



RISDON

MIDDLE SCHOOL

MIDDLE SCHOOL

Student Handbook



2019 - 2020



Risdon Middle School 2019- 2020

Bell Schedule Monday - Thursday

First bell 7:50		Lunch Schedule – 4 th Period	
HR	7:55 – 8:10	1 st Lunch	LUNCH 11:04 – 11:34
1 st	8:14 – 9:08		Attend Class 11:38 – 12:38
2 nd	9:12 – 10:06		
3 rd	10:10 – 11:04	2 nd Lunch	Attend Class 11:08 – 11:34
			LUNCH 11:34 – 12:04
4 th	11:08 – 12:38		Attend Class 12:08 – 12:38
5 th	12:42 – 1:36	3 rd Lunch	Attend class 11:08 – 12:08
6 th	1:40 – 2:35		LUNCH 12:08 – 12:38

Bell Schedule Late Start Friday

First bell 9:20		Lunch Schedule – 3 rd Period	
HR	9:25 – 9:40	1 st Lunch	LUNCH 11:00 – 11:30
1 st	9:44 – 10:20		Attend Class 11:34 – 12:34
2 nd	10:24 – 11:00		
		2 nd Lunch	Attend Class 11:04 – 11:30
3 rd	11:04 – 12:34		LUNCH 11:30 – 12:00
			Attend Class 12:04 – 12:34
4 th	12:38 – 1:14		
5 th	1:18 – 1:54	3 rd Lunch	Attend class 11:04 – 12:04
6 th	1:58 – 2:35		LUNCH 12:04 – 12:34

EMERGENCY EVACUATION REPORTING LOCATIONS

1st Period reporting number _____
 2nd Period reporting number _____
 3rd Period reporting number _____
 4th Period reporting number _____
 5th Period reporting number _____
 6th Period reporting number _____

BEFORE and AFTER SCHOOL, PASSING TIME, and LUNCH TIME report to your HOMEROOM teacher.

Risdon Middle School Telephone Directory

OFFICE HOURS: 7:30 a.m. - 4:00 p.m.

Main Office	(425) 204-2706
Craig Cooper, Principal	(425) 204-2708
Susan James, Assistant Principal	(425) 204-2711
Elaine Love, Assistant Principal	(425) 204-2712
Kevin Henley, Dean of Students	(425) 204-2729
Attendance Office	(425) 204-2710
ASB Office (payments)	(425) 204-2752
Registrar	(425) 204-2714
Counseling:	
6 th Grade – Sophia Simpson-Verger	(425) 204-2761
7 th Grade – Maggi Kellogg	(425) 204-2743
8 th Grade – Rondelle Jeffery	(425) 204-2738
Librarian – Marybeth Kurspahić	(425) 204-2745
Nurse – Leiana Smith	(425) 204-2773
Safety Officer – Leval Chaplin	(425) 204-2723
Renton School District Transportation Office	(425) 204-4455

2019-20

Student Calendar

August					September					October				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6	1	2	3	4	
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	

November					December					January				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	2	3	4	5	6	1	2	3	4	5
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	31

February					March					April				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
					2	3	4	5	6	1	2	3	4	5
3	4	5	6	7	9	10	11	12	13	6	7	8	9	10
10	11	12	13	14	16	17	18	19	20	13	14	15	16	17
17	18	19	20	21	23	24	25	26	27	20	21	22	23	24
24	25	26	27	28	30	31				27	28	29	30	

May					June					July				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	29	30				27	28	29	30	31







August 28	First day of school
September 2	No School - Labor Day
September 3	First day of school for Kindergarten
October 11	No School - Professional Teacher Day
November 8	No School - Professional Teacher Day
November 11	No School - Veterans Day
November 27	Half-Day All Schools
November 28-29	No School - Thanksgiving Break
December 2	No School - Professional Teacher Day
Dec. 23-Jan. 3	No School - Winter Break
January 20	No School - MLK Jr. Day
February 17-21	No School - Mid-Winter Break
March 16	No School - Professional Teacher Day
April 6-10	No School - Spring Break
May 25	No School - Memorial Day
May 26	Emergency Closure Makeup Day (if needed)
June 17	Last day of school

GRADING PERIODS

Elementary	
End of 1st Trimester	November 7, 2019
End of 2nd Trimester	March 13, 2020
End of 3rd Trimester	June 17, 2020
Middle & High Schools	
End of 1st Trimester	November 27, 2019
End of 2nd Trimester	March 13, 2020
End of 3rd Trimester	June 17, 2020

PARENT/TEACHER CONFERENCES

October 17	High School Conference (no altered student schedule)
November 21-27	Elementary Conferences - (Elementary on Half-Day schedule)
November 25-26	Middle School Conferences (Middle Schools on Half-Day schedule)
January 30	High School Conference (no altered student schedule)

	Holiday, No School
	Professional Teacher Day, No School
	90-Minute Late Start
	Emergency Closure Makeup Day
	Parent/Teacher Conferences
	First & Last Day of School



Greetings!

On behalf of the Renton School District and all our staff, welcome to Risdon Middle School! Everyone is looking forward to continuing the work of striving toward our vision of Fostering Curious, Capable, Courageous, Compassionate Learners.

To reach this vision, our school mission is to:

- ensure a safe and welcoming environment
- engage learners in rigorous academic experiences
- use inclusive practices to value the potential within each learner
- support mindful decision-making
- broaden each learner's perspective of self and community
- embrace taking risks and learning from mistakes as part of a growth mindset
- inspire integrity in all members of our school community
- build collaborative relationships
- honor each contribution to our collective success

Each of these commitments is also in support of our Renton School District vision of Service, Excellence, and Equity. Learning is about growth, taking risks, and stretching in new directions, all of which best occur in an environment where it is safe to explore, question, examine, and create, and where barriers to learning are removed and stakeholder voices are involved in decisions. We owe it to our students, staff, and our greater community to uphold these commitments as a means of fostering students' curiosity, capability, courage, and compassion.

I strongly encourage every parent/guardian to join and participate in the Risdon PTA as a positive way to make connections with other Timberwolf parents. We appreciate having parents and families involved in school events, helping to shape the direction of our school. We also encourage family members to complete the volunteer clearance process so that they can participate fully at the school and join in assisting at various activities, including volunteering with hallway/commons supervision and building rapport with students as part of the Gamma Pack.

For student engagement beyond the classroom, we have many clubs, intramural athletics, activities, leadership groups, homework centers (Study Zone), etc., each of which offers opportunities to partner with other students and staff in supportive and interesting ways. I encourage all students to visit our attendance/activities office or our school website to find out about the many ways to be involved.





I am proud to serve this community, and excited to travel through this school year with such talented students and staff! Please partner with us on this journey to help make this a wonderful school year for everyone!





Sincerely,
Craig Cooper
Principal, RMS

THE WAY OF THE WOLF

COMMON EXPECTATIONS

RISDON MIDDLE SCHOOL

The Way of the Wolf	School-wide	Restroom	Halls	Commons - Meals
Curious 	<ul style="list-style-type: none"> do my best work work to meet or exceed the standard study turn work in on time be a positive leader ask respectful questions 	<ul style="list-style-type: none"> practice good hygiene – wash hands with soap, throw trash away 	<ul style="list-style-type: none"> keep my materials organized arrive at class on time 	<ul style="list-style-type: none"> choose healthy food make use of extra time in a positive, focused way
Capable 	<ul style="list-style-type: none"> take pride in the physical space of Risdon and protect it clean up after myself maintain a calm, safe body at all times follow directions the first time use my electronic devices/phones ONLY when appropriate arrive on-time to school, everyday 	<ul style="list-style-type: none"> clean up after myself get back to class in a timely manner go to the bathroom during passing time, if possible 	<ul style="list-style-type: none"> keep materials I don't need for class in my backpack keep my backpack where instructed by teacher use the appropriate stairs and stay in appropriate Halls be on time to class keep all areas clean 	<ul style="list-style-type: none"> clean up after myself report any concerns/spills eat/drink only in the commons keep binders/ books in my backpack remain seated unless directed otherwise remember my ID number
Courageous 	<ul style="list-style-type: none"> take responsibility for mistakes be honest complete and turn in my own work tell an adult if I see mean or bullying behavior 	<ul style="list-style-type: none"> report any problems have a pass 	<ul style="list-style-type: none"> have a pass if it's not passing time report any problems to the nearest adult 	<ul style="list-style-type: none"> use only my own ID number keep my rightful place in line
Compassionate 	<ul style="list-style-type: none"> treat others as I would want to be treated use kind words respect differences maintain appropriate voice level for my location support other students use manners 	<ul style="list-style-type: none"> voice level 0-1 keep it clean flush wash my hands respect the privacy of others 	<ul style="list-style-type: none"> voice level 0-2 be courteous stay to the right walk keep my hands, feet, and objects to myself use appropriate language be patient in crowded situations 	<ul style="list-style-type: none"> voice level 0-2 be kind to others stay in line while waiting to get my food keep my hands, feet, and objects to myself

