i></p>	<p>The school day consists of CORE, STAR, SSL and FLEX classes. Students are expected to pass CORE classes to be promoted to the next grade.</p> <p>CORE Classes: Students spend the majority of their day in CORE classes: Language Arts, Social Studies, Math, and Science.</p> <p>STAR (Students Arts Related): Students are required to take year-long Health/Fitness. Students may elect to enroll in a random rotation of three of the following: Art, Middle School Skills, Performance (drama and music), Readcess or Technology. Students have an additional option of enrolling in year-long Band or Choir.</p> <p>SSL (Supported Student Literacy): SSL is a twenty minute balanced literacy program offered four afternoons a week. Designed by Jodi Crum Marshall, the objective of SSL is to get students excited about reading, writing and speaking effectively. SSL includes SSR (Sustained Silent Reading), SSW (Sustained Silent Writing) and RA (Read-Alouds).</p> <p>FLEX: 6th grade students are required to take Community FLEX first and second trimester. 6th grade students enroll in two and 7th and 8th grade students enroll in three FLEX classes throughout the year. FLEX provides a variety of enrichment and RTI (Response To Intervention) classes. Some students may apply and qualify for year-long Leadership, Jazz Band, Builders Club, or Yearbook during FLEX. Some FLEX courses require a lab fee.</p> <p>Advanced Math: All students, including new or incoming, are placed in math classes based on a district-wide criterion matrix composed of CogAT scores, teacher recommendations, 1st and 2nd trimester grade point average and Algebra Prognostic score. Students who do not qualify may opt to complete and follow guidelines in an appeals packet.</p> <p>PRE-AP: Students have the opportunity to qualify for Pre-AP each spring. A district-wide criterion matrix composed of teacher recommendations, 1st and 2nd trimester grade point average, Gates MacGinitie Reading Test, and the CogAT or Stanford Binet are used to qualify students. Students who do not qualify may opt to complete and follow guidelines in an appeals packet. A summer project is required. During the school year, Pre-AP classes are rigorous and require students to read, write, and complete more homework and projects.</p>
<p>ACTIVITES, ATHLETICS AND CLUBS</p>	<p>Students who actively participate in Leadership, Builder’s Club, clubs, sports and other school sponsored activities universally do better academically, feel more connected to the school, and often earn special recognition, honors, and scholarships.</p>

<p><i>Students who actively participate in athletics or activities tend to earn higher grades and feel more connected to school.</i></p> <p>Possible Middle School Activities: <i>Band (6 – 8)</i> <i>Builder's Club (7 – 8)</i> <i>Choir (6 – 8)</i> <i>Drama (6 – 8)</i> <i>Knowledge Bowl (6 – 8)</i> <i>Science Olympiad (6 – 8)</i> <i>SNN (7 - 8)</i></p> <p><i>A student/parent signature page is required and must be returned to the athletic secretary before participation in athletics/activities can occur. This applies to both practice and games/events.</i></p>	<p><u>ASB Cards</u> The Associated Student Body (ASB) card supports extracurricular athletics and activities. Students need to purchase this card if involved in after school sports, clubs, and activities.</p> <p><u>Athletic/Activity Offerings</u></p> <table border="0"> <tr> <td><u>Season 1:</u> 7/8 Boys Football 6/7/8 Girls Cross Country</td> <td><u>Season 3:</u> 7/8 Boys Basketball 7/8 Girls Basketball 6/7/8 Knowledge Bowl</td> </tr> <tr> <td><u>Season 2:</u> 6/7/8 Wrestling 7/8 Volleyball</td> <td><u>Season 4:</u> 6/7/8 Track</td> </tr> </table> <p style="text-align: center;"><u>Year Long:</u> 6/7/8 Science Olympiad</p> <p>Athletics require a great commitment from students, coaches and parents. Personal dedication, drive and determination are a priority focus while teaching the participant to accept obligations to the team, teammates, coaches and community.</p> <p><u>General Rules:</u> All students participating in athletics/activities or planning to participate in athletics/activities at some point during the school year, shall abide by the rules detailed in the Athletics/Activities Code of Conduct. The rules must be followed at all times including school vacations, weekends, and non-school hours. An ASB card is required for ALL sports and for participation in middle school activities. The ASB card is available for purchase in the main office for \$25.00. A nonrefundable user fee of \$25.00 per sport will also be charged. This payment is due at the time of registration for football, cross country, wrestling, and track. The payment will be due prior to the first game for volleyball and basketball.</p>	<u>Season 1:</u> 7/8 Boys Football 6/7/8 Girls Cross Country	<u>Season 3:</u> 7/8 Boys Basketball 7/8 Girls Basketball 6/7/8 Knowledge Bowl	<u>Season 2:</u> 6/7/8 Wrestling 7/8 Volleyball	<u>Season 4:</u> 6/7/8 Track
<u>Season 1:</u> 7/8 Boys Football 6/7/8 Girls Cross Country	<u>Season 3:</u> 7/8 Boys Basketball 7/8 Girls Basketball 6/7/8 Knowledge Bowl				
<u>Season 2:</u> 6/7/8 Wrestling 7/8 Volleyball	<u>Season 4:</u> 6/7/8 Track				
<p>ASSEMBLIES</p> <p><i>Attendance at assemblies is mandatory since they are part of the school day.</i></p>	<p>Assembly rules are:</p> <ol style="list-style-type: none"> 1. Follow the teacher to and from the assembly. 2. Backpacks and coats are left in lockers. 3. Sit with your teacher and class in the designated area. 4. Be quiet when someone approaches the microphone. 5. Be attentive and respectful to the speaker (whispering is not appropriate). 6. Show appreciation with applause. Unless directed to do so, shouting, whistling, and feet stomping are inappropriate. 7. Remain seated. Student ushers will let you know when to stand and exit the row. To exit, walk to the ends of the row and down the stairs in single file (not over benches). 				
<p>ATTENDANCE INFORMATION</p> <p><i>Attendance Line</i> ☎ 833-5806</p> <p><i>Each Absence must be cleared within 3 days of an absence or it will remain unexcused.</i></p>	<p><u>Automated Calling Service</u> An automated calling system will call a student's home between 6:30 – 8:30 p.m. to report student absences. The system tracks each class the student is enrolled in. The absence will remain unexcused until it is cleared by a parent/guardian. A written note is required for students who have 5 or more absences per trimester.</p> <p><u>Reporting an Absence</u> RCW28A.225 requires parents/guardians to excuse an absence with a written note within three days of the absence.</p> <p>A 24-hour phone line is available at 833-5806. Please call by 9:00 a.m. each day your student is absent. Please leave a message if the phone line is busy.</p>				

ATTENDANCE CONTINUED

Additional information regarding attendance is located in Appendix C under Attendance.

Attending every class every day provides the maximum opportunity for student learning.

A note from a health care provider is required for 5 consecutive days or more and more than 9 days in a trimester due to illness or health conditions.

The student is responsible for requesting make-up work from the teacher upon their return to school. There are two days to make-up work for each excused absence.

Pre-Arranged absences are highly discouraged as it is difficult to make-up missed work at the middle school.

Many learning activities reproduced outside the classroom environment cannot be duplicated due to teacher/student and student/student collaboration.

The following information is required:

- ☎ Student's first and last name
- ☎ Student's grade
- ☎ Date of absence
- ☎ Reason for absence
- ☎ Person leaving message and relationship to student

If your student is absent for five (5) consecutive days or more due to illness or health conditions, the school will need a note from your doctor or health provider. Students who are absent nine (9) days in a trimester or twenty seven (27) days of the school year will be required to have a doctor's note to excuse further absences.

Returning To School

Students returning from an absence need to do the following:

- Check with the Attendance Office and provide a written note to clear their absence.
- The student is responsible for requesting make-up work from the teacher upon their return to school.

School Planned Absences

An absence from class for a field trip or extracurricular activity is not counted as an absence from school.

1. The teacher or coach will provide advanced written notice of the students involved to administration, attendance, and other classroom teachers.
2. Upon return to school, an admit slip for re-admittance into class is not required; however, the student is expected to make up the work missed due to the absence.
3. A student who does not attend the pre-arranged activity is required to attend school unless other arrangements are made by the teacher or coach. A student who does not attend school will be reported truant by the teacher/coach.

Pre-Arranged Absences

School work should take precedence over all other activities such as, visiting, shopping, appointments, and trips. Family vacations are highly discouraged during the school year because it is difficult to make-up what is missed in class. If a student's grades are below a 2.0, the administrator can elect to not approve the pre-arranged absence.




In the event that your family must take a vacation during the school year, it is necessary to complete a pre-arranged absence form before the absence is to occur for it to qualify as an excused absence.


1. Parents need to notify the Attendance Office by written notice \ or telephone (833-5806) **3-5 days before the absence is to occur.**
2. The Attendance Office will provide a pre-arranged absence form to the student. The completed form **MUST** be returned two days before the absence. This allows teachers to gather assignments. Students who do not complete the pre-arranged form will be marked unexcused.
3. Teachers from each class will document work to be made up and sign the form. (Work should be made up in advance whenever possible.)
4. An administrator will review the form and approve if appropriate. The administrator has the right to deny a pre-arranged absence if the student has excessive absences and/or failing grades.
5. The form must be returned to the Attendance Office prior to the absence.
6. A copy of the signed form will be given to student.

