



**CHIEF JOSEPH MIDDLE SCHOOL**

504 Wilson Avenue  
 Richland, Washington 99354  
 Telephone: (509) 967-6400  
 Attendance: (509) 967-6402  
 Fax: (509) 942-2492  
 Website: <https://chiefjoseph.rsd.edu/>

**Student Handbook**

**Mission:** Encourage, Empower, Educate  
 Every Eagle  
 Every Day

**Vision:** Better Today Than Yesterday, Better Tomorrow Than Today

**Values:** Energy  
 Accountability  
 Grit  
 Loyalty  
 Effort  
 Student Success

**Personal Standards:** Choose to be an EAGLE  
 Choose RESPECT  
 Choose KINDNESS  
 Choose EFFORT

<u>Administrators</u>	<u>Counselors</u>	<u>Secretaries</u>
<p><u>Principal</u>  <b>Rhonda Pratt</b></p> <p><u>Assistant Principal</u>  <b>Eric Davis</b></p> <p><u>Administrative Assistant</u>  <b>Tina Burruss</b></p>	<p><u>All students (A-K):</u>  <b>Shayla Pamburn</b></p> <p><u>All students (L-Z):</u>  <b>Ashley Edwards</b></p> <p><u>Community in Schools</u>  <b>Mindy Lee</b></p>	<p><u>Lead Secretary:</u>  <b>Mandy Meyer</b></p> <p><u>Athletics, Activities, Fines, &amp; Fees:</u>  <b>Joy Heid</b></p> <p><u>Registrar &amp; Attendance</u>  <b>Jennifer Catone</b></p>

## TABLE OF CONTENTS

[ATHLETICS, ACTIVITIES AND ASB](#)

[ATTENDANCE](#)

[BEHAVIOR EXPECTATIONS](#)

[BREAKFAST AND LUNCH](#)

[CALENDAR](#)

[DELIVERIES AND MESSAGES TO STUDENTS](#)

[DISCIPLINE](#)

[EMERGENCY INFORMATION](#)

[EMERGENCY PROCEDURES](#)

[FERPA](#)

[GRADING](#)

[HEALTH ROOM](#)

[LIBRARY](#)

[LOCKERS](#)

[LOST AND FOUND](#)

[NONDISCRIMINATION AND SEXUAL HARASSMENT](#)

[PBIS POINTS AND SCHOOL STORE](#)

[PHYSICAL EDUCATION](#)

[PLANNERS](#)

[PICTURES](#)

[SCHEDULES](#)

[SCHOOL DELAYS AND CLOSURES](#)

[TEXTBOOKS AND CHROMEBOOKS](#)

[TRANSLATION SERVICES](#)

[TUTORING CENTER](#)

[VISITORS](#)

[VOLUNTEERS](#)

[YEARBOOKS](#)

## **ATHLETICS, ACTIVITIES AND ASB**

### **Athletics**

Chief Joseph Middle School participates in the Washington Middle School Interscholastic Athletic Association and abides by the rules of the organization. Chief Joseph competes with the other middle schools in the area in seventh and eighth grade sports. Intramural programs may be offered during the school year for 6<sup>th</sup> grade students.

7th & 8th Grade      Fall Season: Cross Country, Football, Soccer and Volleyball  
Winter 1 Season: Boys' Basketball & Girls' Dance Team  
Winter 2 Season: Girls' Basketball & Boys' Wrestling  
Spring Season: Girls' Softball, Boys' Baseball, & Track

### **Eligibility for Athletic Activities**

If you plan to participate in a sport, you will need to

- Register on Family ID
- Pay associated fees either online or in the main office
- Have a doctor fill out physical form and turn in a copy to the office
- Have proof of accident/health insurance

### **Athletics Academic Eligibility**

A student is eligible to play sports, and or, participate in activities at Chief Joseph Middle School if the student passed five of six classes in a six period schedule, or six of seven classes in a seven period schedule, for the previous grading period. If the student does not meet the grade requirement he/she will be placed on three weeks of probation at the start of the next sports season. During this time, the athlete may attend practices, but may not participate in competitions. If, at the end of the probation period, the student is passing the minimum number of classes, he/she may be reinstated for competition. The Athletic & Activity Directors will check eligibility once per week. Only the director can disqualify or reinstate a student to participate.