The Way of the Wolf	Bus	Guest Teachers	Formal Assembly	Pep Assembly
Curious 	<ul style="list-style-type: none"> • have awareness of bus safety and act accordingly • use time to focus on academics • model appropriate and safe bus behavior 	<ul style="list-style-type: none"> • show flexibility • create a positive, welcoming atmosphere • assist the teacher when I can 	<ul style="list-style-type: none"> • think of ways to connect the assembly to my life 	<ul style="list-style-type: none"> • have fun • be in control of myself • cheer for my grade level or team
Capable 	<ul style="list-style-type: none"> • maintain a calm, safe body • follow directions the first time • ride the bus that is assigned • have bus pass for activity busses • be at the bus stop 5 minutes early • keep the bus clean 	<ul style="list-style-type: none"> • follow directions • complete assignments as directed • have my materials ready • be on time 	<ul style="list-style-type: none"> • stay with my teacher • report any concerns 	<ul style="list-style-type: none"> • sit with my group • follow directions • stay seated unless directed to stand
Courageous 	<ul style="list-style-type: none"> • take responsibility for mistakes • accept consequences as given 	<ul style="list-style-type: none"> • support the teacher and give accurate information when asked a question • accept consequences without argument 	<ul style="list-style-type: none"> • be attentive to the message of the assembly 	<ul style="list-style-type: none"> • use positive language • pay attention • respond honestly when asked questions
Compassionate 	<ul style="list-style-type: none"> • voice level 0-2 • keep my hands, feet, and objects to myself • use kind words • avoid from any type of bullying, harassment, or intimidation and report it if you see it 	<ul style="list-style-type: none"> • voice level 0-2, as directed • demonstrate a polite and respectful attitude • use polite and respectful language • follow classroom rules 	<ul style="list-style-type: none"> • maintain voice level 0 • be courteous • hands, feet, and objects to myself • follow directions • listen to the speaker 	<ul style="list-style-type: none"> • voice level as directed (0 while instructions are being given, 4 when cheering) • cheer positively • stay in line while waiting to get my seat • keep hands, feet, and objects to myself

STUDENT'S GUIDE to STANDARDS-BASED GRADING

Teachers will use standards-based grading to provide students with feedback on progress toward meeting the district-identified learning standards. In order to do this, students will be scored in three categories: Academic Standards, Effort, and Community Skills.

ACADEMIC STANDARDS

These learning standards represent the important knowledge and skills students will develop in each course. Students will receive specific feedback on multiple standards, which are compiled into 4 to 6 Reporting Standards per class, in order to identify areas of strength and opportunities for growth.

Why is this important? Communicating students' progress in relation to a set of identified standards gives students valuable information to further their own academic growth.

EFFORT

This score represents how well students complete classwork and homework.

Indicator	4	3	2	1
Student completes classwork and homework	Consistently	Often	Sometimes	Rarely

COMMUNITY SKILLS

This score represents how well students are able to accept responsibility, show active listening skills, respect personal/public property, respect the voices of others, and contribute to the learning of others.

Why is this important? Collaborating with others, engaging in a rigorous learning environment, and honoring diverse perspectives are critical to personal development in the 21st Century.

Indicator	4	3	2	1
Student accepts responsibility	Student takes an active role in monitoring their own behavior and that of other students against the classroom norms.	Student takes an active role in monitoring their own behavior against the classroom norms.	Student monitors their own behavior against classroom norms at times.	Student does not monitor their behavior against classroom norms.
Student shows active listening skills	Student attends fully to what the teacher and their classmates say and remind others to do the same.	Student attends fully to what the teacher and their classmates say.	Student attends passively to what the teacher and their classmates say.	Student does not attend to what the teacher and their classmates say.

Indicator	4	3	2	1
Student respects personal/public property	Student contributes to the management of materials, supplies, and physical space while monitoring their own.	Student monitors their own management of materials, supplies, and physical space regularly.	Student monitors their own management of materials, supplies, and physical space at times.	Student does not monitor their own management of materials, supplies, and physical space.
Student respects the voice of others	Student ensures that all voices are heard in a discussion, considers others' ideas, and recognizes the efforts of their classmates.	Student considers others' ideas and recognizes the efforts of their classmates regularly.	Student considers others' ideas and recognizes the efforts of their classmates at times.	Student does not consider others' ideas or recognize the efforts of their classmates.
Student contributes to the learning of the class	Student shares their thinking, initiates higher-order questions, extends the discussion, and helps others to understand concepts.	Student shares their thinking, initiates questions, and helps others to understand concepts regularly.	Student shares their thinking, initiates questions, and helps others to understand concepts at times.	Student does not share their thinking, initiate questions, or help others to understand concepts.

Emergency Drill Information for Students

If the emergency alarm sounds before or after school, during passing time, or during lunch, students will proceed outside and report immediately to the location of their HOMEROOM teacher.

Evacuation Drill

What it Should LOOK Like

If a class is in session, students will stay with that period teacher during the entire drill

When the emergency alarm has sounded, students will follow all directions given by their teacher or any other staff member immediately and without question

What it Should SOUND Like

Students will use positive and supportive language when interacting with others

Students will use appropriate language, at "Voice Level 0 to 1", and follow all requests of staff

Students will maintain a single file line, and remain on walkways

- Teachers will line up students in single file and bring emergency backpack and clipboard
- Teachers will escort students toward the appropriate exit and proceed to designated area
- At the evacuation site, students will line up per the directions of the teacher
- Students will keep hands, feet, and objects to themselves, and respect the personal space of others
- **Students will stay with the appropriate class and teacher at all times during evacuation drills and during the return to the classroom**

Earthquake Drill

Drop...Cover...Hold On

What it Should LOOK Like	What it Should SOUND Like
Students will drop down onto the floor/ground	Students will use positive and supportive language when interacting with others
Students will take cover under a desk, table or furniture, against an interior wall if possible, and protect head and neck with arms	Students will use appropriate language, at "Voice Level 0 to 1", and follow all requests of staff
Students will hold on to the piece of furniture they are sheltering under, until the end of the drill.	

- **Students will follow the instructions for a building evacuation, if an evacuation takes place.**

Shelter-in-Place

What it Should LOOK Like	What it Should SOUND Like
Students will stay and Shelter In Place in their classroom, following instructions of the classroom teacher.	Students will use positive and supportive language when interacting with others
If the alarm sounds during a regular class period and students are not in their classroom, they will return to the classroom for the duration of the drill.	Students will use appropriate language, at “Voice Level 0 to 1”, and follow all requests of staff
If the alarm sounds during lunch, students will report to their previous classroom.	
If the alarm sounds at the beginning or end of the day, students will report to their homeroom.	

- Teachers will post “Shelter-in-Place” signs on their doors during the drill.

Lock-Out Drill

What it Should LOOK Like	What it Should SOUND Like
Students will stay in their classroom, following instructions of the classroom teacher.	Students will use positive and supportive language when interacting with others
If the alarm sounds during a regular class period and students are not in their classroom, they will return to the classroom for the duration of the drill.	Students will use appropriate language, at “Voice Level 0 to 1”, and follow all requests of staff
If the alarm sounds during lunch, students will report to their previous classroom.	
If the alarm sounds at the beginning or end of the day, students will report to their homeroom.	

RISDON BEHAVIOR EXPECTATIONS and SCHOOL RULES

We are focused on fostering curious, capable, courageous, compassionate learners. Appropriate and positive behavior is an expectation we have of our students at all school events and activities, and when students are on any district property. Respect for oneself and others is our standard for conduct, and we support an environment that teaches and reinforces the value of maintaining respect and taking personal responsibility for our actions. In order to maintain a positive atmosphere at Risdon, students should be aware of and respect the personal, emotional, and physical boundaries of others. Courtesy and mutual respect among students and staff are integral to creating a friendly and positive school environment. Students are responsible for knowing and following the school rules and behavior expectations as outlined in this handbook. Behavior not meeting these expectations will result in restorative conversations and/or progressive corrective actions (RSD Policies and Procedures 3241).