Appointments

Notification of dental and doctor appointments should be made in advance. Music or other enrichment lessons should be arranged outside of school time.

<p>ATTENDANCE CONTINUED</p> <p><i>Please schedule as many appointments outside the school day as possible.</i></p> <p><i>Parents or guardians must sign students in/out at the Attendance Office in the Student Center before students may leave or return to school.</i></p>	<ul style="list-style-type: none"> ☑ Doctor’s office slip is required as proof of appointment. ☑ Parents or guardians must sign students in/out at the Attendance Office in the Student Center before students may leave or return to school for any reason. <p><u>Perfect Attendance</u> Perfect attendance is defined as attending school every period of each school day for the calendar school year. If students are absent due to school-sponsored events, (e.g. field trips, pre-arranged school-to-work day, and activity or athletic events) they are considered “present” in school. Missed classes for doctor and dental appointments are excused absences, but do not meet the requirements for perfect attendance.</p> <p><u>Dropped From School</u> If a student is absent from school for twenty (20) consecutive school days without any contact from his/her parent, the school shall send to the parent a written notice of intent to withdraw the student from school unless within five (5) additional school days from the date of mailing, the student returns to school or the parent contacts the school. Rights of students to seek re-admission after such withdrawal shall be in accordance with District policy.</p>
<p>BACKPACKS and CINCH BAGS</p>	<p>Backpacks are not allowed in many classrooms as they create a tripping hazard. Cinch sacks are allowed in all classrooms.</p>
<p>BICYCLES</p> <p><i>Helmets are required when riding your bike!</i></p>	<p>Students may use a bicycle as a means of transportation to and from school. Leave the bike in one of the bike racks, and use a lock. Students may not ride a skateboard, scooter, or roller blades on school district grounds, including the track, at any time, day or night. Remember, bicycles are private property and are not to be touched during the school day.</p>
<p>BULLYING, INTIMIDATION, and HARASSMENT (BIH)</p> <p>RECOGNIZE, REFUSE and REPORT BIH Behaviors:</p> <p><i>Spreading rumors</i> <i>Starting or giving someone the “look”</i> <i>Name calling</i> <i>Swearing</i> <i>Verbal or written threats</i> <i>Obscene drawings</i> <i>Ridiculing</i> <i>Making fun of</i> <i>Hooking arms to make a line</i> <i>Pushing, Hitting, Spitting,</i> <i>Punching, Tripping,</i> <i>Kicking, Fighting</i></p>	<p>Bullying, intimidation, and harassment are against the law and will not be tolerated at Skyridge. How often have you heard someone say, “I was only kidding,” after they called you names, told rumors about you, or pushed you around in the hall? It is not okay for people to put you down, make fun of you or push you around. If a student doesn't find it humorous, it is not a joke. It's also not okay for people to make you feel uncomfortable by being too close, touching or asking you to do things of a sexual nature. This is a violation of both civil and constitutional rights.</p> <p>Students who support, encourage, or hang around the bullying, intimidation, and/or harassment are accomplices to the behavior and will receive the same consequences.</p> <p>Disagreements among students will occur, but these conflicts must be solved without using violence, coercion or encouraging others to become involved. The school district has a policy for assisting students who are being harassed.</p> <p><u>Recognize</u> It is important to recognize bullying, intimidating, and harassing behaviors.</p> <p><u>Refuse</u></p> <ol style="list-style-type: none"> 1. Tell the person harassing to stop and that his/her action is unwanted. <p><u>Report</u></p> <ol style="list-style-type: none"> 1. Report the incident to an adult in school. 2. Report the incident to the school counselor and request a mediation. 3. Complete the harassment form available in the counselor’s office. 4. Report the incident to a building administrator. <p>If the harassing continues, then an informal hearing may be held to gather more information and the harassing student will be disciplined.</p>

<p>BUS PASSES</p> <p><i>Bus passes must be dropped off in a basket at the attendance office before 10:00 a.m.</i></p>	<p>If you plan to be a guest on a friend's bus, you must take a note from your parent to the Attendance Office in the Student Center before school to get a green bus pass to give to the bus driver. Bus notes may be requested before 10:00 a.m. only, and may be picked up at lunch or after school. Bus notes need the following information: First/last name, grade, first/last name of the person you are riding with, and his/her bus number.</p>
<p>BUS RULES</p> <p><i>Riding the bus is a privilege.</i></p> <p> <i>Sit in seat with rear in seat and feet on floor.</i></p> <p> <i>Keep hands and feet close to your body.</i></p> <p> <i>Use a quiet 6" voice.</i></p>	<p>Refer to Appendix B for district bus rules. The bus is an extension of the school day and riding the bus is a privilege, not a right. Students must follow school and bus rules at the assigned bus stop and while riding the bus. In the event that students do not adhere to the rules, a referral will be written by the bus driver and turned over to school administrators. The primary concern is the safe transport of students. Consequences: 1st referral = discussion with bus driver or administrator; 2nd referral = conference with student/administrator and bus driver; 3rd referral = 1 - 3 days off the bus, 4th referral = 1 week off the bus, 5th referral = 3 weeks off the bus, and 6th referral = loss of bus privileges for remainder of the school year. Severe behavior may result in immediate removal from the bus.</p>
<p>CELL PHONES & PHONE CALLS</p> <p><i>Parents/Guardians – please do not text or call your student during the school day as it interrupts the educational process.</i></p> <p><i>If you are ill, you are required to call from the health room.</i></p> <p><i>Students may <u>request</u> to use the phone in the classroom or student center.</i></p>	<p><u>Cell phones must be turned off and stored in the student locker during the school day. Students may not play music from their cell phones during lunch.</u></p> <p>Students may ONLY use their cell phones in the <u>dining room</u> before 7:40 a.m. and after 2:25 p.m.</p> <p>Parents needing to reach their student during the school day to deliver a message need to call the student center at 833-5806 by 1:00 p.m. or the main office at 833-5800.</p> <p>The phones in the main office are for emergencies only. Classroom phones may be used only with the teacher's permission, and are not to be used for social calls. Any student needing to call home about extracurricular activities may request to use the phone in the student center.</p> <p>Cell phones out during the school day will be stored in the main office. First offense = student pick-up after school; Second offense = parent/administrator phone call and parent pick-up; Third offense = parent pick-up, request that the phone remain at home for the duration of the school year and student referral for defiance.</p>
<p>COMPUTERS AND OTHER EQUIPMENT</p> <p><i>Opt out forms are available on-line from our District web site or a copy can be obtained from the computer lab.</i></p> <p><i>There is a copy machine in the LMC and each copy costs 5 cents.</i></p>	<p>Using computers and other equipment at Skyridge is a privilege. Students will use the computer and internet for educational purposes only. There is an opt out form available on-line from our District web site or a copy can be obtained from the computer lab for parents who do not wish for their student to have access to the internet. Be very careful to follow the guidelines for computer and library media center access and realize that there are disciplinary or legal consequences if you do not. This is NOT your own personal property, and you are not permitted to "hack", change permissions, utilize My Space or similar sites, e-mail, or do anything that might jeopardize the Network's use by others in the school and district. Students are not allowed to share their passwords with other students or log-on under another student's name.</p>
<p>DANCES</p> <p><i>Only Skyridge students may attend school dances.</i></p> <p><i>Tickets are offered at a reduced rate with an ASB card.</i></p>	<p>Dances are sponsored by ASB Leadership. Students are expected to attend the dances for the full duration. Dance times will be announced ahead of schedule and students are expected to be picked up by parents immediately after the dance. Moshing and Public Displays of Affection (PDA's) are not allowed. Appropriate school attire is required at all times. Students who are not dressed appropriately or are misbehaving will be required to call their parents and leave. Students who do not adhere to the rules will not be permitted to attend future dances at Skyridge.</p>
<p>DINING ROOM</p> <p><i>Students are encouraged to eat and</i></p>	<p>The atmosphere in the Dining Room is neat, clean, and orderly. Students are to use quiet voices, encouraged to eat, and are required to stay seated for 15 minutes or until the adult gives the signal for lunch recess. Each student who uses the Dining Room is expected to clean up his or her eating area and tray</p>