### **Athletics Behavior Eligibility**

All athletes are required to comply with the RSD participation agreement that the athlete and his/her parents/guardian sign before the beginning of the sports season. In addition, if a student is suspended from school, an athlete may not practice, attend, or play in a competition that day. Individual sport coaches may have additional eligibility standards for his/her athletes. These standards are defined by the coaches at the beginning of each sport season.

### **Clubs and Activities**

Participation in school clubs and activities is voluntary but encouraged for students that attend Chief Joseph Middle School. Activities can include formal clubs and activities that are sponsored by the Associated Student Body and supervised by a certified staff member.

### **Eligibility for Clubs and Activities**

If you plan to participate in a club or activity, you will need to

- Register on Family ID
- Pay associated fees either online or in the main office

### **ASB Membership for Clubs and Activities**

Any club or activity must petition the ASB and present a constitution or by-laws and a budget for the current school year to become officially recognized and receive funds from ASB. All club members must possess valid ASB stickers for the current school year.

### **ASB Homeroom Representatives**

A representative and an alternate shall be elected from each homeroom. The students of each homeroom, along with their teacher, shall determine the procedures for election of ASB representatives and alternates. ASB homeroom representatives shall represent their homeroom at appropriate meetings and share important information from the meetings with homeroom students.

### **Fundraisers**

To fund ASB athletics and activities, students have the option of participating in fundraisers. Students are responsible for all product and funds checked out to them. Students are expected to follow all ASB fundraiser procedures and expectations

### **ATTENDANCE**

Studies have shown a direct correlation between attendance and academic achievement. The Washington State Legislature also recognized the importance of attendance by passing laws requiring regular attendance. Therefore, it is important that parents, students and the school, work together to maximize student attendance.

When your child is absent, please call the school attendance line at 967-6402 (available 24 hours a day). If a parent does not call to excuse their child by the end of the school day, the absence is recorded as an unexcused absence. This unexcused absence can be changed once a parent calls, or sends a note, to verify the absence. Students who have chronic absences for illness may be required to provide notes from a doctor in order to excuse absences. According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receive adequate education and training, and must attend school.

### **Excused Absences**

The following is a list of excused absences in the Richland School District:

- **Illness or health condition-** must be verified by parent or guardian. In case of extended and excessive illness, the building administration will require a statement from a doctor.
- **Pre-arranged activities-** such as vacation requests, requires building administration pre-approval to be excused.
- **School approved activities** such as field trips or athletic events.
- **Emergency situations-** requires building administration approval to be excused.
- **Absences resulting from disciplinary actions** such as suspension from school.

### **Appointments during the day**

If you need to have your child excused early for an appointment, please write a note with the dismissal time and date on the day of the appointment and have your child bring it to the office BEFORE school starts. The note should have the time you will pick up your child, the date and your signature. A hall pass will be issued to your child at that time and they will meet you in the office. If you forget to send

the note, please call and let the attendance secretary know. Please notify us ahead of time if you need to take your child out of class.

### **Pre-arranged absence**

In order to be excused, pre-arranged absence requests must be submitted for approval at least two days prior to the absence. If you know in advance that your child will be missing one full day of school or more, please write a note with the dates your child will be out of school. If the absence is approved, a pre-arranged contract will be issued which will enable your child to get their homework in advance and will ensure that the absence is excused.

### **Make-up Work Due to Absence(s)**

Students are responsible for getting their make-up work and turning it in a timely manner. Make-up work will be required for all excused absences with the understanding that certain classroom experiences cannot be recreated (i.e. discussions, group work, etc.) For students who miss two consecutive school days or more, parents can call the attendance office to request homework. Homework can be picked up in the office the next school day. Generally, students will be given one day to make-up school work for every day absent. A plan for completion of the make up work for extended absences may be arranged with individual teachers. Students should expect to work with teachers before or after school to get caught up on missing school work.