ACADEMIC HONESTY

Honesty, trust, and integrity are important aspects of the Risdon learning community. To this end, students shall refrain from:

- **Plagiarism:** The taking of another person's words, works, thoughts, or ideas, and presenting them as your own.
- **Cheating:** Fraudulent or deceptive acts for the purpose of improving one's grade, such as copying, stealing answer keys, using unauthorized resources, or assisting another student to gain an unauthorized advantage.

Consequences for academic dishonesty may include a grade of Insufficient Evidence (I.E.) on the assignment, or may require a retake, or may involve a classroom consequence, as well as notification to the parent/guardian (first offense).

BACKPACKS

Students are advised to bring the *minimum* supplies necessary to move through a school day with efficiency. Students are strongly encouraged to leave unneeded miscellaneous items at home (note: the school is not responsible for lost or missing items). During P.E. class, the gym locker rooms have lockers for student use which will be assigned by the P.E. teachers. Musical instruments must be stored in the band/orchestra storage lockers.

BICYCLES

Students riding bicycles to school must adhere to these guidelines:

- Walk bikes once on school campus.
- Lock bikes to prevent theft.
- Wear a helmet in accordance with Washington State's Bicycle Helmet Law.
- The school is not responsible for damage to or theft of bicycles while on school property.

BREAKFAST

Breakfast is available for students to purchase from 7:35 to 7:48 a.m. No food is allowed outside of the Commons. Students are permitted to carry water bottles during the day (with some exceptions per specific classroom activities).

CAMPUS HOURS and CLOSED CAMPUS

Our campus hours for students depend on the days of the week and late start schedule. Doors open at 7:35 a.m. on Mondays through Thursdays, or at 9:05 a.m. on late start Fridays. Due to contractual guidelines and meeting commitments, no students will be allowed into the building prior to these times. Also, for the safety and security of our students, Risdon is a closed-campus school. This means that all students must stay on school grounds once they arrive at school, and remain on campus until the end of the school day, unless checked out through our attendance office. If a student leaves campus without authorization they will be recorded as truant and shadowed per district guidance, and will receive disciplinary consequences.

DISTRIBUTION OF MERCHANDISE

Selling, purchasing, or any form of distribution of merchandise on school property is prohibited. Any money or merchandise in a student's possession that is determined to be linked to buying or selling on campus will be confiscated and given to the parent/guardian, with a corrective action assigned to the student.

ELECTRONIC DEVICES (ANY AND ALL)

Students will be allowed to use headphones to listen to music from their personal electronics **during passing time and lunch**, based on the guidelines below. Parents needing to contact their student during the day should call the main office at (425) 204-2700 so the student can be notified.

Any student choosing to bring any electronic device to school has the responsibility to follow these expectations:

- Devices may be accessed **briefly** during passing time and lunch in order to play music. Devices are not to be used for any other purpose throughout the entirety of the school day. Devices are to remain put away in classrooms, with headphones also to be put away during class time unless specific permission for use is granted by the teacher.
- The use of cameras and video recorders is **strictly prohibited** **unless under the direct supervision of a staff member**. If a student is found to be in violation of this expectation, the device will be confiscated, secured in the office, held for the duration of any investigation that may be initiated (which may include a search of the contents of the device for investigative purposes), and only returned to the parent at the conclusion of the investigation.
- Throughout the school day (7:35 to 4 p.m.), students may **not** electronically record, stream, or post anything to **any website or social media service** (SnapChat, Twitter, Instagram, Facebook, etc.) that allows such postings. If a student violates this expectation, the device may be confiscated and searched, the student's parent/guardian will be contacted, and the student will receive a corrective action. Items will be returned to parents/guardians following any investigation.
- Students are expected to put headphones away upon entry into classroom spaces whether the student is listening to music or not, and to follow the direction of their teachers regarding classroom rules related to devices/headphones during class time.
- **Any disruption to our learning environment that stems from the use or misuse of an electronic device will be investigated, and the student(s) responsible will receive corrective action. Students' devices will be confiscated and held in the main office until a parent/guardian may retrieve them after the end of the school day.** In addition, repeated violations of these expectations will result in loss of the privilege of having access to these devices at all while at school. Please note: by bringing a cell phone or electronic device to school, the student and their parent/guardian consent to search of the device by administration based on reasonable suspicion as part of an investigation (Policy 3245). In addition, if incidents related to inappropriate technology use occur, students are expected to follow all directions given, including handing the device to the staff member if/when requested.
- **The school is NOT responsible for the recovery of lost, stolen, or damaged electronic devices brought to school, as our resources need to be focused on student learning.**

FOOD AND BEVERAGES

During the school day, students are encouraged to carry water bottles with re-closable caps/lids, unless specifically prohibited per teacher direction based on the class's learning activity. Students should only bring individual portions of food for the school day (see Lunches section below). Any beverages other than water are prohibited, except at lunch. Large bags of chips/candy/cookies or containers of baked goods are not allowed due to the disruption they create when students share them with other students. Also, energy drinks are prohibited at all times due to health/safety standards. *Prior to 7:50 a.m.*, outside beverages (such as coffee, tea, hot chocolate) are allowed **only** in the commons, and must be disposed of at the warning bell (7:50 a.m.).

FRAGRANCES/BODYSPRAY/HAIRSPRAY

Due to medical conditions such as allergies, and the disruption created when these products are used at school, the possession or use of fragrances, such as body sprays (e.g., AXE), perfume, aroma-therapy products, fragrant lotions, hairspray, etc., are prohibited on campus or on school buses. Offending items will be confiscated, and the student will be asked to remove the fragrance(s) from their body.

GUM

Risdon is a **GUM-FREE SCHOOL**. Students, staff, visitors, and volunteers are all expected to respect this policy. Anyone chewing gum will be directed to throw the gum away immediately. Repeated offenses may result in corrective actions.

HALLS AND STAIRS:

To ensure that everyone is safe throughout the school day, students are expected to follow these guidelines:

- **Walk** in the halls and on the stairs; at the end of the day, keep moving until you are clear of the stairs.
- Help maintain efficient movement through the halls by going directly to your next assigned location.
- Use quiet conversational voices and avoid loud noises, such as shouting, yelling, or screaming.
- Keep moving on the stairs and landings; avoid stopping to talk in a manner that blocks others from moving safely.
- Do not rough-house or create other dangerous situations, including anything around the second story railings and light bays.
- Keep your hands, feet, and other objects to yourself at ALL times.
- Treat wall coverings, trim-work, furniture, and built-in benches with respect, using them only for their intended purpose.
- Reminder: food and beverages are only allowed in the Commons – not in hallways, on stairways, or in grade level halls.

LUNCHES

Lunches are held in our Commons area each day. When dismissed for lunch, students must report to the commons within five (5) minutes and remain in the commons until released to go outside, to the library, or until the lunch period ends. Additionally:

- In order to maintain a safe experience for all students, we have established expectations and boundaries for where you may be during lunch, both inside and outside. If you are not sure where you are allowed to be, please ask an adult supervisor.
- Before entering the lunch line, students should place their backpacks on or under their selected seat. Students are NOT to move other students' backpacks.
- Students are expected to stay seated in their chosen seat throughout lunch, unless otherwise directed.
- Each cafeteria table can accommodate up to 12 students; one student is allowed per seat/stool, do not share stools or sit on another student's lap.
- To demonstrate respect, please wait patiently in the lunch line (**don't cut** in front of others), do not save seats or exclude others from your table, be sure to clean up your area, and follow school-wide behavior expectations.
- Clean up after yourself (table and floor area), place trash and food directly into the trash cans (no throwing or tossing anything), stack up all disposable trays and paper items, and do not take food outside.
- For each table group, a table captain will be selected randomly by administration during each lunch, and this student will be responsible for ensuring the table and area underneath is clean and free of trash before the table will be dismissed. All students will have the opportunity and responsibility to serve as a table captain during the school year.
- Recycle when appropriate.
- Students may use the restrooms located in the foyer of the Gym during lunch.
- Reminder—students are **not** to bring large packages of food (chips, candy, etc.) or large bottles of non-water drinks (soda, energy drinks, juices, lemonade, etc.) to share with other students. Large items **will be** confiscated and **thrown away**.

