

**Cedar Heights Middle School
2019-2020**



Where inquiring students take risks, communicate, reflect, and practice an open-minded and well-balanced approach to learning and living.

Live Like a Raindevil

**2220 Pottery Avenue, Port Orchard WA 98366 Phone (360) 874-6020 / Fax (360) 874-6420
Andrew Cain, Principal / Jobie Flint, Assistant Principal**

This agenda belongs to:

Name _____

Thank you Johnsonlink Orthodontics for your generous sponsorship of our student agendas.

School Mission and Student Support

Cedar Heights believes every student matters! We empower each student to take responsibility for exceeding academic standards, pursuing life-long learning, establishing positive relationships, and living with integrity, honesty and respect.

It is our intent to live within these core values:

1. We believe that every attempt should be made to maintain the dignity of both the student and the adult.
2. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
3. We believe that students should be given the opportunity to make decisions and live with and learn from the consequences.
4. We believe that misbehavior should be handled with natural consequences instead of punishments whenever possible.

Administrator discretion is reserved to modify any of the disciplinary responses outlined in this handbook if necessary in the interest of protecting the learning of students, ensuring the safety of staff and students, and promoting the welfare of all concerned.

Bullying

At Cedar Heights Middle School, students are expected to treat each other with the respect they want themselves. Bullying on school campus, any school-owned vehicles, or at any school-related or school-based activities is prohibited. Bullying is defined as personal, unfair, repeated harassment. It can be physical, verbal, electronic, or social. Physical bullying can consist of pushing, engaging in fighting, hitting, or throwing objects. Verbal bullying includes, yelling, threatening, or putting down. Social bullying can be shunning, putting up cruel notes, or giving rude gestures and looks. Cyber bullying is a variation of social bullying, communicated through social media. Students are encouraged and expected to enlist the aid of an adult when they experience or witness bullying behavior. **Please note:** These examples are **not** the only scenarios that qualify as bullying. Students in violation of our respect policy will be subject to progressive discipline including restorative conferences, detention, schedule change, and suspension.

Welcome to Cedar Heights
Our Cedar Commitment – Caring Pledge

Where inquiring students, take risks, communicate, reflect, and practice an open-minded and well-balanced approach to learning and living.

Donde los estudiantes toman riesgos, se comunican, reflexionan y practican una actitud abierta y balanceada para el aprendizaje y la vida.

Being caring is not the same as being nice.

“Caring” is based on your own ethics, your own beliefs, and your own values. “Niceness” is based on how other people see you.

How do you want people to see you?

We ask you to pledge to the following points of caring for this new 2018-19 school year at Cedar Heights Middle School.

I, _____, agree that I will keep my word and try my hardest to meet the “Caring Is Key” standards:

- My peers deserve the respect I wish to receive.
- I pledge not to discriminate against others and their beliefs
- I pledge to refrain from name calling or any other forms of hurtful behavior
- I pledge to treat my classmates and school staff with respect
- I pledge to refrain from explicit language
- I pledge not to litter on school property i.e. respecting my janitors and bus drivers
- I pledge not to disturb other teachers (through the halls) while they are teaching
- I pledge to tell a teacher or adult if I see bullying

Cedar Heights will be a better place if we all did our best to be caring to one another throughout the school year.

We are caring, principled, communicators.