<p><i>must remain seated for 15 minutes.</i></p> <p><i>Eating and drinking in the bus turn around area and hallways is not permitted. Students may drink plain water in the classroom. Students may eat in the classroom with teacher permission only.</i></p>	<p>following lunch. Milk and juice cartons and cans and bottles are to be recycled. Garbage goes in the garbage cans and trays should be returned to the dishwashing area. An adult will excuse students from the Dining Room after lunch. Food or beverages not in a lunch bag or backpack will be discarded if they leave the dining room.</p> <p>Eating at the snack bar is a privilege. Students in TMR or in detention may not use the snack line.</p> <p>Parents can access information regarding your student's food purchases and make payments on-line at www.mymealtime.com.</p>
<p>DISRUPTIVE & MUSIC DEVICES</p> <p><i>Personal music devices may be used at lunch and before and after school in the dining room.</i></p> <p><i>Skyridge is not responsible for lost or stolen music devices.</i></p>	<p>Disruptive Devices</p> <p>Students are not permitted to bring the following items to school: laser pointers, balloons, firecrackers, foul smelling goods, Heelys, roller blades, squirt guns, toys of any kind and water balloons. The use of skateboards and skates on school property and on sidewalks bordering school property is prohibited at all times.</p> <p>Music Devices</p> <p>CD Players, mini discs, I-pods, and MP3 players may be used on the bus, before and after school and at lunch time in the dining room only. Students must remove their headphones and put their music devices away before entering the halls or the headphones will be confiscated and turned into the office for pick-up at the end of the day. Teachers may choose to use their classroom music system within classrooms.</p>
<p>DRESS CODE</p> <p><i>Dressing for success at school is important at Skyridge.</i></p> <p><i>Adults may request that you remove, cover, or change your attire or accessories that appear unsafe, have a relationship to drugs and/or alcohol, or cause a disruption to the educational process.</i></p> <p><i>Shorts must be 2" past the finger tips when the arms are extended.</i></p> <p><i>Tops must have at least a 1" strap and must cover all undergarments.</i></p> <p><i>Sagging is not permitted. Pants need to cover boxers and underwear.</i></p> <p><i>No torn clothing is allowed.</i></p> <p><i>Drawing or writing on skin or clothing with markers and ink is not allowed.</i></p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><i>Shaded portions of this figure represent the "NO BARE ZONE"</i></p> </div> </div>	<p>Students come to school to learn and we strive to do everything possible to set a tone for learning. One factor that impacts how students react to their learning climate is dress. It has been determined at the federal, state and district level that schools may establish a dress code in order to support the learning environment.</p> <p>Student attire shall comply with the published "No Bare Zone" whether they are standing or sitting. Skirts or shorts must be longer than mid-thigh even when sitting, and midriffs must also be covered when sitting. Underwear must be covered. Trousers cannot be sagging below the hips or have holes/tears. Shirts must cover the "No Bare Zone" front and back. No bra straps or cleavage can be showing. Athletic groups need to follow this dress code when they are in classes. Clothing which carries a vulgar or offensive message, or references the use of hate, violence, alcohol, drugs, tobacco, profanity, sex, or gang affiliation will not be permitted. Hats and other headwear such as hoods, headbands, kerchiefs, scarves, bandanas, or ski goggles, will not be worn. Wearing chains and metal spike jewelry is a safety concern and is unacceptable. Tattoos that represent gang affiliation are unacceptable. Halter tops, bare midriffs, pajamas, sagging and bagging pants or jeans, swimwear, muscle shirts, torn clothing, clothing with holes/tears in the "No Bare Zone", spaghetti straps, carved belts, and any open display of bras, including bra straps, or other underwear are not permitted. Shoes are required by State law. House shoes or bedroom slippers are not acceptable footwear. This list is not intended to be all inclusive.</p> <p>The following are examples of inappropriate attire or accessories at Skyridge</p> <ul style="list-style-type: none"> • Muscle shirts, cut-off sleeves, torn clothing, clothing with holes • Clothing that is drawn on with markers • Exposure of underwear (bras, boxers, briefs) • Wallet chains, metal-spiked wristbands, necklaces, or earrings • Hemp, mushrooms in glass droplets, or other drug-related accessories • Sunglasses may not be worn except for a medical reason • Students may not wear hats or scarves inside school buildings • Writing on skin or clothing with markers or pens is not permitted <p>This is not an inclusive list. Any clothing, makeup or accessory which detracts from instruction is not appropriate. We request our parents and students to use their best judgment and if questions arise, please ask our staff.</p>

ELEVATOR	<p>Students need permission to use the elevator. If permission is granted, the elevator may be used by one student and a designated friend to help carry school supplies.</p>
FEES AND FINES	<p>Some classes may require fees to help offset the cost of materials for projects that become students' personal property. These fees will be paid at the main office. You will be assigned textbooks, a locker and a lock in fitness and band; you may put your name in all the textbooks assigned to you. You are responsible for taking good care of these. You will be fined for books, lockers or locks that are damaged or lost and will not be able to graduate from CHS until they are paid.</p> <p>Fees are required for a fitness uniform and planner.</p>
FIGHTING <i>Fighting is an automatic three day out of school suspension.</i>	<p>At Skyridge, we value student safety. Fighting is not allowed at school and is against the law. In today's society it does NOT matter who throws the first or second punch. Punching or hitting back is NOT self-defense. Students must do everything they can to prevent a fight. Tell the person to stop, get adult help and/or run away. Students may be cited by the Camas Police for fighting. Students who hang around or encourage a fight are called "accomplices" and will receive similar consequences.</p>
FIRE & OTHER SAFETY DRILLS <i>There is no talking during a fire or earthquake drill. Drills are practiced monthly.</i>	<p>Fire and earthquake drills are practiced monthly. All students will leave the classroom by prearranged exits. Students sitting next to the windows should close them, and the first student to the door is expected to hold it for the others and shut it once everyone is out. Students are expected to leave the building in an orderly and quiet manner so that further directions from the instructor may be given if needed. Other safety drills, including lock downs and/or evacuation drills, will also be held.</p>
GUM	<p>Skyridge is gum free to reduce the defacement of school property. Students caught chewing gum will be asked to spit it out. Not following school rules is called defiance and will result in disciplinary action.</p>
HEALTH ROOM <i>Students need a pass from a teacher to go to the health room.</i>	<p>A health room is provided for students who become ill during the day. Parents/guardians will be notified to pick up their student and asked to take the student home. If a parent is unable to pick up their child, the student will return to class. The health room is located in the Student Center.</p> <p>Students are required to have a medical form signed by a doctor if they are to take medication at school. Medications are kept in the health room and require parent signature and count to be at school. Students may not self-administer medication at Skyridge with the exception of Epi-Pens® and diabetic testing and treatment.</p>
HOMEWORK <i>Monitor assignments by using Skyward Family Access and the student planner.</i> <i>Students are responsible to make-up their work when absent.</i>	<p>Homework is assigned to reinforce skills learned in the classroom, to prepare for next lesson, to complete projects, and to study for quizzes and tests. Additionally, it allows for communication among the parents, teachers, and students. Parents are able to monitor their student's work by checking the planner daily and monitoring grades on-line. To utilize Skyward Family Access, please visit our District web site at www.camas.wednet.edu and click on <i>Parent Corner</i>. You can obtain a username and password by contacting our district registrar at 833-5410.</p> <p><u>Absent?</u></p> <p>When absent, you are <u>required</u> to make up the work. You have two days to make up work for each day you are absent. If absent two or more days, a parent may call 833-5806 to request homework through the attendance office. Homework may be picked up in the student center between 2:30 – 3:00 p.m.</p> <p><u>Long-Term Assignments</u></p> <p>If an assignment requires long-term organization, you will be given an outline of expected requirements and a timeline to allow flexibility in scheduling your time and other activities. The teacher will check with you to insure that work is progressing on schedule.</p> <p><u>How Much Homework?</u></p> <p>Most students can expect at least an hour of homework and a half-hour of reading each day.</p>

<p>HOMEWORK CONTINUED</p>	<p><u>Homework Requests</u> It is the responsibility of the student to ask the teacher for missed assignments and make-up work. Parents may call or e-mail and request assignments when the student will be out of school more than two days. Parents/Guardians need to pick up the homework in the Attendance Office located in the Student Center between 2:30 and 3:00 p.m. on the second day. Each teacher is expected, upon the request of the student, to make available appropriate makeup work and the student has two days to make-up the work for each day of an excused absence. In the event that makeup work by a student requires out-of-class assistance from a teacher, the teacher and the student will mutually agree when the makeup time will occur, (usually between 7:30-7:45 a.m. or 2:30 - 3:00 p.m.).</p> <p><u>Homework Requests for Suspended Students</u> Parents can request homework for suspended students by contacting the receptionist in the main office. Homework is made available on the afternoon of the second day. The student has two days to make-up the work for each day of an excused absence. In the event that makeup work by a student requires out-of-class assistance from a teacher, the teacher and the student will mutually agree when the makeup time will occur, (usually between 7:30-7:45 a.m. or 2:30 - 3:00 p.m.).</p>
<p>INHALENTS</p>	<p>Permanent markers and white out correction fluid are not allowed at school. If you are found to have permanent markers or correction fluid, they will be confiscated and discarded.</p>
<p>LEADERSHIP ASSOCIATED STUDENT BODY (ASB) or Student Government</p>	<p>The ASB Leadership Student Council is composed of the ASB officers, commissioners, and classroom representatives (senators). The Student Council handles matters pertinent to school activities. Copies of the ASB Constitution are available from ASB Leadership Advisors. The student government officers are elected in the spring each year. Officers must maintain a 3.0 or above grade point average. Commissioners and classroom representatives must maintain a 2.7 or above grade point average.</p>
<p>LOCKERS <i>Students will need to keep their backpacks in their lockers during the day.</i></p>	<p>Students will be assigned a hallway locker. Students should NOT share locker combinations with classmates. To maximize learning time, students will be able to visit their locker before school, before and after lunch, and after school. A fine of \$10 will be assessed if a locker is damaged by stickers, tape, permanent marker, graffiti, etc.</p> <p>Locks will be issued in Fitness class or while participating in Athletics at Skyridge. Students are not to use a personal lock. It is imperative that all belongings are locked during fitness class and while participating in athletics. A student will be assessed \$5.00 for a lost fitness/athletic lock.</p>
<p>LOST and FOUND <i>If you find something that does not belong to you, turn it into the main office.</i></p>	<p>Lost and Found is located in the main office. You may check for missing items before and after school and during your lunch time. Items remaining in Lost and Found are donated to local charity at the end of each trimester. Students who are found to be in possession or wearing another student's belongings are subject to disciplinary action for theft.</p>
<p>MEDICATION <i>Medication must be brought to school by the parent and signed into the health room.</i> <i>Disciplinary action will be taken to students who pass over-the-counter medication to their peers.</i></p>	<p>Medications must be brought to the health room with a form signed by the licensed health professional and parent. A form is available in the health room and on-line. The original container from the pharmacy and prescription label is required. A parent must deliver, watch the health room assistant sign in and count the medication, and sign the medication log each time medication is brought to school. Students are responsible for remembering to take their medication. Students are NOT allowed to give any medication(s) including over-the-counter medicine to other students under any circumstances.</p> <p>Students may not self-administer medication at Skyridge with the exception of Epi-Pens® and diabetic testing.</p>
<p>PLANNERS <i>Planners are required.</i> <i>Cost: \$6.00</i></p>	<p>All students are required to purchase a Skyridge planner. Students are expected to write in assignments and use the passport page as a hall pass. Parents are able to monitor their student's work by checking the planner daily.</p>