P.E. LOCKERS

Students will be assigned their own locker for P.E. class. Students are expected to follow these P.E. locker guidelines, and any additional instructions from the P.E. teachers:

- Keep your combination secret! Don't share your combo with your friends or let someone look over your shoulder while opening your P.E. locker.
- Do not change lockers, nor use someone else's locker, nor let someone else use your locker. Each student is responsible for whatever is in the locker that has been assigned to the student.
- Keep your locker locked/secured at all times.
- Do not leave money or other valuables in your locker; the school is **not responsible for any articles stolen from lockers.**
- Keep your locker clean and organized.
- *NOTE: It is important to remember that lockers are on loan for student use, while remaining school district property. Periodic and unannounced inspections may be made, fines may be assessed for damage, and corrective actions may result from any rule violations related to locker misuse/abuse.*

PROHIBITED ITEMS

For health and safety reasons, students are **prohibited** from bringing the following to school: skateboards, scooters, gambling related items (such as dice), toys, blankets, pajamas, fidget devices, slime, or any other distracting object(s). If observed, these items will be confiscated, and the parent will need to pick up the item at the end of the school day. Repeated violations may result in the assignment of corrective actions. There may be spirit days during the year where exceptions are made for some items, such as blankets on "Pajama Day", but all such exceptions will be announced in advance.

PUBLIC DISPLAYS of AFFECTION (PDA)

Public displays of affection (PDA) are not allowed at school at any time. PDA includes, but is not limited to: romantic hugging, hand-holding, kissing, cuddling, sitting on lap, etc. Parents will be contacted and repeated violations may result in corrective action.

REPORTING DANGEROUS or UNSAFE BEHAVIOR

For the safety of everyone on campus, students who witness or have knowledge of potentially dangerous or unsafe behavior (such as other students planning a fight, being in possession of or under the influence of illegal drugs or alcohol, or in possession of a weapon) are expected to immediately report this information to a staff member. Students found to have prior knowledge of such information who do not report it may be assigned corrective actions.

SUBSTITUTE "GUEST" TEACHERS

As guests in our building, we expect everyone to treat guest teachers with respect at all times. When the regular classroom teacher is absent, the guest teacher **is the authority in the classroom**. Teachers who return to find a guest teacher reporting inappropriate behavior from students (for individual students or class behavior) will follow up with classroom discipline or administrative referrals, as necessary. Teachers are encouraged to reward classes (with PAWs, etc.) that demonstrate positive behaviors with guest teachers.

TECHNOLOGY

There are many opportunities at Risdon to use a variety of technologies, especially as we move to 1:1 with our Chromebooks for students. It is our expectation that students follow the district's Responsible Use Policy, and all procedures and expectations given by teachers and other adults related to the use of technology in our school and district. Students are prohibited from downloading any files that are not directly related to an academic endeavor assigned by a teacher (including software, media files, games, and any other unauthorized files). In addition, students may not navigate to any proxy website or bring a proxy-based tool that would allow them to bypass the district's internet filter. Each student and their parent/guardian must review the "Responsible Use Policy" as part of gaining access to use school district computers. If computers or laptops are damaged while in possession of or being used by a student, it will be reported to the appropriate administrator and district staff for corrective action(s) and/or fines/restitution.

RISDON DRESS CODE

In order to include student voice, at the end of each year we solicit input from students and revise our dress code where appropriate.

School attire should be comfortable for the student and support a positive learning environment. Students attending Risdon Middle School are expected to follow the dress code outlined below.

Clothing that must be pulled up, pulled down, or continuously adjusted throughout the day in order to meet the dress code will need to be changed upon request.

Our administration may implement an investigation and issue consequences for any student who repeatedly violates these expectations. Certain exceptions may be made during "Spirit Weeks" and will be communicated to students in advance. Our expectations regarding Risdon Dress Code are:

1. Students will avoid wearing clothing with pictures, symbols, or messages that represent anything illegal, culturally derogatory, or gang-related (such as apparel including bandanas).
 - Examples of prohibited topics/messages include, but are not limited to: alcohol, tobacco, drugs, weapons, sexual messages/innuendos/cartoons, racial slurs, hate speech targeting groups based on any protected class, and/or profanity.
 - We reserve the right to address any message/image that portrays inappropriate content or disrupts student learning.
2. Students will wear clothing that covers undergarments and avoid wearing clothing that exposes their skin above their belly button or at their waistline, their back, or large areas of their side(s).
 - Students will avoid clothing with a low neckline. A neckline will be considered too low if a large area of the chest is visible.
3. Students will wear clothing that covers their upper thighs.
4. Students will keep their faces recognizable and free of distractions, including not wearing sunglasses inside.
5. Students will wear appropriate footwear that allow safe movement through the learning environment.

Consequences and Procedure for Dress Code Violations:

- Students will be sent to the office to change into their PE clothes or another outfit, if available. Repeated offenses or refusal to change into appropriate clothing may result in further corrective action.
- Teachers and staff members have administrative support to address any dress code issue within a classroom, in the hallways, or in any other common areas of the school. Staff may ask that students adjust or change their clothing in order to comply with the dress code.

ATTENDANCE POLICIES/PROCEDURES

Renton School District Policy and Procedure 3122

EXCUSED ABSENCES

- Participation in school approved activity or instructional program,
- Illness, health condition, or medical appointment,
- Family emergency; including, but not limited to, a death or illness in the family,
- Religious or cultural purpose, including observance of religious or cultural holiday, or religious or cultural instruction,
- Court, judicial proceeding, or serving on a jury,
- Post-secondary, technical school, or apprenticeship program visitation, or scholarship interview,
- State-recognized search and rescue activities,
- Absence directly related to student's homeless status,
- Absence resulting from disciplinary/corrective action,
- Any other principal and parent/guardian, or emancipated youth, mutually agreed upon approved activity.
- Absences related to deployment activities of a parent or legal guardian who is an active duty member.
- Absence directly related to the student's foster care/dependency status;
- Absences due to suspensions, expulsions or emergency expulsions imposed if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status; and
- An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.*

****Absences requested on the "Extended Absence Request Forms" will be marked as excused.***

EXCUSING AN ABSENCE

- For absences to be EXCUSED, parents/guardians must either call in or send a written note to the attendance office within 48 hours of their student's return to school. Students need to take the signed, written note to the attendance office before the beginning of school on the day they return..
- Parents may submit notes in their native language.
- To assist with accurate processing of student absence(s), all verbal and written documentation should include the following information:
 - Student's full name
 - Reason for the absence
 - Date(s) of the absence
 - Parent/Guardian signature/name
 - Parent/Guardian contact phone number

GENERAL ATTENDANCE INFORMATION

- Any absence that is or exceeds THREE (3) periods in length will be counted as a full day absence. This includes absences at the beginning or end of the school day.
- Medically related absences are considered to be excessive at five (5) or more consecutive days or when the absences are recurring and exceed ten (10) in a school year. The school will require a note from the student's health care provider in the case of excessive medically related absences.
- As a safety measure, we ask that our parents/guardians immediately call the Attendance Office at (425) 204-2710 to inform us when their student is absent from school.

To be eligible to participate in after-school activities and athletics, students must have been on time to school and in attendance the full school day (all assigned classes).

UNEXCUSED ABSENCES

An unexcused absence is defined as any unauthorized absence from school. Unexcused absences occur when:

- A student is absent without the permission of the parent/guardian and/or the school;
- An excuse is submitted that does not constitute an excused absence;
- No written or verbal excuse for the absence is provided by the parent/guardian within 48 hours of the student's return to school.

Excessive tardies may ultimately lead to the initiation of a BECCA petition.

Examples of unexcused absences include, but are not limited to:

- * Oversleeping
- * Missing the bus
- * Babysitting
- * Non-medical or non-legal appointments
- * Missing the bus or school on delayed start days (for example, weather related delayed starts)
- * Failure to obtain private transportation to school

EARLY DISMISSAL

Leaving school early with permission is called an early dismissal. Parents/guardians must provide a note to the attendance office on the day of the early dismissal, preferably prior to first period. Students may not leave school for any reason during the school day **unless they check out through the Attendance Office**. If students are not feeling well, they are expected to call their parent/guardian from our Clinic with the staff's knowledge, not from their own cell phones asking to be picked up from school. Only parents/guardians, or other adults on the student's emergency contact list may check out students from school **after showing picture I.D.**

EMERGENCIES

Risdon has a well-organized and regularly practiced emergency plan. In the event of any emergency during school hours, parents/guardians will be required to check out students through a formal reunification process. Please understand that the reunification process takes **significant** time during a real emergency.

LATE TO SCHOOL

Any student arriving late must check in at the Attendance Office kiosk. Students will receive a re-entry slip to give to their teacher. Excused tardies will be granted for the same reasons as excused absences. Excessive tardies to school will be considered as truant and may be considered related to Becca proceedings.

LEAVE OF ABSENCE

We strongly encourage the scheduling of appointments and family vacations to be outside the school day/year. However, when parents/guardians have prior knowledge of an unavoidable upcoming absence of four or more days for their student (planned event, family trip, etc.), families should submit a note requesting a Leave of Absence. The student will receive a Leave of Absence form that they will take to all their teachers in order to get the class work that will be missed during the absence. We suggest giving teachers and our Attendance Office staff at least a week's notice of the planned absence. There is no guarantee that parent requested absences (for reasons not on the list of excused absences) will be excused without this prior written notification.