Positive Behavior Intervention System (PBIS) Matrix				
IB Trait	Commons	Hall	Assembly	Restroom
I am Caring	<ul style="list-style-type: none"> ● Walking ● Clean up after self 	<ul style="list-style-type: none"> ● Hands/Feet to self ● Smile and say Hi ● Say excuse me if you bump someone 	<ul style="list-style-type: none"> ● Enter and exit orderly ● Listen and participate appropriately 	<ul style="list-style-type: none"> ● Flush toilet ● Wash hands
I am Principled	<ul style="list-style-type: none"> ● Be truthful about my actions ● Wait turn in line ● Use trash cans ● Respond immediately to “Raindevils up” 	<ul style="list-style-type: none"> ● Walking on right side ● Move purposefully ● Respect art and objects on walls ● Be truthful about my action 	<ul style="list-style-type: none"> ● Respond immediately to “Raindevils up” ● Celebrate participants ● Keep hands and feet to self ● Be truthful about my actions 	<ul style="list-style-type: none"> ● Respect school property ● Maintain personal space ● Dispose of garbage in the trash can ● Be truthful about my actions
I am a good Communicator	<ul style="list-style-type: none"> ● Inside voice level 3 ● Use kinds word and smile ● Report safety concerns to adult 	<ul style="list-style-type: none"> ● Level 2 voice ● Use kind words and smile ● Offer assistance 	<ul style="list-style-type: none"> ● Reflect on the message of the assembly ● Engaging with speaker appropriately 	<ul style="list-style-type: none"> ● Communicate problems to an adult ● Level 2 voice

Voice Levels

- 0 = silent 2 = side by side conversation
1 = whisper 3 = conversing with others/inside voice

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CEDAR HEIGHTS MIDDLE SCHOOL

We, the undersigned have read and understand the expectations of Cedar Heights Middle School as described in this Student Handbook, to include the Attendance Policy as explained on pages 9-11. We agree to uphold these expectations and will do our best to ensure that students at our school have a safe and meaningful environment.

_____ X _____ X _____
PRINTED Student Name Student Signature Parent Signature

South Kitsap School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, ethnicity, national origin, sex, sexual orientation, religion, age, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to: Dr. Andrew Rogers, Executive Director of Special Education and Title IX/RCW 28A.640 Officer 360-874-7001; Kimberly Shipp, Assistant Director of Special Education and Section 504 Officer 360-874-3648; Jerry Holsten, Executive Director of Human Resources 360-874-7006.

International Baccalaureate Policies

Academic Honesty

Academic honesty is the foundation for a principled pursuit of academic achievement. The students and staff at Cedar Heights Middle School are expected to be principled. This means they will consistently act with integrity, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. They will also self-assess these qualities on a regular basis. Students and staff will take responsibility for their actions and consequences and will use judgment to make positive decisions.

Assessment

Assessment is integral to all teaching and learning, as it is the tool that enables the learner to discover what s/he still needs to learn. Cedar Heights Middle School teachers are committed to using assessments to support each student in achieving his or her highest academic level by providing targeted feedback on individual academic growth. Cedar students are expected take ownership of their learning by reflecting and adjusting their efforts based upon the provided feedback.

Students are regularly assessed through formative and summative assessment tasks. Their performance is evaluated using criteria matched with Washington State learning outcomes and the IB objectives for the specific area of study. Students are provided rubrics outlining the expectations they will need to meet in order to demonstrate mastery of the targeted objectives. A wide variety of assessment strategies are used to meet the diverse needs of our student population. Finally, students are expected to reflect on this feedback in relation to the quality of their effort and use the understanding to grow as a student.

Decisions about student achievement will be based upon teacher professional judgment informed by the IB Middle Years Program Aims and Objectives for each area of study, defined criterion and collaborative analysis of student work. Final determination of student's achievement will be a holistic determination reflected by a preponderance of evidence.

Inclusion

Who are our students? Cedar Heights' students are those who live in our service area, and those who apply from outside our service area and who are accepted to attend by meeting the criteria of demonstrating positive citizenship, regular attendance, and academic progress. Our commitment is to provide an inclusive education that embraces the IB philosophy and MYP guidelines. This work is grounded in providing access to all students in their least restrictive environment which honors federal and legal requirements for student systems of support.

Language

Language is fundamental to students' intellectual, social and emotional development. By learning language, learning about language, and learning through language, students construct meaning, develop an appreciation for language, and become creative and confident communicators.