<p>PEER MEDIATION <i>If you are having a problem with a peer you may schedule a peer mediation. See your counselor.</i></p>	<p>If a student is having a hard time getting along with classmates or friends, a peer mediation conference may be requested to meet with and discuss any conflict with another student. A teacher or another adult at school may also recommend peer mediation for a student if he/she appears to be having a difficult time working out a problem. For more information on how to participate in peer mediation or to become a peer mediator, please see your counselor in the Student Center.</p>
<p>PHOTOGRAPHS <i>(Taking personal)</i></p>	<p>Picture taking of other students during the school day is not permitted on a personally owned camera or cell phone. Skyridge does not want to be responsible for “unwanted” photographs spread around the web.</p>
<p>PROGRESS REPORTS, REPORT CARDS & GRADES</p>	<p>Skyridge reports grades each trimester or every 12 weeks. Grade reports are mailed home at the completion of each trimester. Progress reports are available after the first 6 weeks of each trimester on Skyward Family Access. Parents are advised to track their student’s progress weekly on Skyward Family Access as well. Passwords are required to access grades and can be obtained from our District Registrar at 833-5410. To utilize this option, please visit our District web site at www.camas.wednet.edu and click on <i>Parent Corner</i>. Honor Roll: <i>A grade point average of 3.5 is necessary to be on Honor Roll.</i></p>
<p>PUBLIC DISPLAYS OF AFFECTION (PDA’S)</p>	<p>Schools are a place of work and learning and while is it also a “social” place, it is not a place for mating and courtship rituals. Holding hands, prolonged hugging or embracing, kissing, sitting on another person’s lap and fondling are not appropriate at school or school-sponsored events. Students who choose to display PDA’s are subject to discipline.</p>
<p>SCHEDULE CHANGES <i>All schedule changes must be made within the first 5 days of each trimester.</i></p>	<p>Each spring, incoming sixth grade and continuing Skyridge students schedule for the following fall. We do our best to fulfill student requests. However, the computer will bump a student into another class section when one section becomes full. All of our teachers are highly qualified and your academic needs will be met by our challenging curriculum. In the event that you want a different schedule, we will do our best to accommodate. Students may submit schedule change requests the first five days of each trimester. Students and their parents must complete a Schedule Change Form which is available in the Student Center and turn it into your school counselor. A change may be made if there is room available in the requested class. Students may not change out of a flex intervention class without administrative approval.</p>
<p>SEARCH AND SEIZURE</p>	<p>With reasonable cause, backpacks, clothing, lockers and possessions may be searched. If illegal items are found, they will be confiscated and the police will be notified.</p>
<p>TEACHER ASSIGNED DISCIPLINE <i>The teacher will contact parent/guardian via phone or e-mail within 24 hours.</i> <i>In cases of severe misbehavior or four level-three offenses, the student will be referred to an administrator.</i></p>	<p>The following procedures for handling discipline will be used by teachers to assign consequences should students fail to follow classroom expectations:</p> <ol style="list-style-type: none"> 1. The teacher conferences with the student, explaining what the inappropriate behavior is and what the student needs to do to correct the misbehavior. 2. The teacher will contact parent/guardian via phone or e-mail within 24 hours. 3. The teacher may take disciplinary action, e.g., lunch detention, after school detention, room cleaning or time out from the classroom for the remainder of that period. If the teacher assigns after school detention, the teacher will complete a behavior referral form with electronic notification provided to parent and the student is expected to sign the form. A copy will be given to the student to take home. 4. The teacher may consult with and/or refer the student to a counselor or administrator.
<p>STUDENT CONDUCT</p>	<p>Student attention and order in the classroom are necessary for teaching and learning to take place. Students are reminded that they must adhere to good behavior, not only for their own benefit, but for the benefit of others so that learning can occur. Additionally, teachers have the right to teach. Students</p>

<p><i>Students who are removed from class by a guest teacher will automatically receive a one-day suspension from school. Any student listed /reported by the guest teacher as a disruptive student, but not removed from class, will receive one hour of after school detention.</i></p>	<p>are responsible for their own actions and are held accountable for all the rules, responsibilities and guidelines within this handbook, the Camas School District policies concerning conduct, and other rules set forth by Skyridge Middle School administrators and Washington State law. It is noted that a student who violates the law when at school, at a school-related activity, or during the day while under the school’s jurisdiction is also violating a school rule. Compliance with school rules is mandatory. Students who are disruptive, disrespectful, and who do not adhere to established policies will be subject to discipline, suspension, and/or expulsion. When a student is suspended out of school, the student will not be permitted to participate in extracurricular activities, either practice or competition.</p> <p>Teachers and administrators will adhere to the discipline matrix in the student handbook which clearly defines consequences for misbehaviors.</p>
<p>TARDY POLICY <i>Students arriving 5 minutes after the start of class will be marked absent.</i></p>	<p>Students are expected to be to class on time. When a student arrives after the bell or start of class, they will be marked tardy. 1st incident = teacher warning, 2nd incident = lunch detention, 3rd incident = 1 hour after school detention, 4th incident = 2 hour after school detention, 5th incident = 3 hours after school detention, 6th incident = 1 day in the Time Management Room (TMR). Incidents do not have to occur in the same classroom or with the same teacher. Students arriving late to school first period will receive lunch detention.</p>
<p>VISITING SKYRIDGE</p>	<p>Parents and other adults are always welcome to visit Skyridge. To facilitate classroom visitations and minimize interruption to the learning process, visitors must sign in at the main office and obtain approval from the school office. Parents may request to visit their child’s classroom. <u>However, a 24 hour notice is required.</u> Students from other schools may not attend classes, but may visit once a year during lunch with administrative permission.</p>

CAMAS SCHOOL DISTRICT NETWORK CODE OF CONDUCT

Use of the network, which includes the local Camas School District computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the district.

1. Respect others

Use the network in such a way that it does not disrupt its use by others.
Modifying or copying files/data of other users without their consent is not permitted.

2. Respect copyrights

Treat information created by others as the private property of the creator.
Downloading of files from the Internet without prior permission is not permitted.
Unlicensed software or software that does not support curriculum is not permitted.

3. Respect the network

The network is not to be used for commercial purposes.
Hacking the system is not permitted.
Use the network to access only educationally relevant and curriculum specific material.

4. Respect equipment

Computer hardware or software should not be destroyed, modified, abused in any way.