MAKE-UP WORK

Students will be expected to check teacher websites or pick up their own make-up work from the teacher upon their return from any absence of one or two days. If an absence reaches three or more days, parents may request make-up work by calling the attendance office on the third day of an absence (Reference "Homework Requests").

SNOW DAYS/DELAYED START

Delays due to weather are determined at the district level. For the most up-to-date information and start times, go to the Renton School District web site at www.rentonschools.us, download the RSD App, and/or listen to local radio or watch local TV.

TARDY TO CLASS

Being late for a class is a tardy. There are four minutes of passing time between each period, which allows ample time to travel from class to class. Consequences for tardies are listed below. Excessive tardies may ultimately lead to the initiation of a BECCA petition. The following interventions for tardies will be followed:

1 st tardy	Verbal warning and reminder of expectations by teacher.
2 nd tardy	Verbal warning, reminder, and communicate to parent/family.
3 rd tardy	Teacher assigns 1 detention, communicates to parent/family.
4 th tardy	Teacher assigns 2 detentions, calls parent/family, submits incident form to document.
5 th tardy	Incident form to admin/dean, admin assigns 1 after-school detention and 5 lunch detentions, contacts family.
6 th tardy	Loss of "good standing" status, incident form to admin/dean, parent/student/admin conference, admin/dean assigns after-school consequences.

TRUANCY

Truancy is defined as any unauthorized or willful absence from school, class, or scheduled activity during any part of the school day. Families will be notified of student truancies from school or class via School Messenger or contact by the attendance office personnel. Truancies will result in disciplinary action.

Examples of truancies include, but are not limited to:

- No phone call or written note provided following an absence
- Skipping class
- Leaving class or campus without properly checking out
- Not in school assembly, meeting, or planned activity when assigned
- Loitering in halls, restrooms, or outside building during assigned class time
- Using a hall pass inappropriately

The following forms of discipline for truancies will be followed:

1 st truancy	Assign detention, call home from Attendance Office
2 nd truancy	Assign detention AND 5 lunch detentions, call home from administrator/dean
3 rd truancy	Loss of "good standing" status, parent/admin/teacher meeting, and assignment of after-school detention(s)

BECCA BILL: UNEXCUSED ABSENCES/TRUANCY

In 1995, the Washington State Legislature enacted a law which provides support to parents of children who have run away and/or are out of parental control.

After the first truancy (unexcused absence), parents are notified by an automated phone call. If the absence was excused, the parent will need to provide the reason for the absence in a written note so that the attendance record can be corrected. After the second truancy, a letter will be sent home to serve as written notification of the truancy. After the seventh truancy, the school district is required to file a BECCA petition with juvenile court.

BECCA BILL: EXCESSIVE ABSENCES

Washington State law requires that all students above a specific age attend school on a regular basis. Excessive absences, including a pattern of excused absences, may constitute cause for referral to the BECCA process.

In order to comply with district policy and state law, when a student has seven (7) unexcused absences, the school will petition the Juvenile Court System to seek mandatory attendance by a student.

NON-DISCRIMINATION POLICY STATEMENT

The Renton School District does not discriminate in its programs and/or activities on the basis of race, creed, religion, color, national origin (including language), age, veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or economic status.

TITLE IX COORDINATOR

Laurie Taylor, Assistant Superintendent
Human Resources
425.204.2370
laurie.taylor@rentonschools.us

SECTION 504 / ADA COORDINATOR

Victoria Blakeney, Director of Student Support Services
Department of Learning and Teaching
425.204.2302
victoria.blakeney@rentonschools.us

CIVIL RIGHTS COMPLIANCE COORDINATOR

Dr. Shannon Harvey, Deputy Superintendent
Department of Learning and Teaching
425.204.2318
shannon.harvey@rentonschools.us

The Renton School District will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services for vital communications or transitional bilingual education programs, contact Linda Hoste, Director of Categorical Programs, at 425.204.2410 or linda.hoste@rentonschools.us. Also see Renton School District Policies and Procedures Nos. 3207, 3210, 5003, 5005, and 5006 for complaint procedures.

GENERAL PROCEDURES

Please familiarize yourself with the following procedures in order to support a positive school experience.

ACADEMIC PROGRESS and ATTENDANCE INFORMATION

Academic progress and attendance information is available online through the district's Family Access website or Skyward app. Username and log-in information is made available to families at the start of each school year or upon enrollment. The Registrar is happy to provide additional student progress and attendance information when requested. Please feel free to contact the relevant teacher or grade level counselor with any additional questions regarding academic progress.

ACCIDENTS

Any injury that occurs while a student is at school must be reported immediately to the student's teacher, any other available adult, or the student may report directly to the Clinic. Once the injury is reported, staff will take action to address the situation and contact the parents/guardians as soon as possible.

ACTIVITY BUSES

On designated Mondays, Tuesdays, and Thursdays, activity buses will provide transportation home for regular bus riders who attend approved after-school activities. Students who are not participating in approved activities or choose to leave campus at any time after school **may not** return to school to ride the activity bus. The activity bus will leave Risdon at approximately 4:10 p.m. and has limited drop sites.

ACTIVITIES

EXTRA-CURRICULAR activities include field trips and dances. Students must be in "Good Standing" in order to participate in these activities and must have been in attendance for the full school day. The definition of a "Student in Good Standing" can be found further below in this section.

AFTER-SCHOOL activities include intramural athletic teams and after-school clubs that run from 2:40 to 4:00 p.m. on designated Mondays, Tuesdays, and Thursdays. In order to participate in these activities (other than homework clubs and detentions), students must have a current ASB Card and must have been in attendance for the full school day.

ANIMALS

Per district policy, due to potential medical problems such as allergic reactions, animals are not allowed in the building without prior notification to and approval from the principal. Service animals wearing proper identification are permitted to assist the appropriately designated individuals.

ATHLETICS

Parents/guardians of all students who plan to try out for or participate in a sport must complete our online registration process before the day of the first team meeting. Access to the Family ID website is available through the school website under the Athletics tab. Parents/guardians are welcome to contact the ASB office before the deadline in order to schedule a time to complete this registration using school technology.

Students must in "good standing," clear all fines, and purchase an ASB Card before they can try out for or participate in any sport. Student athletes and team managers must remain in "good standing" throughout the season in order to participate in athletics. Note: failure to return assigned athletic team uniform(s) will result in a fine being added to the student's account and may impact the student's ability to participate in athletics the following season or school year.

BEVERAGES AND OTHER VENDING MACHINES

Students may purchase juice, water, or other offered items during lunch and after school. **All food and non-water drinks are to be consumed in the Commons.** Machines are provided and maintained by outside vendors and are to be used at the risk of the student - no refunds will be issued by the school.

CHANGE IN RESIDENCY OR HOME LIVING SITUATION

Any change in a student's phone number, address, contact information, etc., must be reported to the Registrar within two weeks of the change. This ensures that school records accurately reflect the student's emergency contact information. For safety reasons, this information must be kept current throughout the school year.

DAILY BULLETIN

The daily bulletin will be read aloud in Homeroom. The bulletin is also posted in the main office and on our school website. The daily bulletin is a great resource for families to use in order to stay apprised of the many happenings at Risdon.

DELIVERIES

Balloons, flowers, gifts: Due to allergies and the disruption they cause to our learning environment, balloons, flowers, and gifts are not to be brought to school and will not be delivered to students during the school day.

Outside food: Only a sack lunch or lunch money for students who may have forgotten their lunch may be dropped off at the front office, preferably before 10:30 a.m., so that students will receive the delivery before lunch begins. Due to the disruption in the lunchroom, no other outside food deliveries will be accepted.

DETENTION

Both After-School Detention and Lunch Detention are disciplinary actions that may be assigned to address behavior violations, as well as excessive tardiness. Detentions are served in Room 132. Students will use this time to independently and silently complete homework or engage in other extended academic activities. Students may be assigned additional discipline consequences if they are disruptive while serving detention.

After-School Detention is held in Room 132, unless otherwise stated on the detention notice, on Mondays, Tuesdays, and Thursdays from 2:40 to 4:00 p.m. Students are required to take the detention notice home for a parent signature and must return the notice to the assigning teacher or detention supervisor. This notification informs parents when students are required to stay after school. Activity buses are available for students following After-School Detention.