### **Procedures for Unexcused Absences and Excessive Absences**

#### **Step #1**

On the first unexcused absence, parents will be contacted by the school.

#### **Step #2**

After the second unexcused absence in one month OR 7 unexcused absences in a year OR 10 total absences in a year, parents will be contacted by the school, usually by a call from the school office staff, to discuss your child's attendance.

#### **Step #3**

After 5 unexcused absences within a month OR 10 unexcused absences in a school year OR 15 total absences in a school year, parents will be contacted by the school, usually in the form of a letter in the mail. A conference will be scheduled with the parents to discuss and sign an attendance plan for the remainder of the school year.

#### **Step #4**

If parents fail to attend the scheduled conference OR do not comply with the attendance plan established at the conference, a BECCA Bill petition will be filed with the juvenile court of Benton County. The BECCA Bill petition is in accordance with state law requiring regular daily attendance of our students.

### **Truancy**

Students who are out of class without permission or who do not report to their assigned location at the appropriate time may be considered truant and subject to consequences. Students 10 minutes or more late to a class may be considered truant and subject to consequences. Multiple trancies will result in a petition to juvenile court as required by Washington State Law.

### **Tardy (UPDATED October 8, 2019)**

Students are expected to be in class on-time. Consequences if a student is tardy:

1st tardy: connect with student and verbal warning

2nd tardy: warning/parent notification

3rd tardy: warning/student contacts parent

4th tardy during one quarter = 1 day lunch detention/parent contact

5th tardy during one quarter = additional day of lunch detention/parent contact

6th tardy during one quarter = additional day of lunch detention/parent contact

7th tardy during one quarter = 1 day Eagle Tutoring Center 2:30 - 3:30 (1 hour)

8th tardy during one quarter = 1 day Eagle Tutoring Center 2:30 - 4:30 (2 hours)

Each Additional Tardy = 1 day in Eagle Tutoring Center 2:30 – 4:30 (2 hours)

10th tardy: Parent Meeting – Create Success Plan/Contract

### **BEHAVIOR EXPECTATIONS**

We believe it is important to teach expected behavior to students. A predictable environment is key in creating a positive school culture and climate. Expectations are consistent in common areas throughout the school. Expectations surrounding the following will be taught to students during the first several days of school: bathrooms, supplies, hallways, cafeteria, courtyard, after school/dismissal, before school/arrival, classrooms, chromebook/technology use, assemblies, etc.

We encourage students to

- Choose to be an EAGLE**
- Choose RESPECT**
- Choose KINDNESS**
- Choose EFFORT**

The following outlines additional expectations for students:

#### **Backpacks**

Please leave all backpacks in lockers until the end of the school day.

#### **Bicycles/Skateboards/Scooters**

In order to help you in the protection and safe keeping of your bicycles/skateboards, the following guidelines are to be observed by all students:

- All bicycles are to be locked in designated areas *in the front of the school*.
- Bicycles, skateboards, scooters are off limits to students during school hours.
- It is the student's responsibility to safely store skateboards and scooters in designated areas during the school day.
- Do not leave your bicycles, scooters, or skateboards on campus after school hours.
- The school will not assume responsibility for damage or theft.
- Bicycles, skateboards and scooters are not to be ridden on school grounds.

#### **Bus Regulations**

Students have the privilege of using the transportation services of the Richland School District. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements.

Whenever a driver must direct his/her attention away from the road, danger exists. Foremost in our minds is the safety of each passenger. Choosing to not follow expectations may result in loss of riding

privileges. For more information about RSD rules and conduct for bus transportation please click the link (<https://app.eduportal.com/documents/view/707673>)

### **Courtyard**

The courtyard is open each day after lunch unless there is inclement weather. Please stay in the designated zones. You must have a pass to leave the courtyard unless you are going back into the cafeteria. Sports equipment is available to use after eating lunch each day. Please share the equipment and remember to put it back in the bins after use.

### **Dress Code**

It is the goal of the Richland School District to establish and maintain a quality-learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.