The language curriculum at Cedar Heights Middle School is grounded in the belief that language serves many purposes. Language allows people to communicate feelings, ideas, values, beliefs, and knowledge. It is also a medium for involving individuals in the life of the pluralistic communities of the modern world. Language provides a way to make sense of experience and information, and to break down barriers that separate individuals. A language reflects the culture, values, history, and thinking of those who speak it. Language, in essence, is a tool for making meaning of the world around us and a medium for communication and for learning.

As an IB candidate school we are developing our learning about the ten IB character traits. Each month we will focus on one trait.

September = Communicators
 October = Principled
 November = Thinkers
 December = Well-Balanced
 January = Open-Minded
 February = Caring
 March = Reflective
 April = Inquirers
 May = Knowledgeable
 June = Risk-takers

IB Profiles	IB Definitions
Inquirers	We nurture our curiosity and develop skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding that explore knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-Minded	We critically appreciate our own cultures and personal histories as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives -intellectual, physical, and emotional- to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

**The Middle School Program of Study and General Information
6th, 7th and 8th Grade**

All 6th, 7th, 8th Grade students will be required to take the following classes at Cedar Heights Middle School

6 th Grade	7 th Grade	8 th Grade
Science	Science	Science
Math	Math	Math
Individuals & Society	Individuals & Society	Individuals & Society
Language & Literature	Language & Literature	Language & Literature
Arts (incl. Music)*	Arts (incl. Music)*	Arts (incl. Music)*
Design*	Design*	Design*
Language Acquisition*	Language Acquisition*	Language Acquisition*

*Academic intervention may be substituted for this course

Course Expectations

During the first week of each semester, teachers will distribute Course Expectation Sheets to students describing the basic content, basic rules, and grading procedures for each course.

Explanation of Grades

A = 93-110	A- = 90-92.99	B+ = 88-89.99	B = 83-87.99
B- = 80-82.99	C+ = 78-79.99	C = 73-77.99	C- = 70-72.99
D+ = 68-69.99	D = 60-67.99	F = 0-59.99	

Honor Roll

Our Middle School policy is to recognize and honor students who exhibit academic excellence. Students with a 3.2 GPA or better qualify for the Honor Roll. A student must have a 3.5 GPA or better to participate in Honor Society. Both Honor Roll and Honor Society students are acknowledged through various activities and awards during the school year.

Student Recognition

To fulfill our mission and as a part of the Cedar commitment, we strive to recognize and encourage student success. Student recognition and awards include, but are not limited to, Student of the Month (academic and citizenship), Honor Roll, Kiwanis Student of the Month, IB Awesome Coins, and Perfect Attendance. The Honor Society provides opportunities for membership and service.

Our long standing and most prestigious award recognizes one 8th grade student who best exemplifies the spirit of Cedar Heights. The following criteria are used to determine the Raindevil Award recipient:

- Be a member in good standing of the current 8th grade class.
- Live the Cedar Commitment
- Maximize his/her academic potential.
- Contribute to and participate in a variety of school and community activities.
- Communicate effectively with both peers and adults.
- Rapport with both staff and students.

Attendance Policy

In compliance with Washington State Law, each student shall be expected to be in school every day except in case of his/her personal illness. Parents/Guardians are discouraged from requesting a pupil's absence for reasons other than prescribed by law. In January 1995, the state legislature passed the "Becca Bill" which orders schools to file a petition for truancy in Juvenile Court each time a student has seven unexcused absences in a month or ten unexcused absences in a school year. Truancy is defined as absence from class/school without the knowledge or permission of the parent/guardian and approval from the school.

The attendance office should be notified of a student's absence within 48 hours of the absence. Until parent/guardian contact is received, the absence will be considered unexcused and the following steps will be taken to attempt to verify the absence:

1. Automated phone call
2. Personal phone call by attendance office
3. Note home

Unexcused Absences

Any absence remaining unexcused after the above listed steps have been taken will be considered a truancy and, therefore, subject to disciplinary action.