Lunch Detention is held in the Intervention Room and is assigned by administration, as needed. Procedures will be shared with assigned students by the Intervention supervisor. Student found to be disrupting the lunch environment may be immediately assigned to lunch detention for the remainder of that lunch and/or subsequent lunches.

EMERGENCY SCHEDULE (Delayed schedule)

In the event of a minor emergency that requires a delayed start to the school day (such as a mild snow day, etc.), we will follow district guidance, which may include a 90-minute late-start or 2-hour delay schedule. Students are expected to attend school and be on time for late-start or delayed-start days.

FINES

Students must pay all fines (includes textbook and library fines) before being cleared to participate in athletics, clubs, school dances, and celebration events.

HALL PASSES

Throughout the school day, students leaving class are expected to have one of the following:

Hall Pass: Written, timed passes, issued by classroom teachers to grant permission for students to be out of their assigned class. The student is expected to go about their business quickly and quietly. Being able to leave class on a pass is a privilege, and students are expected to behave responsibly while using a pass.

Request to Report: Passes may be issued by Counselors, Attendance, Administrators, Security, or other staff members. When the pass is delivered, students are to travel directly from the classroom to the appropriate office. After meeting, the student will be dismissed with the time recorded on the pass from the staff member, at which point the student is to return directly back to class.

HOMEWORK REQUESTS

During any excused absence, parents/guardians are encouraged to contact the student's teachers via email or voicemail to request homework or to seek assignment clarification. If a student is absent for three consecutive days, parents/guardians may make a homework request through the attendance office. Please allow 24 hours for requests to be filled. Completed requests may be picked up anytime between 7:30 a.m. and 4 p.m. at the attendance office. Teachers also have the option of maintaining coursework online. Students may access this work through the school website and may email teachers for additional information.

I.D. and ASB CARDS

Every Risdon student will be issued an I.D. Card at the beginning of the year at no cost to the family. Students/families are encouraged to upgrade the I.D. Card to an ASB Card for \$25.00, which supports our after-school programs. Students must have an ASB Card in order to participate in afterschool ASB activities or sports. To help support a safe environment, students must carry their school I.D. or ASB Card while at school and during any school function. Students need a current I.D. or ASB card to purchase dance tickets and to check out library books. If the I.D. Card is lost, replacement cards may be purchased in the ASB Office for \$5.00.

Identifying Oneself: When asked by any staff member, students must immediately identify themselves by their correct name. Any student abusing pass privileges may be placed on a **No Pass List** and will not be allowed out of class except when called for by security, an administrator, a counselor, or in the case of an emergency.

IN-SCHOOL SUSPENSION (ISS)

ISS is another progressive corrective action used to address ongoing inappropriate school behaviors and attendance concerns and is served in the Intervention Room (132). Students will use this time to independently and silently complete class work or engage in other extended academic activities, or to practice de-escalation and plan for re-entry into the learning environment. If students are disruptive while serving in the Intervention Room, consequences may be revised to out of school suspension.

LOST AND FOUND

All found items are to be turned in at the Main Office. Parents are encouraged to guide students to keep expensive personal items at home. Due to the potential disruption to teaching and learning, Risdon staff are not obligated to search for lost electronics or other high-value items, and we are not responsible for the loss or damage to any personal property. We suggest writing your student's name on any personal items. Lost items unclaimed within a reasonable time will be donated to local charity organizations.

MEDICATION AT SCHOOL

If a student is required to take medication at school, the medication **MUST** be in the original prescription container and be stored by the school nurse in the Clinic. The nurse can arrange a medication schedule in the Clinic. **No medications may be taken without a signed consent form from a doctor and parent** on file in the Clinic. This includes all prescription and non-prescription medicines, such as acetaminophen, ibuprofen, cough drops, vitamins, etc. Sunscreen lotion is allowed if it is labeled with the student's name. Failure to follow district guidelines related to taking medication at school may result in disciplinary actions, potentially including suspension. Students **may** carry prescribed inhalers or epi-pens once a written physician consent document is on file with the nurse.

MEDICAL EXCLUSION

To receive temporary medical exclusion (up to three days) from a Physical Education class due to an injury or other medical reason, student must submit a signed note from a parent. A signed physician's note is required for exclusions longer than three days. Both notes must include the specific dates of exclusion and the reason for the exclusion.

NURSE and CLINIC

Risdon's school nurse and Clinic are located within the Main Office. If students are ill (fever, vomiting, diarrhea, etc.), they should not come to school since they may expose others to the illness, and should remain home for at least 24 hours without any symptoms. If students become ill at school, they must get a pass from the teacher to report to the Clinic and check in with the adult on duty. Unless it is an emergency, **students may not go directly to the Clinic without a pass from their teacher. Students may never leave campus without first reporting to the Attendance Office to complete the early dismissal process.** To make arrangements to go home, students will work with Clinic staff to contact their parent/guardian (students should not contact their parents/guardians without Clinic staff first being made aware). A parent or authorized adult as noted on the student's Emergency Contact Form must show picture identification in order to sign out the student.

P.E. ATTIRE

All students must wear a Risdon uniform for P.E., which may be purchased at Wolfpack Days or at the ASB Office. P.E. teachers will provide any additional guidelines related to appropriate P.E. attire. Families in need of financial assistance with purchasing P.E. attire should speak to your student's counselor.

REPORT CARDS

Renton middle schools use a Standards-Based Report Card. Report cards are distributed to students within approximately ten days of the end of each grading period, or mailed home for the last trimester.

SCHOOL MESSENGER SYSTEM

Both Risdon Middle School and the Renton School District use an automated messaging system called School Messenger, to communicate with our students' families. A variety of messages are sent through this system, such as notification that your student has been required to attend an after-school activity, announcements about upcoming special events, and updates regarding inclement weather. Automated messages are sent to the primary contact number and primary email address listed in our system.

SCHOOL VISITORS and VOLUNTEERS

Parents and guardians are encouraged to visit our school by establishing communication in advance with our teaching and administrative staff. We welcome parents/guardians interested in offering hallway or Commons supervision support (Gamma Pack), or academic assistance as tutors for students, all of which first involves a volunteer clearing process that must be followed. Many of our general volunteer opportunities at Risdon are coordinated through our PTA, which we enthusiastically encourage everyone to join. To provide a safe and effective learning environment, the following visitor guidelines apply:

- Students may not bring drop-in visitors to school at any time (e.g., cousins, friends from other schools, younger or older siblings, etc.).
- Due to the size of our school and limited resources, we cannot accommodate parents/guardians visiting students at lunch (except those pre-cleared to volunteer as lunch-time supervisors, such as Gamma Pack).
- Parents/guardians interested in being a classroom, lunchtime, or afterschool volunteer are welcome to contact our Main Office and follow the district's volunteer protocol.
- Parents/guardians may "shadow" their student on a limited basis after obtaining administrative approval at least 48 hours in advance. We must offer at least 24 hours' notice to teaching staff as part of this process (see district Policy 4200 and Procedure 4200P).

All parent/guardian volunteers must have a current Renton School District-approved Washington State Patrol form and Volunteer Background Questionnaire on file.

For the safety of everyone at Risdon Middle School, all visitors must check in at the Main Office for permission to be on campus. Once approved, visitors will need to wear a visitor's pass/nametag while on campus and return to the Main Office to check out at the conclusion of the visit.

STUDENT IN "GOOD STANDING"

To be able to participate in non-academic extra-curricular activities, such as clubs, field trips, athletic teams, celebration events (throughout the year), ASB events, and PTA-sponsored events (dances, etc.), students must be in "Good Standing." Any student not in good standing will be excluded from participating in all non-academic extra-curricular activities either for the remainder of the trimester or for 30 days based on the components below.

Behavior component:

- Students remain eligible by exhibiting appropriate behavior at school and all school events.
- Risdon administration reserves the right to exclude students from extra-curricular activities as part of disciplinary actions related to student behavior violations on a case-by-case basis.
- At a minimum, any student with two (2) or more out-of-school suspensions will be excluded from participating in all non-academic extra-curricular activities for 30 school days from the return date of the most recent suspension.

Attendance component:

- Students remain eligible by maintaining consistent attendance at school and reporting to class on time.
- Students who exceed 5 or more tardies to ONE class (within each trimester) **and/or** exceed 17 tardies overall within the quarter will no longer be in “good standing.”
- Students who exceed 2 trancies (from one or more class periods) in one trimester will no longer be in “good standing.”
- Students must serve all attendance-related detentions to remain in “good standing” prior to events.
- Students who have a BECCA Petition filed with the court system are excluded from participating in activities.
- Counselors will collaborate with the administrative team to determine when individual exceptions to these attendance criteria may be granted (only for extremely unusual circumstances).