In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process.
- Shorts and skirts shorter than mid-thigh in length.
- Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms are raised becomes visible. These include but are not limited to:
  - Boxers
  - Sheer tops or mesh tops
  - Hats inside the school building
  - Overly large openings at the neck or arms
  - Off the shoulder tops or spaghetti straps
  - Flip flops/Thongs (due to injuries)
  - Halter tops or tube tops
  - Wheelies/Heelies (roller skate shoes)
  - Swim tops
- Clothing that exposes the midriff
- Clothing or accessories with offensive pictures, symbols or sayings. These include but are not limited to:
  - Demeaning statements
  - Violent statements
  - Sexual statements

- Racial statements
- Clothing that advertises or promotes tobacco, alcohol or other drugs.
- Jewelry or accessories that could be used to cause harm or injury.
- Any gang affiliated clothing.

A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT. Any clothing that is disruptive to the learning environment is prohibited, as determined by school board policies and school administrators. Students out of compliance with the dress code will not be allowed to attend class until the needed corrections to clothing are made.

### **Cell Phones and Other Personal Devices**

Personal electronics such as cell phones, tablets and other personal electronic devices are to be used for academic purposes and only at the direction/supervision of school staff. A student using electronic devices outside of the prescribed guidelines will be considered in violation of the electronic use policy and may result in the confiscation of the device, loss of privileges and disciplinary action. Due to the expensive nature of these devices, Chief Joseph Middle School and the Richland School District will not be responsible for lost or stolen items. Unclaimed confiscated devices will be donated to charity at the end of the school year.

Use of cell phones are allowed before school, after school and during lunches if used appropriately but should be turned to silent. Phone calls should be conducted in the office, only for emergencies. Cell phones are not allowed during passing time and can only be used during class with expressed teacher permission. Cell phones shall not be displayed or observed in testing areas, locker rooms, bathrooms, or anywhere a student has a reasonable expectation of privacy. Violations to cell phone expectations may result in the confiscation of the device, loss of privileges and disciplinary action.

### **Computer Privileges**

Use of the network, which includes the local Richland School District computer network as well as the Internet, is a privilege - not a right - and entails responsibility. Individual users are responsible for their behavior and communications over the network. The District reserves the right to remove network/internet access if it's determined the user is engaged in unauthorized activity, and/or is violating the Electronic Information Systems Policy (<https://app.eduportal.com/documents/view/617844>). If a parent wishes to restrict computer access for their child, they must sign a technology opt-out form. Please understand this would limit a student's ability to complete some of their learning and school assignments as our school and district move to more technology driven content.

### **Food and Drink**

Food and drink are allowed in the cafeteria. Food and drink (other than water) are not allowed in the hallways or common areas. Food and drink are only allowed in classrooms with teacher permission.

### **Gum**

Gum is allowed. Disruptive or inappropriate gum use may result in the loss of this privilege.

### **Hall Passes**



Students should be in classrooms during instructional time and the cafeteria/courtyard during lunch. A hall pass is needed if hallway access is needed during instructional time and/or lunch.

### **Hats**

Hats and caps are allowed. Hoods are not to be up.

### **BREAKFAST AND LUNCH**

Breakfast and lunch are available each day for purchase. Students may pay on a daily basis or a parent can access their child's lunch account online to view balance and add funds. The website is: [www.mymealtime.com](http://www.mymealtime.com). Students are unable to charge any meals to their account. Please monitor your balance so your child is able to eat each school day. Free or reduced lunch applications are available in the main office. For information about the cost of breakfast and lunch, please see the following: <https://www.rsd.edu/departments/nutrition-services>

### **CALENDAR**

A school calendar will be given to all students at the beginning of the school year. The school calendar is also posted on the school website. A digital version will be available for access on chromebooks.

### **DELIVERIES AND MESSAGES TO STUDENTS**

Balloons and flowers delivered to students at school will not be delivered directly to the student. The student will collect the items from the office after school. Balloons are not allowed on buses for safety reasons.

Since access to student electronic devices is not allowed during the school day, please call the office if you need to get a message to your child. Please notify the office and they will deliver the message to your child. This policy minimizes disruptions to the educational process.