5. Respect the privacy of others

Use only your password.
Protect your password from others

6. Be ethical and courteous

Defamatory, harassing or obscene mail or

NETWORK/INTERNET MISUSE CONSEQUENCES

LEVEL ONE OFFENSE

First Offense: Verbal warning with documentation; Loss of privilege for 2 weeks
Second Offense: Parent notification with return signature required and loss of privilege for 6 weeks.
Third Offense: Parent conference and loss of access with length of time to be determined by administrator (1 trimester – remainder of the school year)

Types of offenses (examples):

•Exploring an inappropriate Website (depends on perceived intent) •Exploring Web sites that are not curriculum related •Selecting/using inappropriate passwords •Misuse of the computer desktop (inappropriate screen savers, wallpaper, etc.) •Infringing on the privacy of others •Sharing or giving out passwords with others •Inappropriate printing •Wasting or overuse of limited network resources

LEVEL TWO OFFENSE

First Offense: parent call/conference and loss of access for 6 weeks or length of time to be determined by administrator and reporting staff
Second Offense: loss of access for 12 weeks
Third Offense: loss of access for remainder of school year

Types of offenses (examples):

•Exploring an inappropriate Web site (depends on perceived intent) •Visiting/browsing the operating system • Download, installation or execution (running) of illegal or unlicensed software •Accessing or modifying files and documents that belong to others •Modifying system permissions

LEVEL THREE OFFENSE

First Offense: Loss of access for 12 weeks with possible administrative action (i.e. detention to long-term suspension); contact of law enforcement as appropriate
Second Offense: Loss of access for remainder of school year with definite administrative action; contact of law enforcement as appropriate

Types of offenses (examples):

•Exploring an inappropriate Website (depends on perceived intent) •Copyright infringement •Downloading and /or use of obscene graphics and/or sounds •Download, installation or execution (running) of obscene/derogatory software •Stealing passwords •Download, installation or execution (running) of software with the purpose or intent to hack

SKYRIDGE DISCIPLINE/CONSEQUENCES MATRIX

	Level 3	Level 2	Level 1	Academic Dishonesty	Tobacco/Lighters	Alcohol/Drugs	Tardy	Unexcused Absences
1 st Offense	Conference w/ student/teacher (document conference) Warning regarding behavior Lunch detention and/or TMR	Teacher Assigned Referral Conference with administrator TMR, Detention 1-day suspension	Fine(s) Short term suspension (1-10 days) or expulsion Weapons: Long Term Suspension to Expulsion	Fail assignment Re-work the exact assignment Final Grade will result in 40% grade loss Letter of apology and explanation to teacher	Notify police & Intervention specialist Suspension 1 – 3 days Removal from school pending parent conference	Notify police Suspension; 45 days, reduce to 5 w/ counseling & drug testing Trafficking, enticement = expulsion	Warning Teacher documentation Tardy first period = lunch detention	Referral Detention (2 hours) Parent contact
2 nd Offense	Teacher documentation & Parent Contact Teacher assigns 1 hour detention and/or TMR	Detention Short term suspension (1-3 days)	Long term suspension (1-10 days) or expulsion Anger Mgmt. Counseling	Fail assignment Re-work the exact assignment Final Grade will result in 60% grade loss, Letter of apology and explanation to teacher	Notify police & intervention specialist Attend tobacco class Suspension 3 - 5 days	Notify police Suspension; 90 days, reduce to 10 w/ counseling & drug testing Meet with D/A interventionist	Teacher documentation Parent contact by teacher Teacher assigns lunch detention	Referral 4 hours Detention or ½ day TMR Parent conference
3 rd Offense	Referral to administration Parent Contact Teacher assigns 1-3 hours detention and/or TMR	Behavioral contract Short term suspension (1-5 days)	Long Term Suspension or Expulsion	Fail assignment Re-work the exact assignment Final Grade will result in a score of zero (0), Letter of apology and explanation to teacher Presentation to Academic Dishonesty Review Board	Notify police Suspension (20 days), Attend tobacco class	Expulsion	Parent contact by teacher Teacher assigns 1hr after school detention	Referral Day in TMR Attendance contract w/ parent/student
4 th Offense	Referral to administration Parent Contact Behavioral Contract Short term suspension (1-10 days)	Short term suspension (1-10 days)					Parent contact by teacher Teacher assigns 2 hrs. after school detention	
5 th Offense	Referral to administration Parent Contact Behavioral Contract Long term suspension (11 or more days)	Long term suspension or expulsion					5 th = 3 hours detention 6 th = Referral to office Full day in TMR	
Misbehavior Examples	Dress code violation(students are required to change clothing), hats, PDA's, nuisance items/toys, littering Failure to serve detention = double detention Every 3 visits to the TMR = 1 hour after school detention	Bullying, harassment intimidation, aggressive behavior, defiance, disrespect, insubordination, pantsing, removal by a substitute, indecent exposure, theft (less than \$10), inappropriate language directed at adult or student, forgery, refusal to identify self	Arson, vandalism, theft (>\$10), threatening life, fighting, assault, disorderly conduct, dangerous objects, weapons, knives, look-a-like weapons, arson, repeated or severe bullying, intimidation, harassment, sexual harassment	Plagiarizing Putting your name on another person's work Allowing another student to copy your work or copying someone else's work Students who do not re-work the assignment will earn a zero (o)	Possession or use of tobacco Possession or use of matches/lighter Possession of fireworks	Possession, use, trafficking or under the influence of drugs and/or alcohol Possession of drug paraphernalia	Up to five minutes late to class = tardy more than 10 minutes = absence	Skiping class non-attendance Parent/Guardian not excusing absence within 3 days (June 2008)

NUTRITION GUIDELINES

Two years ago the Camas School Board approved a new policy, 6700, stipulating new guidelines and advocacy for improved nutrition and fitness practices across our district. The Camas School Board believes that the school environment should be conducive to and promote learning. Students who have nutritious food and appropriate physical activity are better prepared to learn.

Frequently Asked Questions

1. Where is the Camas School District Nutrition and Fitness Policy found?

Answer: The policy can be found on the Camas School District website: www.camas.wednet.edu.

2. How does the policy address the use of food as reward?

Answer: Often in the past, teachers or administrators or other staff members have used food (like candy or sweets) as a reward for good academic performance or desired behavior. Implicit in these practices was an expectation of some sort of reciprocity: receiving a food reward for displaying certain behaviors. While these practices may often have been prevalent, the intent of the policy now is to avoid encouraging children to eat treats even when they are not hungry or creating habits of always rewarding or comforting with food.

3. How does the policy address the use of food in classroom parties, events or celebrations?

Answer: Food provided to students other than through the school lunch/breakfast program or through competitive food sales also includes foods provided for school sponsored parties, celebrations and events. These foods should comply with the policy language for food sales, except that occasional school-wide or class events can be exempt from the specific guidelines found in Policy 6700, Appendix A. However, providing healthful options is strongly encouraged! No more than five such exceptions shall take place in a given school year for a grade level at the elementary level. No more than three such exceptions shall take place in a department at the secondary level. Principals and grade level teams will work together to determine what (if any) exceptions they feel are appropriate for their grade level, department or school. While parents are not allowed to bring/send birthday treats to school, they are encouraged to check with teachers to determine what non-food birthday celebration is allowed.

4. What about the use of food during lessons when a clear curriculum objective is tied to some food consumption or preparation?

Answer: The district recognizes that food can often exist as a legitimate part of instructional units or lessons. Here are just a few examples where food might play a role in classroom lessons. There are many more.

- *Studying cultural customs or celebrations from various countries or ethnic groups and sampling food related to these customs as part of the curriculum.*
- *The incorporation of food, recipes or food preparation into a curriculum unit where it is appropriate. (Example: The kindergarten FARM unit; using food portions and measurement in a math unit; preparation of a Thanksgiving feast, etc.)*
- *Creating or dividing structures that involve food stuffs(Examples: building toothpick and gum drop geometric structures; teaching fractions using sections or portions of some food items; occasionally building/creating/decorating gingerbread houses or other seasonal food items)*
- *Sorting food (fruits, vegetables etc.) by shape and color and sampling some of the items.*

From Policy 6700, Appendix A

Healthy Foods: Fat- No more than 35% of calories from fat (not including nuts or seeds); Saturated Fat- No more than 10% of calories from saturated fat; Sugar- No more than 35% added sugar by weight (except fresh, dried or canned fruits and vegetables); No artificial sweeteners; Trans Fats – 0%

Portion Size: Limit portions to specific sizes. Snacks and Sweets: 1.25 oz; Cookies and cereal bars: 2 oz; Bakery items: 3 oz; Frozen desserts: 3 oz; Yogurt: 8 oz;

Beverages: Beverages that contain 100% fruit juice; Water; Low- fat and nonfat milk; Portion size- 12 oz or less (no limit for water).

HEALTH AND SAFETY

ACCIDENTS:

In the unfortunate circumstance that a child is seriously injured at school, parents/guardians are notified immediately. This is why keeping the school informed as to changes in emergency contact information is imperative. If a child needs medical attention and a parent/guardian or other emergency contact cannot be reached, school personnel will contact emergency medical services to transport the child by ambulance to the preferred hospital listed on the ***Student Health Inventory*** form. Minor injuries are usually followed up with a written note, sent home with the student, from the health assistant or building registered nurse.

ASTHMA/ANAPHYLAXIS: (CSD 3410/3419P and 3420/342P)

Students shall be authorized to self-administer asthma/anaphylaxis medication if the parent/legal guardian and licensed health provider complete the ***Authorization for Administration of Medication*** form, and the health provider and building R.N. observe the skill necessary to use the medication/device properly. The student's authorization may be limited/revoked by the district if the student demonstrates an inability to responsibly possess/self-administer such medication.

BALLOONS - STUDENTS WITH LIFE THREATENING ALLERGIES:

Camas School District is aware that anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life threatening. The sources of these allergens are typically foods, medications, stinging insects and latex. The risk of accidental exposure to these allergens can be reduced in the school setting when school staff, students, parents/legal guardians, and the licensed health professional work cooperatively to minimize risks and provide a safe environment. Please access ***The Guidelines for the Management of Students with Life Threatening Allergies*** at www.camas.wednet.edu PARENT CORNER – SCHOOL HEALTH SERVICES. All staff and community partners will support the following guidelines:

- Utilizing only non-latex gloves
- Using non-latex face masks or respirators for personal protective equipment
- NOT ALLOWING the presence of latex balloons on school grounds and in school busses. (Mylar balloons are a safe substitute).
- Discouraging staff and students to wear perfume or other scented personal products.
- Discouraging serving peanut butter products at elementary grade levels.