*See section on Fines above as this also may impact a student’s opportunity to participate in extra-curricular activities.

TELEPHONE USE

A phone is available in the Main Office telephone for student use in emergency situations and for school-related business. If students are not feeling well, they are expected to call their parent/guardian from our Clinic with the knowledge of our staff, and not from their own cell phones asking to be picked up from school.

TEMPORARY CHANGE OF GUARDIANSHIP

If parents/guardians are out of town, they are expected to notify the school to provide information as to where the child is staying and the current emergency contact.

TEXTBOOKS

When students are issued textbooks, they should be signed and treated with respect while in students’ possession. They will remain the responsibility of the student until the textbook is checked in by the teacher. Students will be given the opportunity to note any prior textbook damage when they receive the book; however, all subsequent damage or loss of the textbook will result in a fine. If a book is lost or stolen, the student must pay for the cost of replacement before another textbook will be issued. The fines associated with your student’s record will remain in effect through high school and can detrimentally impact high school graduation, so we encourage families to pay all fines/fees annually or communicate with us to request a payment plan.

TRANSPORTATION (BUS TRANSPORT OF STUDENTS) Phone (425) 204-4455

All students who ride Renton School District school buses are expected to ride their designated bus and are responsible for knowing and following the bus rules as provided by bus drivers at the beginning of the school year. The driver is in complete charge of the bus and every student on their bus. Students must follow the driver’s directions promptly and without argument. The Transportation Department will work with school administration and our Safety Officer, as needed, to investigate bus-related behavior issues and determine appropriate disciplinary actions.

Bus Passes: Students wishing to ride an alternate bus other than their designated route must bring a signed note from a parent or guardian to the Attendance Office before school or at lunch, not after school. Bus passes are for limited use and are not intended to be issued on an on-going basis. We **cannot** accept phone calls to approve a change in assigned bus route.

Notes must include the student’s first and last name, grade, regular bus route number, the first and last name of the student with whom they are riding, as well as the route number of that student’s bus (the alternate route). In order to have time to process requests, notes need to be turned in to the Attendance Office by 12:30p.m. Bus passes will be granted or denied depending on the capacity of the bus. The bus driver may refuse to honor a bus pass at any time due to safety regulations (e.g., overcrowding, etc.).

BUS BEHAVIOR EXPECTATIONS

District Transportation—Phone (425) 204-4455

*Renton School District's school-bus-conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. **Violation of these rules may be sufficient reason to discontinue bus transportation privileges for the student involved and could possibly result in suspension or expulsion from school as well as criminal charges.***

1. The driver is in full charge of the bus and students and must be obeyed. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver, may result in the student's suspension or expulsion from the bus.
2. When a certificated staff member or volunteer is assigned to accompany students on a bus, that person shall be primarily responsible for the behavior of the students. However, the bus driver shall have final authority and responsibility.
3. A student may be assigned a seat temporarily, or permanently, at the driver's discretion.
4. Students shall ride their regularly assigned bus.
5. Elementary/Secondary principals may grant a temporary daily permission pass for a student to ride a different bus, use a different stop, or allow a temporary bus assignment for a non-rider, as long as it will not cause standees on the bus. The permission slip must be signed or stamped by the school office.
6. When requested by the driver, students must identify themselves. For safety and security reasons, grade 6-12 students may be refused service if they do not show their ID, or give their name, upon request.
7. Students must arrive at the bus stop five minutes prior to bus arrival time and wait in a safe and orderly manner, out of the roadway and off private property. Students must not approach the bus until it has come to a full stop and the door is opened.
8. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind the bus. The driver will indicate when it is safe to proceed.
9. Emergency regulations are mandated by the state and must be strictly adhered to.
10. In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills. When the bus stops at a railroad crossing, there must be absolutely no noise.
11. Students are to remain seated facing the front of the bus with their backs against the seat while it is in motion. They may talk in a low, conversational tone.
12. No student shall at any time extend head, hands, or arms out of the windows, whether the school bus is in motion or standing still.
13. Students will refrain from excessive noise, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment and bullying.
14. Students must not have anything in their possession that might cause injury to another person (e.g.: sticks, breakable containers, knives, laser pointers, scooters, skateboards, large musical instruments, or any type of firearms or fireworks). No live animals, reptile, fish, or fowl is permitted on the bus, except service dogs with prior authorization.

15. Smoking, chewing, or spitting of tobacco, e-cigarettes or related products or use of any type of flame or sparking device on the school bus is prohibited. No illegal substances or alcoholic materials or their paraphernalia are allowed on school buses.

16. Students must maintain clean bus interiors by keeping trash off the floor. Students will not throw refuse out the windows. Eating on a school bus is not permissible except when specifically authorized by the bus driver and supervised by school district personnel.

17. Aisles must be kept clear. Personal belongings, such as books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.

18. Per state regulations, no student shall sit in the driver's seat nor activate any control or safety device.

DISCIPLINE PROCEDURES ON THE BUS

Discipline procedures are designed to assure every student's safe transportation to and from school and school-sponsored activities. Violations of the rules on a bus, at a bus stop, or at a loading area, may be sufficient reason to discontinue bus transportation privileges.

Drivers must deal with those riders who threaten the safety of themselves or other students, or behave in a way that will distract the driver. The driver/district liaison will attempt to find a way to alleviate the problem. Should the discipline problem continue, the driver will issue the student a Bus Incident Report. Bus Incident Reports must be signed and returned to the driver the next day. Students in grades 6-12 will be denied bus-riding privileges until the report is signed and returned. Parents/guardians will be notified by mail or telephone prior to any service suspension.

Buses are provided with continuous-operation video and audio cameras for the purpose of safety and assisting the driver in student management. Discipline sanctions can be imposed based on video and audio camera evidence.

RENTON SCHOOL DISTRICT GUIDELINES for STUDENT CONDUCT

District Policy and Procedure 3241 establish guidelines for Classroom Management, Discipline, and Corrective Action. In some circumstances, a student may be emergency expelled as a first response due to immediate and ongoing danger or safety concerns related to the student's behavior, or serious disruption of the educational process. Notification of law enforcement may also be considered for some instances of student behavior violations.

Note: The administration reserves the right to issue discipline based on the circumstances of individual incidents.

Responsibility to Investigate: Administrators, Dean of Students, and/or the Safety Officer are obligated to initiate an investigation stemming from any report of inappropriate school conduct or behavior. These staff maintain the right to speak with or interview any Risdon student throughout the course of an investigation. The progression and scope of the investigation will be determined by the Administrator, Dean of Students, or Safety Officer.

Duty to Cooperate during an investigation: Students have a duty to answer investigative questions honestly and completely. Witnesses who are dishonest or fail to cooperate during an investigation or impede an investigation by encouraging others to be dishonest, may be subject to discipline.

From Procedure 3241P:

Suspensions (specifically long-term suspensions) and expulsions may be imposed for any of the following student behaviors:

- A. Having a firearm on school property or school transportation in violation of RCW 28A.600.420 (which will result in expulsion for one year);
- B. Any of the following offenses listed in RCW 13.04.155, including:
 1. any violent offense as defined in RCW 9.94A.030, including
 - a. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
 - b. manslaughter;
 - c. indecent liberties committed by forcible compulsion;
 - d. kidnapping;
 - e. arson;
 - f. assault in the second degree;
 - g. assault of a child in the second degree;
 - h. robbery;
 - i. drive-by shooting; or
 - j. vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;
 2. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to registered as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
 3. inhaling toxic fumes in violation of chapter 9.47A RCW;
 4. any controlled substance violation of chapter 69.50 RCW;
 5. any liquor violation of RCW 66.44.270;
 6. any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
 7. any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
 8. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;

9. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and/or
 10. any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;
- C. Two or more violations of the following within a three-year period
1. criminal gang intimidation in violation of RCW 9A.46.120;
 2. gang activity on school grounds in violation of RCW 28A.600.455;
 3. willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
 4. defacing or injuring school property in violation of RCW 28A.635.060; and
- D. Any student behavior that adversely affects the health or safety of other students or educational staff.

In-School Suspension and Short-Term Suspension:

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrates the types of offenses that are prohibited and may result in In-School or Short-Term Suspension:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Disclosure of exams;
- Defiance of school personnel by:
 - disobedience of reasonable requests, instruction, and directives of school personnel;
 - refusal to leave an area when instructed to do so by school personnel;
 - refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
 - refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;
- Harassment of others;
- Inappropriate dress or appearance (see Policy 3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco or related products;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

For additional details related to student conduct guidelines, appeal procedures, and other classroom and school behavior information, please refer to the full policies and procedures on the District's website, at:

<http://www.boarddocs.com/wa/rpswa/Board.nsf/Public?open&id=policies>.