Policy for Unexcused Absences:

- 1st Occurrence: Automated phone call, personal phone call, and/or note home with student
- 2nd Occurrence: Official letter home
- 3rd Occurrence: Counselor/Administrator Contact
- 4th Occurrence: Parent/guardian conference
- 5th Occurrence: Becca petition filed

Excessive Absences

Regular attendance is essential to your student's academic success; however, we recognize that some absences are unavoidable, such as in the case of illness. We ask that you let us know if there are circumstances which impact your student's ability to be in school, so we can work with you to minimize the impact on their school work. We will do our part by keeping you informed when your student's attendance reaches the following milestones:

5th cumulative absences (excused and/or unexcused) within a semester: Letter home

10th cumulative absences (excused and/or unexcused) within a semester: Letter home and administrator contact.

Excessive absences due to illness require a doctor's note. Excessive absences shall be defined as repeated multi-day absences, and/or five days in any month. Absence from school may only be excused for the reason of illness or doctor appointment resulting from illness provided that the student brings a signed note from their parent or guardian within a 48-hour time period.

*School Administration reserves the right to not excuse excessive absences without doctor's notes for students when the absences begin to have an adverse effect on student's academic success. At that time, absences will be considered unexcused.

Absence for any reason other than illness may be excused providing the parents/guardians and students complete the following procedure:

- 1) Provide written documentation requesting and explaining the reason for absence which includes a plan to complete missed class work.
- 2) Complete all assigned work provided by the teacher.

Students who fail to meet the requirement will be considered truant from school and the absence will be considered unexcused.

Late Arrival to School

Students are expected to be at school and in class prior to the first-hour bell each morning. Students arriving after the tardy bell must check in at the attendance window. Parent/guardian contact (in person, by note, or by telephone call) is required in order for a late arrival to be excused. Late arrivals remaining unexcused after two school days may result in disciplinary action. After five late arrivals in a semester, school administration reserves the right to assign after school detention in increments equal to class time missed due to each subsequent late arrival.

Tardy to Class

An unexcused late arrival to class is a tardy. Tardies and consequences for being late to class will be defined as part of each teacher's classroom expectations.

Tardy Policy Per Class

1 st Tardy:	Teacher verbal warning
2 nd Tardy:	Teacher discretion including parent contact
3 rd Tardy	Teacher discretion including parent contact
4 or more tardies:	Office referral resulting in corrective action

It is the student's responsibility to report to each class on time. Students who are either found in a restricted area, ten minutes late to class without a note, or leave class, office or school grounds without permission will be considered truant. Work will be made up as determined by each individual teacher within reason. Truancy is subject to school discipline.

Early Dismissal

A parent/guardian note is required for early dismissals and appointments. Students must be signed out of the main office by an authorized adult. Exceptions to this policy may be made at parent/guardian request. Students wishing to leave during school must always check out through the Main Office by signing out when leaving. Upon returning, the student must check in at the Attendance Office for an admit slip to class.

Homework Request Policy

1. Parents may request homework for their student if they are or will be absent for three or more consecutive days.
2. Teachers request a 24-hour notice to prepare homework for students. Every effort will be made to honor a homework request made within a reasonable amount of time.
3. Homework requests are made via the main office. The requests may be made in person, by telephone, or email.

Withdrawal

When it becomes necessary for a student to withdraw from school for any reason, a parent's/guardian's note must be brought to the registrar. The registrar will issue the withdrawal slip and instructions on the withdrawal procedure. Students will be automatically withdrawn after twenty consecutive days of absence.

A student withdrawing from school **MUST** pay all fines and clear other obligations before leaving. A copy of the withdrawal and immunization record will be issued to the student in order to enroll elsewhere. The remaining transcript will be withheld until all fines and fees are paid.