### **DISCIPLINE**

#### Low level behaviors

If a student exhibits low level inappropriate behavior, a student may be sent to steps in which the student has the opportunity to think about what is getting in the way of their learning and make a plan to change what is getting in the way.

Goal:

- Teachers can teach
- Students can learn
- Students who have chosen Steps have an opportunity to
  - Reflect
  - Take responsibility for their behavior
  - Take responsibility for changing their behavior
  - Take responsibility for rejoining the class

If a student is unable to change their behavior after going to steps 3 times in the classroom, they may be sent to the success center for step 4 and parent will be contacted to ask for help and suggestions.

If negative behavior becomes a pattern, students may be referred to the school counselor or administration for intervention strategies. We will work collaboratively with parents to try to determine the cause of the behavior and how to help the student change their behavior.

#### Next level of behaviors:

##### Searches

Based on reasonable belief or reasonable suspicion searches of students and their possessions may be done by school administration. Lockers may be searched at any time for the safety of our students and staff.

##### Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the State of Washington, local ordinances and laws, and School District Policies and Regulations. The student will respect the rights of others while in school, during school hours, on school property, at all school activities, on district provided transportation or otherwise under school authority.

##### Compliance with Rules

All Students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3200, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules. <https://app.eduportal.com/documents/view/721923> - RSD Policy 3200

##### Scope of District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

##### Guidelines for Sanctions

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator has good and sufficient reason to believe that a student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance—which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of corrective action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

### **Offenses/Infractions**

Administration can determine appropriate school consequences for behavior. Administrators can consider approved alternatives to out-of-school suspension or expulsion, including school consequences. Administrators can consider expulsion, if sufficient mitigating/aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

The types of student misconduct that are appropriate for in-school suspensions and short-term suspensions include, but are not be limited to, the following:

- ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES
- ARSON/DAMAGING SCHOOL PROPERTY/VANDALISM
- ASSAULT/FIGHTING
- CHEATING
- COMPUTER MISUSE/UNAUTHORIZED USE OF TECHNOLOGY
- CRIMINAL ACTS
- CYBER-BULLYING
- DEFIANCE OF SCHOOL AUTHORITY/INSUBORDINATION/CUMULATIVE VIOLATIONS
- DISRUPTING THE EDUCATIONAL PROCESS
- DAMAGES OR DESTRUCTION OF PROPERTY
- FALSIFICATION/FORGERY
- FALSE ACCUSATIONS
- GAMBLING
- GANG/GANG ACTIVITY
- HARASSMENT, INTIMIDATION, AND BULLYING
- LEWD CONDUCT
- MALICIOUS MISCHIEF
- POSSESSION OF A FIREARM OR DANGEROUS WEAPON
- SEXUAL HARASSMENT
- THEFT
- THREAT/VERBAL ASSAULT
- TOBACCO/NICOTINE PRODUCTS, POSSESSION OF SMOKING DEVICES AND "LOOK ALIKE" PRODUCTS

See <https://app.eduportal.com/documents/view/721923> for more information

### Detection Canines

Pursuant to Richland School District Policy 3235 (<https://app.eduportal.com/documents/view/522012>), a trained dog may be used to sniff the air in and around school grounds for prohibited items. The specific areas sniffed may be lockers, unoccupied classrooms, unattended desks, bags, items, and vehicles that are on district property or at a district-sponsored event. A dog's alert constitutes reasonable suspicion to search. If the dog alerts on a particular item or place, the person(s) bringing the item onto district property, or responsible for that place or item, will be called to the scene as outlined in district policy to witness the search by school official(s). All searches shall be made in compliance with district policy and applicable law. Discovery of a prohibited substance or item may result in referral to law enforcement and/or disciplinary action in keeping with district policy for students. Detection canines may be used in the building for training or for random searches throughout the school year with no prior notice to students or parents.

### **EMERGENCY INFORMATION**

The school should be notified immediately of changes of address, telephone number, and emergency numbers so we may call parent/guardian in case of an emergency. Please update emergency contact information with the office. We can only release a student from school to someone listed as an Emergency Contact. This information is needed in case of a student illness or any other emergency.