HEAD LICE: (CSD 3414P)

According to the American Academy of Pediatrics, no-nit policies in schools are detrimental, causing lost time in the classroom, inappropriate allocation of the health services team's time for lice screening, and a response to infestations that is out of proportion to the medical significance. Transmission of lice occurs most often among family members due to the close proximity of living conditions. Misdiagnosis of head lice infestation occurs frequently and causes inappropriate exclusion from and unnecessary treatment with pediculicides. **Camas School District supports NOT having a no-nit policy, and head lice guidelines reflect the best evidence-based management and treatment options.** Educating families and community persons regarding scientific facts about head lice is important. This may then lead to allowing students with head lice and/or nits to remain in school. Please review ***Camas School District Parent Guidelines for Students with Head Lice Utilizing Evidence-Based, Best Practice Management*** at: www.camas.wednet.edu PARENT CORNER – SCHOOL HEALTH SERVICES.

HEALTH ROOM:

There is a health room in each building staffed primarily by health assistants to be used for emergencies/urgent situations. We do recognize that students may become ill while at school; in that case, you would be notified to pick up your son/daughter.

IMMUNIZATIONS: (CSD policy 3413)

Immediately upon enrollment in the district a ***Certificate of Immunization Status (CIS)***, distributed by the Washington Department of Health, shall be completed by the student's parent. The student's immunization status will be documented as: **complete, conditional or exempt**. A student who is **'out of compliance'** regarding his/her immunization record may not register for school. See www.camas.wednet.edu – PARENT CORNER – REGISTRATION or Washington State Department of Health **"Vaccines Required for School attendance, Grades K-12"** <http://www.doh.wa.gov/cfh/immunize/documents/vacregschool07.pdf>

INFECTIOUS DISEASES – STUDENT HEALTH INVENTORY: (CSD policy 3414)

"In order to safeguard the school community from the spread of certain communicable diseases...the district shall require that the parents/guardian shall complete the ***Student Health Inventory*** form at the beginning of each school year". By completing this form on a yearly basis, families are assisting school health services in identifying students with possible life threatening health conditions and/or needing medication during the school day. Registered nurses then create emergency care plans, train and share plans with identified staff to help keep students safe during the school day.

KEEPING ILL CHILDREN HOME:

Please refer to the School Health Services website: www.camas.wednet.edu PARENT CORNER – SCHOOL HEALTH SERVICES to review ***Guidelines for Keeping Ill Children Home from School***. Please remember that during school, children are in close contact with each other. If children are kept home when the first signs of illness appear, it helps prevent the spread of that illness to other children.

LIFE-THREATENING HEALTH CONDITION: (CSD policy 3413)

Washington State law (RCW 28A.210.320) directs school districts to require the presentation of a medication or treatment order for a child's life-threatening health condition that may require medical services to be performed at school. The medication or treatment order must be presented prior to the student's attendance or continued attendance if already in school. If a medication or treatment order is not provided, the superintendent/principal of the school is REQUIRED to exclude the child until such order has been provided. Please contact the building registered nurse if your child has a life-threatening condition.

OVER THE COUNTER OR PRESCRIBED MEDICATION AT SCHOOL: (CSD policy 3416/3416P)

If your child requires daily/occasional medication, it is preferred that you arrange for administration times outside of regular school hours. However, if this is not possible, in order for your child to receive medication at school the *Authorization for Medication/Treatment at School* form must be completed by the licensed health provider and the parent/legal guardian prior to the administration of any medication (prescribed or over-the-counter) or treatment at school. All medications must be brought to the school by the parent/guardian in the original pharmacy labeled bottle. **Do not send the medication with your child**. Please refer to the School Health Services website: www.camas.wednet.edu PARENT CORNER – SCHOOL HEALTH SERVICES.

Appendix A

ANNUAL PUBLIC NOTIFICATION

Confidentiality - FERPA

Parents in the Camas School District have rights to confidentiality under the Family Education Rights and Privacy Act (FERPA). The parent or eligible student has a right to:

- Inspect and review the student's education records;
- Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records;
- File with the US Department of Education a complaint concerning alleged failures by the agency to comply with the requirements of the act;
- Obtain a copy of the policy adopted under section 99.6. A copy of this policy is available by request at the Superintendent's Office located at 1919 NE Ione Street, Camas.

Releasing Information

Schools may release specific directory-type information - including names, address, and phone number - without prior parental consent if the school both provides notification that it reserves the right to release such information and defines what kind of information will be considered directory information. However, under FERPA, parents must be given the right to opt out of the directory information for release. Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties.

Asbestos Plan

The district engages in a continuous asbestos surveillance program to assure that there are no asbestos problems or danger to students and employees. A copy of the Camas School District asbestos management plan is available for review at the district office.

Legislation Regarding Military Recruiters

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and other institutes of higher education. However, FERPA protects information about students from being released if parents opt out or require prior consent in writing. Please contact your student's school office for additional information.

Child Identification Procedures

The district conducts Childfind activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Childfind activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the district's special services department at 833-5570.

Drug-Free Schools

Congress has adopted legislation requiring drug-free schools. A study by the National Commission on Drug-Free Schools indicated that drug and alcohol use among our nation's youth remains widespread. Appreciable numbers of students begin to use alcohol in the elementary grades and increasing numbers begin to use illicit drugs in middle school. Camas School District is committed to drug-free schools. The board has established a policy requiring that each student adhere to all the rules of conduct adopted by the district. Failure to do so shall be cause for corrective action enforced by school officials.

Use and/or possession of alcohol and illicit drugs is unlawful, wrong, and harmful. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind while:

- On the school grounds during and before and immediately after school hours;
- On school grounds at any other time when the school is being used by a school group(s);
- Off the school grounds at a school activity, function, or event.

Discipline sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Examples of sanctions may include notification of parent/guardian, notification of authorities, referral for substance abuse evaluation, curtailment of participation in district sports, suspension, expulsion, and/or completion of a drug/alcohol rehabilitation or treatment program not at district expense. (Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.)

Information about the drug/alcohol counseling and rehabilitation program may be obtained from the building administrator or student service counselors. Compliance with the above standards of conduct is mandatory for all students and will be enforced without exception.

Title IX

The Camas School District assures that all its students have an opportunity to enroll in classes, programs and extra-curricular activities without regard to race, color, national origin, sex, disability, or sexual orientation, including gender identity. The district complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disabilities. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX Officer at 360-833-5400.

Sexual Harassment

The Camas School District and the board of directors recognize their responsibility to provide a working environment for employees and a learning environment for students that is free from all types of discrimination, including sexual harassment. Sexual harassment is illegal, and procedures have been developed that provide for receiving and investigating a complaint from any staff member or student. To make a confidential report, contact the district's personnel director at 360-833-5400.

Title I/LAP Schools

Teacher Qualifications

As a parent of a student in Title I Schools and Learning Assistance Program schools, you have the right to know the professional qualifications of the classroom teachers who instruct your student. Federal law allows you to receive certain information in a timely manner if you ask for it. Specifically, you have the right to ask for the following about each of your student's classroom teachers:

- Whether OSPI has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether OSPI has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your student and, if they do, their qualifications. If you would like to receive any of this information, please call the personnel specialist at 833-5400, ext. 2009.

Title I/LAP - Parent Involvement Policy – Elementary Schools

As part of Title I/LAP requirements each elementary school has on file a Parent Involvement Policy that explains various ways that parents can be involved and support the efforts of the school. This policy may be obtained by inquiring at each school office or by asking the Title I/LAP teacher.

Pesticides

Best practices are used in our school district in the utilization of pesticides within our buildings and on our grounds. It is our intent to take steps that promote a healthy environment for our students, staff, and community. We use minimal applications directed at very specific problems. Our staff members use alternatives when possible. Applications are completed in a manner in which the chance of direct or indirect exposure is minimal. All pesticides are applied under the direction of trained, licensed staff members or contractors. If you would like to be directly contacted prior to an application in or around the building where your student(s) attend, please contact your school office and complete a contact form. More information about our pesticide practices can be found through our Board Policies on the school district Web site.

Child Abuse Prevention

School districts must work with state agencies, including OSPI to establish a coordinated primary prevention program for child abuse and neglect. All parents shall be given notice of the primary prevention program and may refuse to have their children participate in the program.

Appendix B

CAMAS SCHOOL DISTRICT BUS RULES

The purpose of district transportation is to safely transport students to and from school and/or district sponsored events. Any misconduct by a student, which is detrimental to the safe operation of the bus, will be sufficient cause for the building administrator to suspend the transportation privilege.

Students should be at their designated stop five minutes before the scheduled bus stop time. In the afternoon, students are to exit at their regularly assigned bus stop and go directly home.

1. Students will follow driver and adult directions. The driver is in command of the bus and students. When transporting classes or teams, the teacher or coach is primarily responsible for the students.

2. Students will observe rules of classroom conduct while riding on buses, i.e., quiet talking, hands, feet and objects to self, no teasing or rude/obscene gestures. Students must see that their possessions are kept out of the aisle.