Closed Campus Policy

Cedar Heights Middle School is a closed campus, which means that students are required to remain on campus from the time of arrival until departure at the end of the school day. No student will be allowed to leave school early without parent/guardian permission. Students must check in at the Attendance Office if arriving late or leaving early for any reason. We accommodate no guest students. All visitors must check in at the front office.

General Expectations

Good Neighbor Policy

Students are encouraged to become part of and take pride in our community, and to make sure that the areas around our school are litter and graffiti free!

School Rules – When and Where They Apply?

Once students leave their homes in the morning and begin the walk to school or to the bus stop, the school begins to have jurisdiction. This jurisdiction continues until the student has again returned home. All rules that apply while students are at school also apply at bus stops, at all school-sponsored activities, and during all extracurricular activities and field trips.

Tobacco & Vapor “Pens” on School Premises: Tobacco and vapor “pen” use or possession on school district property by anyone is a violation of State Law. The use or possession of tobacco or vapor “pens” on campus or at a school-sponsored activity away from school is a violation of school policy and students will be subject to school discipline. (School Policy 3330, RCW28A.210.310)

Use, Sale, or Possession of Mind-altering Substances: Students will not possess, use, or be under the influence of alcohol, drugs, narcotics, intoxicants of any kind, substances purported to be the same as, and/or related paraphernalia on school grounds, at, on, or off-campus while attending school-sponsored activities, en route to and from school, and/or while attending school. Behaviors listed above are against the law and will involve law enforcement; students will be subject to school discipline. (School Policy 3330 and 3415, United States Dept. of Education Federal Certification Guidelines)

Weapons on School Premises: If any student is found in possession of a dangerous weapon or explosive device on school property or at a school-sponsored event, law enforcement will be called, and student will be subject to suspension or expulsion. Any student in possession or use of a firearm on school property, school transportation, or any school-sponsored event shall be expelled for not less than one calendar year, including notification of law enforcement and parents/guardian. Expulsion may be modified on a case-by-case basis by the district Superintendent or designee. (School Policy 3330 and 3335, RCW 9.41.250 and RCW 9.41.280, RCW 28A.600.420 and RCW 28A.600.010).

Middle School Behavioral Expectations

Appropriate Language

Words used at school must be appropriate for the public setting. Use of obscenity/profanity is forbidden. Put down remarks, written or verbal (including social media), are a form of harassment and will be dealt with accordingly. Mutual respect is expected of all.

Bicycles/Skateboards/Roller Blades/Scooters

The use of bicycles, skateboards, roller blades, and scooters are prohibited on school property. A rack is provided for bicycles; any other equipment must be dropped off at the designated office before school starts and may be picked up at the end of the day.

Building Hours Policy

The school is open to students from 7:30 am to 3:00 pm unless students are involved in a school-sponsored activity. All students are expected to leave campus by 3:00 pm. On early release days students need to be off campus no later than 15 minutes after dismissal. Once students have left school, they are not to return to the campus unsupervised. Students on campus, and under the supervision of a coach or an activity advisor, should not leave campus without that adult’s knowledge other than to leave with their parents/guardians. If students leave a supervised event they must remain at the front of the building or be supervised by an authorized adult until picked up by a parent/guardian. Students are expected to have appropriate and timely transportation. Students staying after school, regardless of the supervised activity, need to have rides home no later than 15 minutes after the activity ends. Failure to have timely transportation after activities may result in suspension from the activity.

Citations

Teachers at Cedar Heights employ a system for tracking classroom behavior with the goal of communicating and encouraging common academic and behavior expectations to all students and their families. Teachers seek to provide consistent, swift, meaningful and effective responses to student behavior. Students failing to meet Cedar Heights’ expectations will receive a Cedar Citation from any staff member. If a student is issued a citation, it must be signed by a parent or guardian and returned the next school day.

Citation Process:

1. Student is given the citation to sign, acknowledging receipt, and needs to take it home for

- a parent/guardian signature.
2. The white copy, with parent/guardian signature, is returned to the teacher the next school day. If the citation is not returned the following school day, the teacher will contact parent/guardian.