### **EMERGENCY PROCEDURES**

Drills are conducted throughout the school year so students and staff are familiar with emergency procedures. Students are expected to know emergency building evacuation routes. Students are also expected to respond appropriately to alerts or situations, as supervised by adult staff members who are present. Students must stay in single file lines and stand silently. These are serious procedures which help us prepare in the event of a real emergency. Students unable to behave accordingly will be subject to school consequences.

During any emergency situation, safety and security are of utmost importance to us. In order to assist us with maintaining accountability and safety, please do not come to the school during an area disaster alert. Listen to the local radio stations for school closure or evacuation instructions. Information on where to pick up your child will be available through news stations (AM 610 - KONA). We will also use our website and the district website to keep families updated with information.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Please see link (<https://www.rsd.edu/district/federal-state-safeguards/ferpa>) for more information.

### **GRADING**

#### **Report cards**

Report cards will be mailed home each quarter within one school-week of the end of each quarter.

## **Teachers' Grading Policies**

Each teacher has a system to keep track of the grades students earn in each class. The teacher will explain their grading system and what students must do to earn grades in their class. It is the student's responsibility to understand the grading policies, and be aware of his/her own progress in each class. This information is also outlined in each course syllabus. Parents are encouraged to check grades online regularly utilizing PowerSchool and direct any questions to the classroom teacher.

## **PowerSchool Website**

Academic progress can be monitored by logging into powerschool. Parents or guardians may view their child's student information through the PowerSchool website only after they have received a user ID and password. Parents and students may get their PowerSchool ID and password from the attendance secretary. All data exchanged is encrypted to protect the data and ensure privacy. PowerSchool contains detailed information regarding assignments, grades, attendance and school information to include teacher email addresses.

## **HEALTH ROOM**

### **Health Room Staff**

The health room is staffed with an aide who provides student services. A district nurse creates all care plans and visits weekly.

### **Immunizations**

We are required to enforce the State of Washington laws governing immunization standards for students in grades K through 12. The purpose of these laws are to protect students from disease. We require immunization records if you are new to this state. If you are transferring from within the State of Washington, we can accept the immunization records from your previous school. These records must be on an official Washington State immunization form. Students out of compliance may lose the privilege of attending school until immunizations are up to date.

### **Medication at School**

Essential medication will be accepted and stored in the health room and remain under the control of school personnel. Medicine will only be administered in the health room, except for inhalers and emergency medications which may be self carried as directed by orders from a health care provider.

- A district-required physician signed request form with specific written directions regarding dosage, times, and amounts must be on file in the health room.
- Medication must be brought to the school by the parent or legal guardian in the original container in an amount not to exceed a four-week supply. The container must be labeled with the student's name, physician's name, drug name, and dosage

## **LIBRARY**

The library is open from 7:30 - 3:00 Monday-Thursday and 7:30-1:30 on Fridays. It is available if you need a place to complete assignments, want to check out books, need to study or need to access a loaner chromebook. However, the library is not a place to meet friends to socialize. No food, drink, or gum is allowed in the library. To borrow library materials, you must have a current student identification (ID) card and a clear record (no overdue material or fines). You may check out material for yourself only. Books are checked out for ten school days, and magazines for five school days. Fines are

charged for lost or damaged materials, barcodes, and/or spine labels. To renew items, you need to bring your card and the item to the library on or before the day the item is due. If you borrow materials, you must return them in a timely manner.

## **LOCKERS**

The school loans the school lockers to students, therefore they are school property. *Lockers may be searched by school personnel at any time and without notice to student.* **DO NOT** keep valuables in the lockers because the school **is not** responsible for the loss of your personal belongings. Appropriate decorations are acceptable. Anything put up in your locker must be taken down at the end of the year. Use **only** the locker assigned to you at the beginning of the year. Do not give your combination to anyone else. You are responsible for the security of your assigned locker. You are also responsible to alert the building administrator if anyone else has unauthorized access to your assigned locker. It is important to secure your locker. Do not make adjustments that prohibit locker from locking. Clean your locker frequently to avoid it becoming jammed.