RENTON SCHOOL DISTRICT IMPORTANT POLICIES AND PROCEDURES FOR ALL STUDENTS AND FAMILIES

All policies and procedures of the Renton School District may be found and accessed at the following website: <http://www.boarddocs.com/wa/rpswa/Board.nsf/Public?open&id=policies>. Please note that we provide annual notice regarding the policies and procedures listed below to all students and families. This document constitutes our annual notice, such that if you have additional concerns or need more information you may access the most up-to-date information using the link above.

Policy and Procedure 3205 – Sexual Harassment of Students Prohibited

Policy and Procedure 3207 – Prohibition of Harassment, Intimidation, and Bullying

Policy and Procedure 3210 – Nondiscrimination and Harassment-Free Environment

Policy and Procedure 3241 – Classroom Management, Discipline and Corrective Action

Policy and Procedure 4200 – Safe and Orderly Learning Environment

Policy 4210 – Regulation of Dangerous Weapons on School Premises

Policy 4215 – Use of Tobacco, Nicotine Products, and Delivery Devices

Renton School District Responsible Use Policy (RUP)

Students and Families: PLEASE READ THIS TOGETHER

Statement of Purpose

Renton School District teachers and students use technology and internet-based tools in their classrooms on a regular basis to support student learning and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that information posted on the internet is public, permanent, and needs to be appropriate.

Terms of Agreement:

1. I agree to follow teachers'/building/district instructions when using technology.
2. I agree to be polite, considerate, and to use appropriate language.
3. I agree to report and/or help prevent any bullying, abuse, or harm of others.
4. I agree to tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I agree to adhere with all filters and security measures.
6. I agree to use technology carefully and to conserve district resources.
7. I agree not to share my passwords, except with my teacher or parent/guardian ([Family Educational Rights and Privacy Act or FERPA](#)).
8. I agree to use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I agree not to reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I agree to adhere to copyright laws.
11. I agree to follow the technology check-out process.

Adhering to Federal, State and, local laws, Renton School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

Cross-References/Guiding Reference/ Guiding Policies/ Policies

Board Policy: 2022 Instruction-Technology Resources

International Society for Technology in Education (ISTE) NETs standards: http://www.iste.org/standards/iste-standards/standards-for-students	Educational Technology Essential Academic Learning Requirements (EALRS):
<ol style="list-style-type: none"> 1. Creativity and Innovation 2. Research and Information Fluency 3. Communication and Collaboration 4. Critical Thinking, Problem Solving, and Decision Making 5. Digital Citizenship 6. Technology Operations and Concepts 	<ol style="list-style-type: none"> 1. EALR 1 Integration <ol style="list-style-type: none"> a. Innovate b. Collaborate c. Investigate and Think Critically 2. EALR 2 Digital Citizenship <ol style="list-style-type: none"> a. Practice Safety b. Operate Systems c. Select and Use Applications d. Adapt to Change (Technology Fluency)

Risdon Middle School Library

Hours, Student Information and Procedures

Library Expectations

I am **Curious**

- Discover who you are as a READER
- Collaborate with Ms. Kurspahić to find the most amazing books for you!
- Access databases & online research tools

I am **Capable**

- Follow library staff instructions
- Renew or return library books on time
- Keep track of books you check out
- Check out books for yourself only
- Only print what you need for school
- Always sign-in and show your pass to staff (except at lunch)
- Bring your ID card—it's the most accurate way to check out!
- Voice Level is generally 0-1; 2 at lunch
- Keep pathways clear
- Clean up after yourself
- Gum free zone
- One person to a chair
- Follow Risdon's tech user agreement (i.e. safe searching, no game/video/music downloads, appropriate sites/games only)
- Avoid plagiarism

I am **Courageous**

- Publish a review in Destiny
- Read a genre you've never tried

I am **Compassionate**

- Be helpful to others
- Respect library materials

Ms. Kurspahić



Teacher-Librarian

(425) 204 - 2745

Library Hours:

Mon, Tues, Wed, Thu: 7:35 – 2:45

Fri: 9:05 – 2:45

*The library may be closed before school, during the day, or afterschool due to meetings, testing, etc.

Checkout Guidelines:

How Many? Now/Next is best—check out a book for now & the book you'll read next. You may check out up to 5 books at a time. Only check books out you plan to read yourself. Any fines on your account are your responsibility.

How Long? 3 weeks and you may renew – unless there is a HOLD on the book.

Overdues/Fines? Just have one? You can still check out one book. Return or renew books to avoid fines.

Place a hold? Login to Destiny to place your hold. You will be notified through email when it's ready and will have one week to pick it up.

Risdon Reads

Evergreen Teen Book Award 2021 High School List

- The 57 Bus by Dashka Slater
- The Black Witch by Laurie Forest
- Eliza and Her Monsters by Francesca Zappia
- Far From The Tree by Robin Benway
- The Hate U Give by Angie Thomas
- Moxie by Jennifer Mathieu
- Nyxia by Scott Reintgen
- One of Us is Lying by Karen M. McManus
- Piecing Me Together by Renee Watson
- Warcross by Marie Lu

Evergreen Teen Book Award 2021 Middle School List

- Between Two Skies by Joanne O'Sullivan
- Beyond the Bright Sea by Lauren Wold
- Daughter of the Pirate King by Tricia Levenseller
- Exo by Fonda Lee
- Insignificant Events in the Life of a Cactus by Dusti Bowling
- Long Way Down by Jason Reynolds
- The Secret Sheriff of Sixth Grade by Jordan Sonnenblick
- Slider by Pete Hautman
- Survivors Club: The True Story of a Very Young Prisoner of Auschwitz by Michael Bornstein
- Wild Bird by Wendelin Van Draanen

Ms. Kurspahić Recommends:

Ghost by Jason Reynolds

Shadow of the Fox by Julie Kagawa

March: Book 1 by John Lewis

Arlo Finch in the Valley of Fire by
John August

The Creeping Shadow by Jonathan Stroud

*Most Dangerous: Daniel Ellsberg and the
Secret History of the Vietnam War* by Steve
Sheinkin

The Night Diary by Veera Hiranandani

Booked by Kwame Alexander

The Night Gardener by Jonathan Auxier

Wonder by R. J. Palacio

Belly Up by Stuart Gibbs

The Glass Sentence by S.E. Grove

The Prince and the Dressmaker by
Jen Wang

Interesting Nonfiction

The Port Chicago 50 by Steve Sheinkin

The Family Romanov: Murder, Rebellion and the Fall of Imperial Russia by Candace Fleming

Lost in the Pacific, 1942: Not a Drop to Drink by Tod Olson

Enchanted Air: Two Cultures, Two Wings: A Memoir by Margarita Engle

Great Graphic Novels

Nameless City by Faith Erin Hicks

El Deafo by Cece Bell

Drama by Raina Telgemeier

Mighty Jack by Ben Hatke

Anya's Ghost by Vera Brosgol

American Born Chinese by Gene Luen Yang

RISDON MIDDLE SCHOOL PTA

2019-20 School Year

WELCOME to Risdon Middle School! Risdon PTA members consist of parents, teachers, and students, and we look forward to YOU being part of this important organization by becoming a member and volunteering with us! Whether you have a lot of extra time or very little, there is a place for you to help the students at Risdon. We are all about supporting students to ensure their school experience is valuable and FUN. Find much more information on our website at:

WWW.RISDONPTA.ORG

Online you will find membership forms, a PTA/School calendar, volunteer opportunities, and other helpful information.

One of our goals is to ensure open communication between the students and staff, so we encourage staff, students, and parents to attend our PTA meetings and participate in the exciting events held throughout the year. We invite you to join the Risdon PTA and be part of a caring, generous community of members dedicated to enriching the lives of our students.

PTA LEADERSHIP:

President	Ken Mills	president@risdonpta.org
VP	Rebekah Odell	vp@risdonpta.org
Secretary	Amy Gembala	secretary@risdonpta.org
Treasurer	Cathy Brownell	treasurer@risdonpta.org

GET CONNECTED TO RISDON:

Risdon PTA provides opportunities for you to volunteer and make a difference! Contact our Volunteer Coordinator via email at **volunteer@RisdonPTA.org**. All volunteers are required to submit paperwork for Washington State Patrol background checks. Forms and directions are available online at www.RisdonPTA.org.

PTA MEETINGS:

We invite you to attend our monthly PTA General Membership meetings. Please visit www.RisdonPTA.org for dates and times.