Cooperation

All students are expected to comply fully with every reasonable adult request. Any student that does not comply with reasonable requests may be subject to corrective action. If an adult makes an unreasonable request, the student is asked to report that immediately to a school administrator or counselor. Any student that interferes with a school official that is disciplining another student will be subject to discipline.

Dress Code

We want our students to understand the importance of education, to take it seriously, and to be prepared for their eventual transition from school to the work place. Students are expected to use good judgment in dressing appropriately while promoting a positive school culture.

The following types of clothes may be worn at Cedar Heights Middle School:

1. Pants that are worn above the hips and properly secured.
2. Shirts that cover the whole torso and undergarments.
3. Shorts, skirts, or torn pants that cover the entire leg at least six to ten inches above the knees.
4. Shoes that have hard soles (other requirements may be made for specific classes (i.e. Science, P.E).

Examples of clothing that should not be worn at school:

1. Clothing that does not represent our Cedar Commitment.
2. Clothing that exposes undergarments or items of clothing that violate dress code guidelines.
3. Pajamas or slippers.
4. Clothing that references drugs, alcohol, weapons, sex, or vulgar language.
5. Clothing that associates or affiliates with gang activity.
6. Clothing/make-up that hides identity.

The dress code will be monitored by staff. Their discretion as to the appropriateness of the attire will be honored. Students violating the dress code will be asked to change or a citation will be issued to the student. Progressive discipline will be applied for repeat offenses. Exceptions to the dress code *may* be made for spirit days at administrator's discretion.

Electronic Devices

There will be no student use of electronic equipment in common areas during school hours. All electronic equipment, including ear buds and headphones, must be turned off and be out of sight from the first bell to the dismissal bell. Use of electronic devices may be used in teachers' classrooms at teacher discretion. Any such equipment used in a common area may be confiscated and secured in the main office. After the first offense, equipment will be returned to a student at the end of the day. Subsequent offenses will require parent pick up and may result in other discipline. Cameras may not be used at school (including camera phones). Exceptions are during the last day of the school year or when photographers are directly supervised by the yearbook advisor or another teacher that has arranged for camera use for a specific class project. Every classroom in the school has a telephone. Telephones can be used by students with teacher permission and supervision for school-related business and necessary contact with parents/guardians. To assure delivery of messages to students, parents/guardians must call at least 30 minutes prior to the closure of school. Except in cases of emergency, students will not be called from class to answer the telephone. Personal messages from unauthorized persons will not be delivered by school personnel. Students are not permitted to exchange cell phone messages with anyone during school hours—voice or text.

Fighting

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. We have a zero-tolerance rule for

students who are fighting. Fighting is defined as any inappropriate physical or verbal confrontation with another person. Students who have been fighting will be immediately disciplined. Students who encourage, instigate, promote, or escalate a fight, as well as failure to disperse, may also be suspended from school. Arm Wrestling and "Play" Fighting. Students are to refrain from inappropriate physical activities such as arm wrestling, pushing, shoving, "play" fighting, and mutual slugging or kneeing of any part of the anatomy. Any type of this behavior may result in suspension.

Food/Drinks

All food or drink will be consumed in the commons or designated areas. There can be no glass containers at school. Students may not order/have delivered any food or drinks to school at any time, unless brought in by a parent or guardian.

Hall Pass

Hall and bathroom privileges require students to have a signed agenda or hall pass before leaving class. Passes must be visible and shown to any adult who requests.

Identification of Personal Property

Students are encouraged to label their personal property. This will enable the school to better assist in the retrieval of lost or stolen items; however, the school is not responsible for stolen or misplaced items.

Knowledge of intent to harm

Any student that has knowledge of planned actions that could result in harm to others is expected to notify an adult about such a plan.

Library Privilege

The student's ID card is used to check out books. Using another student's card is not allowed. Unauthorized use of a card may result in discipline for all involved including the rightful owner.