How to Open A Locker:

1. Turn lock twice to the right past zero to clear lock.
2. Turn to the right and stop on first number.
3. Turn to the left once past first number and stop on second number.
4. Turn right directly to third number: then lift latch.

## **LOST AND FOUND**

The school is not responsible for lost or stolen items. Please leave valuables at home. Please check the "lost and found" in the cafeteria if you are missing an item. All Items left unclaimed will be donated to charity at the end of each quarter.

## **NONDISCRIMINATION AND SEXUAL HARASSMENT**

### DISCRIMINATION

Richland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>

## SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

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

<https://app.eduportal.com/documents/view/713236> and  
<https://app.eduportal.com/documents/view/713239>.

### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

#### Complaint to the School District

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

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

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

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time

period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

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

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

### Appeal to the School District

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

### Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

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

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

### Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

### Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

**To view this in a different language please click this link:**

**[Non Discrimination and Sexual Harassment Policy](#)**



## **PBIS POINTS AND SCHOOL STORE**

We recognize students who exhibit positive character traits and appropriate behavior. Students are recognized with PBIS points or Eagle Bucks that can be redeemed at the school store. The school store is located near the cafeteria. Students will be informed of school store hours.

## **PHYSICAL EDUCATION**

Students will need to change clothes for PE in order to receive full credit for participation. The uniform is long black shorts and a plain grey shirt with no logos. These are available through a variety of vendors or can be ordered online through our school website. We also have a limited number of PE uniforms available for purchase. We suggest that students have a separate pair of gym shoes and socks in their PE locker for gym use only.

## **PLANNERS**

Each student has access to a digital planner on their Chromebook as well as a notebook planner. The purpose of a planner is to help students to be organized by writing down their assignments, meetings, practices, upcoming tests/projects, concert dates, other appointments, and CJMS PBIS Points.

## **PICTURES**

All students will have their pictures taken without charge for school records, ID or ASB card and the yearbook. Students may choose to purchase pictures directly through the photographer.

## **SCHEDULES**

### **School Hours**

Monday-Thursday: 8:00 - 2:30

Friday: 8:00-1:30

The doors will be open to students at 7:30 a.m. All students not participating in supervised afterschool activities must leave campus afterschool is out each day.

### **Office Hours**

7:00- 3:30 daily

Please use the main entrance from 7:30-3:30. If a parent needs to enter before 7:30, please enter through the doors on the Jadwin side entrance by the band room. If students need to leave during school hours, parents/guardians must pick them up and sign them out in the office.

## Bell Schedules

<b>MONDAY, WEDNESDAY &amp; THURSDAY BELL SCHEDULE</b>				
	<b>PERIOD</b>	<b>FIRST LUNCH 6th Grade and Half of 7th</b>	<b>PERIOD</b>	<b>SECOND LUNCH 8th Grade and Half of 7th</b>
	0	7:00 - 7:55	0	7:00 - 7:55
	1	8:00 - 8:55	1	8:00 - 8:55
	2	9:00 - 10:00	2	9:00 - 10:00
	3	10:05 - 11:00	3	10:05 - 11:00
	Lunch	11:00 - 11:30	4	11:05 - 12:00
	4	11:35 - 12:30	Lunch	12:00 - 12:30
	5	12:35 - 1:30	5	12:35 - 1:30
	6	1:35 - 2:30	6	1:35 - 2:30
<b>2019-2020 TUESDAY ADVISORY BELL SCHEDULE</b>				
	<b>PERIOD</b>	<b>FIRST LUNCH 6th Grade and Half of 7th</b>	<b>PERIOD</b>	<b>SECOND LUNCH 8th Grade and Half of 7th</b>
	0	7:00 - 7:55	0	7:00 - 7:55
	1	8:00 - 8:50	1	8:00 - 8:50
	2	8:55 - 9:45	2	8:55 - 9:45
	Advisory	9:50 - 10:20	Advisory	9:50 - 10:20
	3	10:25 - 11:15	3	10:25 - 11:15
	Lunch	11:15 - 11:45	4	11:20 - 12:10
	4	11:50 - 12:40	Lunch	12:10 - 12:40
	5	12:45 - 1:35	5	12:45 - 1:35
	6	1:40 - 2:30	6	1:40 - 2:30
<b>2019-2020 FRIDAY PLC BELL SCHEDULE</b>				
	<b>PERIOD</b>	<b>FIRST LUNCH 6th Grade and Half of 7th</b>	<b>PERIOD</b>	<b>SECOND LUNCH 8th Grade and Half of 7th</b>
	0	7:00 - 7:55	0	7:00 - 7:55
	1	8:00 - 8:46	1	8:00 - 8:46
	2	8:50 - 9:40	2	8:50 - 9:40
	3	9:44 - 10:30	3	9:44 - 10:30
	Lunch	10:30 - 11:00	4	10:34 - 11:20
	4	11:05 - 11:50	Lunch	11:20 - 11:50
	5	11:54 - 12:40	5	11:54 - 12:40
	6	12:44 - 1:30	6	12:44 - 1:30