3. Students will sit their bottoms on the seat, face forward and have their back touch the rear of the seat. Students will keep all body parts inside the bus windows at all times.

4. Eating or drinking is not allowed on the bus. This includes gum, candy, food and beverages. Special circumstances may be authorized and supervised by an accompanying teacher or coach. Students are to assist in keeping the bus clean. All trash will be placed in the wastebasket.

5. Each student may be assigned a seat in which they will be seated at all times unless permission to change is given by the school principal and/or driver. If a lap belt is in place, it must be used.

6. Students will leave the windows closed unless given permission by the driver to open them

7. Students will only ride their assigned bus unless authorized permission is given. A bus pass from the student's school is required to be a guest on the non-designated route.

8. Students will get on and off the bus in an orderly manner. Students are expected to stand away from the roadway when the bus is approaching or leaving. Once the bus has come to a complete stop and the driver has given a cue, students may board the bus in single file. Students are to find a seat as quickly as possible. Students who must walk for some distance along the roadway where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students may only cross in FRONT of the bus at the driver's direction. When students are off the bus, they will adhere to rules for pedestrians.

9. Skateboards, scooters, and roller skates will NOT be transported on the bus.

10. Headphones must be used with all electronic equipment such as portable CD players, Gameboys, etc. The bus driver has the right to take away the equipment and turn it over to the school administrator if the equipment creates a disruption on the bus. If the student chooses to bring electronic equipment on the bus, the driver, school, or district

are not responsible for broken or missing equipment. The electronic equipment is not to be visible at school during the school day. Cell phone use is not allowed.

11. Students will refrain from carrying or possessing any items that may cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable or glass containers, weapons or firearms, straps, cords, or pins protruding from clothing or bags, large, bulky items that cannot be held or placed between the legs, etc. Matches, lighters, cigarettes, tobacco, or illegal substances of any kind will not be allowed.

12. Animals, with the exception of Seeing Eye dogs, are not allowed on the bus.

13. Emergency doors and equipment must be left alone by the students.

14. Parents of students identified, as causing damage to buses will be charged with the cost of repairing or replacing the incurred damage. Students causing the damage may be suspended from bus transportation. Students may be asked to clean the bus after school.

15. Student misconduct will constitute sufficient reason for suspending transportation privileges.

WAC 392-141-010 (1) School Districts--General Authority to Provide Transportation--A school is not required to provide transportation for school students but may do so.

WAC 392-145-015 (6) Transportation of Unsafe Articles--Requires that teachers or other school district personnel refrain from requesting students to transport on a school bus any form of animal life (except seeing eye dogs), firearms, weapons, breakable containers, flammable and other articles which could adversely affect the safety of the bus or passengers.

WAC 392-145-020 (7) Rules for School Bus Drivers--A student may be permitted to leave the bus at other than his or her regular stop provided that permission is first obtained pursuant to district policy.

CAMAS SCHOOL DISTRICT BUS RULES: PROCEDURE

1. Driver provides the student with written copy of the rules by sending them home the first day of school. Keep additional copies to distribute to new students.
2. Driver explains rules and consequences to the student. Review rules and expectations a minimum of once per month.
3. If a student breaks a rule, driver issues a verbal warning once and has the student repeat the rule or expectation. If the student physically harms another student, damages property, or causes a severe safety issue, a referral will be written without a warning.
4. A seat may be assigned for a specified amount of time by the driver (usually rows 3-6).

Bus Referral Procedures

A referral should be written if student misbehavior persists after receiving a verbal warning and being assigned a seat by the driver. The following procedures should be used each time a referral is written:

1. Driver phones parent and documents time and date on referral.
2. Driver writes a referral and turns it in to dispatcher within 24 hours of incident.
3. Turn in yellow and pink copies to the dispatcher.
4. Dispatcher will fax a copy to the school or turn in pink copy to the appropriate administrator ASAP.

Consequences for Misbehavior

First Incident

1. Driver issues student a verbal warning
2. Driver contacts parent by phone.
3. Driver may assign a seat.

Second Incident

1. Driver completes a written referral (see Bus Referral Procedures above).
2. Driver contacts parent by phone and asks parent to sign the white copy and return it.
3. Administrator counsels the student.

Third Incident

1. Driver completes a written referral.
2. Administrator will set up parent/driver/administrator conference to discuss the problem.
3. Administrator will assign a seat for a specified time period.
4. In certain circumstances, the student may be removed from the bus by the administrator.
5. A bus behavioral contract may be written and signed between the parent and student and administrator.

Fourth Incident

Driver completes a written referral

The student is removed from the bus for up to one week by the administrator.

Fifth Incident

Driver completes a written referral

The student is removed from the bus for up to two weeks by the administrator.

Sixth Incident

Student is removed from the bus for the remainder of the school year.

Appendix C

PROHIBITED STUDENT CONDUCT & EXCEPTIONAL MISCONDUCT DEFINITIONS

Any conduct which interferes with teaching and learning is not allowed. The following acts are specifically not allowed on school property, on school transportation such as busses, or at school-sponsored events such as field trips. There will be consequences for doing these things. This list is not inclusive. Behaviors marked with a dot (*) have been determined to be a serious disruption. Students may be suspended from school for doing these things even if it is the first time that they are involved. Behaviors marked with two dots (***) will result in contacting the police as well.

Guidelines for Cellular Phone Use

Cellular phones are not to be in use during school hours. All cellular phones must be turned off and out of sight from the first bell in the morning until the last bell in the afternoon. Violation of this rule will result in phone confiscation through the end of the day.

Definitions of Student Misconduct

***Alcohol or Other Drug Possession or Use: A student shall not possess, use, be under the influence of any narcotic drug(s), anabolic steroids, hallucinogenic drug(s), amphetamine, barbiturates, marijuana, or any other substance purported to be one of the above described substances. The use of medication, prescribed for the individual student and used in accordance with the specific directions of the student's licensed medical practitioner, shall not be considered a violation of this policy.

***Alcohol or Other Drug Sale or Delivery: Students shall not distribute and/or sell alcoholic beverages, unlawful drugs, legend drugs, controlled substances, hallucinogens, caffeine pills, diet pills, sleeping pills, or any substance, legal or illegal, used to induce mood or behavior changes (i.e. glue sniffing), or other drugs, medications (or items that purport to be any of the preceding), during school time, on school premises, or during school-sponsored activities.

***Arson: Setting fire to a building or property.

***Assault or Threat of Assault: The excessive use of physical force or threatening the use of physical force against another person, including the use of a weapon or other instrument for the purpose of inflicting injury.

*Attendance: Failing to comply with building, district, and state guidelines setting forth class and school attendance.

As part of the 1995 "Becca Bill" (C 312 I 95), the Legislature enacted provisions that require schools to file a petition in juvenile court when a student accumulates at least five unexcused absences in a month, or ten unexcused absences in a year. If the allegations in the truancy petition are established by a preponderance of the evidence, the court must assume jurisdiction to intervene for the remainder of the school year. The court may order the student to attend school, or be referred to a community truancy board. If the student fails to comply with the court's order, the court can impose a variety of sanctions, including detention, fines, or community service.

Attendance Philosophy: School attendance is the responsibility of the student and his/her parents. It is the responsibility of the school to provide the instruction and to inform parents of absences. Additionally, state law not only requires students to be in school, it also requires the school to take action with students and parents when students do not attend. The action may begin with a simple contact made by either the school or the parent to verify mutual knowledge of an absence. In the case of a student with identified attendance problems, further action may be required. Typical actions which may be taken include the following: further contact between school official and parents; conferences with teachers and counselors; attendance contracts; disciplinary action; and filing for truancy with Juvenile Court.

Attendance Truancy Reporting: When a student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, the school will file a truancy petition with Juvenile Court. The court may then schedule a hearing with the student and his/her parents/guardians. (RCW 28A.225.030; ESSB 5439) Following are typical examples of excused and unexcused absences:

Excused

Illness
Health condition (dr., dental appt.)
Religious observation
Family emergency (funeral, serious injury to immediate family member)
Emergency situations authorized by school officials
Approved conferences (school, police, DSHS)

Unexcused

Overslept/parent overslept
Alarm did not ring
Babysitting, shopping
Haircut
Needed at home
Missed the bus/car trouble
Trip to the beach
Personal reasons (unless cleared by school)
No reason given for absence

- **Bomb Threat: Threats to bomb or damage any public school building, facility, or property.
- *Closed Campus Violation: Leaving the school grounds during the school day prior to dismissal without permission by school personnel.
- *Damage or Destruction of Property: Intentional or careless damage to school property or private property.
- *Defiance: Open disregard or contempt for school authority.
- *Disobedience: Refusal to obey the instructions of all district personnel.
- *Disruptive Conduct: Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission process, or function of the school.
- *Disruptive Dress & Appearance: Dress or appearance which is disruptive to the educational process and/or which threatens the health and safety of the student or others.
- *Extortion The wrongful taking of a person's money or property without his/her consent but by using a threat or violence.
- *False Accusations: Untrue charges or wrongdoing.
- *False Alarm: Activating a fire alarm for other than the intended purpose of the alarm.
- *Falsification/Forgery of Documents: Altering or falsifying time, names, dates, grades, addresses.
- *Fighting: Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that could reasonably cause physical injury to another person.
- **Gang/Gang Activity: The Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating, and harassing conduct, and the Board 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 or about the school property, or in any place involving a school-related activity:
 - Shall wear, possess, distribute, or display any clothing, jewelry, sign, or any other thing which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in any such gang;
 - Shall commit any act or omission, use any speech or gesture, any personal "grooming" style, or conduct evidencing membership or affiliation in such a gang;
 - Shall use any speech, gesture, conduct, or commit any act or omission in furtherance of the interests of such gang or such gang activity, 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, provoking, or actively seeking other students to act with physical force, violence, or mental harassment of others.
- *Harassment: To persistently disturb, torment, or pester.
- *Inappropriate Language/Verbal Abuse: The use of vulgar or profane language by students on school property whether spoken, written, or gestured.
- *Intentional Misuse of School Equipment/Supplies/Facilities: Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas
- *Intimidation: To force into or deter from some action by inducing fear.
- *Lewd Behavior/Sexual Misconduct: Indecent or obscene acts or expressions of or involving sex.
- *Obscene or Disruptive Material: Publishing or distributing on school grounds libelous, tasteless, obscene, or disruptive material.
- *Occupation of School Property: A student shall not occupy a school building or school grounds in order to deprive others of its use, or block normal pedestrian or vehicular traffic.
- *Occupying Unauthorized Areas: A student shall not be present in an unauthorized area without permission of school authorities.

*Possession or use of Electronic Pagers (also known as beepers): A student shall not use or be in possession of electronic pagers at school or school-sponsored activities or events, or while a passenger in district vehicles.

*Possession or use of Explosives: Anything tending or serving to explode such as firecrackers or bullets.

*Possession or use of Tobacco: A student shall not carry or smoke any kind of pipe, cigar, cigarette, or any other lighted smoking equipment or material, nor shall students chew or sniff tobacco products at school or school-sponsored events/activities, or while a passenger in district vehicles, or on school property.

*Racial Harassment or Discrimination: Harassment or discrimination of an individual(s) on the basis of age, disability, national origin, race, marital status, religion, sex, or socioeconomic status by words, in writing, by gestures or actions.

*Robbery: The taking of the property of another by violence or intimidation.

*Sexual Harassment: Sexual Harassment does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior which is unwelcome, offensive, interfering with effectiveness or creating uneasiness in the educational and work environment.

For the purpose of this definition, sexual harassment may include conduct or communications that involve adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

Sexual harassment consists of unwelcome sexual advances; and/or requests for sexual favors; and/or sexually motivated physical contact; and/or verbal or physical conduct or communication of a sexual nature if:

- 1) submission to such conduct or communication is made a term or condition either explicitly or implicitly of obtaining an education or employment, and/or
- 2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment, and/or
- 3) such conduct or communication has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational work environment.

Such conduct, whether committed in the educational environment or district workplace by employees, students, volunteers, parents or guardians, is specifically prohibited. This may include, but is not limited to:

- A) Making sexually suggestive remarks, gestures, jokes, or teasing;
- B) Pressure for unwanted companionship, contact, dates, or sexual activity;
- C) Disparaging remarks about one's gender or sexually demeaning terms for females and males;
- D) Hazing, pranks, or other intimidating behavior toward others because of gender;
- E) Deliberate and/or unwelcome touching such as impeding or blocking movement, cornering, pinching, pulling on clothing, kissing, or fondling;
- F) Displaying or distributing printed, pictorial, derogatory and/or offensive sexual materials such as posters, cards, pictures, cartoons, graffiti, drawings, or clothing;
- G) Using the media for unwanted communications such as letters, phone calls, E-mail, FAX, or other technology;
- H) Spreading rumors about a person's private sex life;
- I) Unwanted communications about personal sexual experiences;
- J) Requests for sexual favors in exchange for rewards such as grades, promotions, money, and/or personal gain.

*Simple Assault: Unconsented touching or application of undue force to another person.

*Theft: A student shall not carry away the personal goods or property of another person, or that of the school district.

*Trespass: A student shall not gain unauthorized entry upon the property of the school district.

*Unauthorized Gatherings: The assembly or meeting of students and/or non-students on school property without permission of school authorities.

*Unauthorized Use of Technology: Tampering with electronic hardware, data files, or software, or unauthorized access to our use of such technology.

**Weapons: The possession, use, transmission, or transporting of any object that could reasonably be considered a firearm or a dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property, or disruption of the educational process.

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

DEFINITION OF CONSEQUENCES

Discipline means all forms of corrective action other than suspension or expulsion and includes the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period. Discipline also includes the exclusion of a student from any other type of activity conducted by or on behalf of the school district, including district transportation.

Detention means being held in school for additional time before, after, or during school hours.

Loss of recess includes any or all of the recesses during school hours.

Time Out Room means spending part or all of the school day in the time out room.

Exceptional misconduct means behavior judged to be so serious in nature and/or so serious in terms of the disruptive effect on the operation of the school that students may be subject to a suspension for a first-time offense.

Expulsion means a denial of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. It also means the expelled student could be denied the opportunity to participate in particular school-related activities.

Emergency expulsion means the immediate denial of school attendance due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

Emergency removal means the immediate removal of a student from a class, subject or activity by a teacher or administrator when the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

Suspension means denial of attendance, other than for the balance of the immediate class period for "discipline" purposes, in any single subject or class or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. It also means the suspended student will not be able to participate in school-related activities while suspended.

Short-term suspension means suspension for any portion of a calendar day up to and not exceeding 10 consecutive school days.

Long-term suspension means a suspension which exceeds a "short-term suspension."

DISCIPLINARY STEPS

Step 1: Conference and/or

Step 2: Loss of recess (up to and including lunch recess)/lunch work crew/timeout in a different classroom

Step 3: Lunch recess class/social skills group

Step 4: Detention before or after school

Step 5: Time out room

Step 6: Suspension (in and/or out of school)

Step 7: Expulsion

Note: Parent may be called at each step

Appendix D

STUDENT DUE PROCESS PROCEDURES

GRIEVANCE, HEARING, AND APPEAL PROCEDURES

The administrators and staff of Camas School District desire to treat each student fairly and firmly in instances of misbehavior. Parent understanding, support, and cooperation are absolutely essential to our efforts.

Policy 3200 - **STUDENT RIGHTS AND RESPONSIBILITIES:** A student will have the right to make decisions for his/her personal behavior within established guidelines, but will be expected to take the consequences for his/her actions if the behavior is unacceptable.

Policy 3312 - **DETENTION:** For minor infractions of school rules or regulations, or for minor misconduct, teachers may detain students after school hours for not more than forty minutes on one or more days. A one-day notification of the required detention must be given, but a student may elect to serve the detention that day.

Policy 3313 - **APPEAL PROCESS FOR DISCIPLINARY ACTION:** Any student and/or parent who is aggrieved by the imposition of discipline that involves up to and including short-term suspension shall have the right to an informal hearing with the building principal for the purpose of resolving the grievance. At such a conference, the student and parent shall be subject to questioning by the building principal and shall be entitled to question school personnel in the matter being grieved.

To appeal a long-term suspension or expulsion, the grievant has the right to submit a written request for a formal hearing. If a request is not received within ten (10) school business days of receiving notice, then the right to a hearing will be deemed waived.

If a hearing is requested, one will be held within three (3) school business days after receiving written notice. The student may be represented by legal counsel. The student will remain out of school until the person(s) hearing the case have made a decision.

Policy 3320 - **SUSPENSION OR EXPULSIONS:** The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. No student shall be suspended or expelled unless other forms of corrective action or punishment reasonably calculated to modify his/her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

Policy 3321 - **SHORT-TERM SUSPENSION:** In the event the proposed punishment of a student is to include the denial of the right of school attendance from any single class or full schedule for more than one and up to ten consecutive days, a conference shall first be conducted with the student as follows:

- An oral or written notice of the charges shall be provided to the student.
- An oral or written explanation of the evidence in support of the charges shall be provided to the student.
- An oral or written explanation of the suspension which may be imposed shall be provided to the student.
- The student shall be provided the opportunity to present his/her explanation.

In the event a short term suspension is to exceed one day, the parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally, by US mail, or by hand delivery as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignment and tests if:

- Such assignments or tests have a substantial effect upon the student's semester grade, or
- Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

Policy 3323 - **LONG-TERM SUSPENSIONS OR EXPULSIONS:** A long-term suspension or expulsion may be imposed by the principal during the appeal process. (WAC 180-40-310)

Policy 3330 - **EMERGENCY REMOVAL:** A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school.

Policy 3331 - **EMERGENCY EXPULSION:** A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or school administrators or is a substantial disruption to the educational process of the school district.

Policy 3413 - **STUDENT IMMUNIZATION:** As a condition for attending school, students shall present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles, rubella, mumps, and tetanus. Students in kindergarten or sixth grade in the 2006-07 school year must also be immunized against varicella (chickenpox). A student satisfies the measles requirement upon a physician's verification that the student has had measles (rubella). Students not meeting the immunization requirements may be suspended from school indefinitely given certain public health concerns. Reminder: As of the 1996-97 school year, all students must have a second MMR, as required by law.