2 Hour Delay Schedule			
1ST LUNCH: 6th and 1/2 7th		2ND LUNCH: 8th and 1/2 7th	
Period	TIMES	Period	TIMES
1	10:00 - 10:36	1	10:00 - 10:36
2	10:40 - 11:20	2	10:40 - 11:20
3	11:24 - 12:00	3	11:24 - 12:00
LUNCH	12:00 - 12:30	4	12:04 - 12:40
4	12:34 - 1:10	LUNCH	12:40 - 1:10
5	1:14 - 1:50	5	1:14 - 1:50
6	1:54 - 2:30	6	1:54 - 2:30

**Lunch Schedule:**

Lunch is determined by 4th hour teacher:

**1st Lunch:** Osborn, Crider, Doctor, R. Hoff, Nelson, P. Wade, Hoke, Ashworth, Grant, Gelenaw, Sarver, Sadler, Richmond, Lomax, Savino, Lawrence

**2nd Lunch:** Noren, Morrow, Ruane, Tharp, Moody, Graff, Medrano, Lindberg, Spaur, King, Townson, M. Wade, S. Hoff, Waters

**SCHOOL DELAYS AND CLOSURES**

In case of severe weather or other emergencies, the School District office may declare a delay or school closure. Announcements are made on local TV & radio stations beginning at 6:30 a.m. The Richland School District Website ([www.rsd.edu](http://www.rsd.edu)) also has the latest information.

**TEXTBOOKS AND CHROMEBOOKS**

Textbooks will be checked out by teachers. Students are responsible for the condition and return of the textbooks checked out to them. Students must pay for damaged or lost textbooks. Chromebooks can also be checked out from school and taken home. To do this, parents will need to fill out paperwork on Family ID (<https://www.familyid.com/organizations/richland-school-district-2>). Optional insurance is available for purchase online at the weblink listed above or in the main office for any damage that may occur to the device while checked out.

## **TRANSLATION SERVICES**

The Richland School District will also 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 or transitional bilingual education programs, contact the RSD Special Programs Office at 509-967-6050.

## **TUTORING CENTER**

After school tutoring is available Monday-Thursday 2:30-4:30. Students in need of support doing homework and/or studying are encouraged to attend.

## **VISITORS**

All visitors must check in at the main office to obtain a visitor badge. We encourage parents to visit our school. Please make an appointment through the main office 24 hours prior to visiting a classroom. Student visitors are not allowed at CJMS.

## **VOLUNTEERS**

On an annual basis, all volunteers will need to complete the Volunteer Application which includes a Washington State Patrol identification Background Search (RCW 43.43.830 through 43.43.845). This application can be accessed online at <https://richlandvolunteers.hrmplus.net/> All parents who have been asked to volunteer and/or chaperone a field trip will need to complete the Volunteer Application in advance.

## **YEARBOOKS**

Students are encouraged to purchase yearbooks early as the cost increases after winter break. Yearbooks are ordered in February for the number purchased. Students without outstanding fines will receive their yearbooks prior to the last day of school. Students with unpaid fines will receive their yearbooks after school on the last day of school.