Lunch Policies

The campus is closed at lunch; all students are to remain on campus. All areas of the building are considered restricted at lunch except the commons and designated area in the front of the building.

Perfumes, colognes, lotions, and other fragrances

Students are not allowed to bring scented items to school. These items can cause people with allergies or asthma to struggle with breathing. Students that bring these items to school may be subject to corrective action.

Professionalism

School is an environment designed to prepare students for continuing education and careers. Students should bring appropriate school supplies every day (blankets, toys, stuffed animals, etc. should be left at home).

Public Display of Affection

Although hugging is allowed from the side, kissing is prohibited. Extended embraces are also prohibited. Students exhibiting inappropriate public displays of affection may be subject to corrective action.

Restricted/Unauthorized Areas

During the school day, students are to be outside only in the areas designated for student use and as weather permits. The authorized areas include outside in front of the building.

Security Video Cameras

Cedar Heights utilizes security cameras on campus to help maintain a secure and safe learning environment.

Selling or trading of goods at school

Students may not sell or trade any goods to others at school or at school-related activities. This prohibits the selling of food products, or the selling or trading of personal electronic equipment or any other items. An exception may be made for fund-raisers for non-profit, community-based youth programs or school groups. Any student desiring to sell for a non-profit fundraiser must clear their activities with an administrator.

General Information

911 Calls

Any false 911 calls or 911 hang-up calls will be disciplined by the school and may result in police action.

A.S.B. Cards

An A.S.B. card is required for participation in any sport or activity. The A.S.B. card entitles students to:

1. Discount on a yearbook.
2. Reduced cost of admittance at A.S.B. sponsored activities.
3. Participation in athletics and activities.

Accidents

Every accident on school grounds or at any athletic event sponsored by the school needs to be reported immediately to the person in charge and to the school office. Parents/guardians are notified if a serious injury occurs.

Bus Passes

If there is space on the school bus, students may get permission to ride home with a friend. In order to do so, students must bring a signed, dated note from the parent/guardian granting permission to ride home with another student. All bus passes must be turned in to the attendance office prior to the end of third lunch. Drivers always have the option of not transporting a guest rider if the rider previously required discipline or if there is not enough seating capacity.

Bus Rules

All students attending the South Kitsap Public Schools are entitled to use the transportation facilities of the district. (RCW 28.A.2A.060). The "Rules for Students Riding School Buses" is published annually by the Superintendent of Public Instruction and such other rules approved by the South Kitsap School District. Student rules shall be made available to each student in the South Kitsap Schools at the beginning of each school year.

Computers and Electronic Media

Computers and electronic equipment are an integral part of student learning across Cedar Heights' curriculum. The staff will oversee the use of all electronic equipment on campus. This includes the appropriate use of photocopiers, videotapes, computer hardware and its associated software. Only software and materials that are supplied by the school and approved by the district instructional technology department will be allowed to be installed, copied or used on any computer. No software licensed to the South Kitsap School District can be copied to any electronic media or in any way taken for use off campus.

Electronic Systems and Internet Acceptable Use Policy (AUP)

Use of our computers is a privilege and should be for school purposes only.

Appropriate use of the computer and the internet means I WILL:

1. Respect school property by not disrupting, destroying, modifying or abusing computer equipment or the network
2. Not destroy other people's files with viruses or hacking tools
3. Only access files that belong to me
4. Use existing software and not install any other software without permission
5. Use only teacher-approved media or devices
6. Obey the restrictions of the network filter
7. Report any inappropriate use to my teacher or another adult immediately

8. Protect myself by not giving out personal information (including my password) or leaving my computer unattended
9. Be a good cyber-citizen and not use the computer to bully, harass or put-down others
10. Not change any of the settings or the screen in the control panel
11. Respect the copyright of software and websites and not plagiarize the works of others
12. Not use computers to listen to music

I understand that not following any of the above could result in disciplinary action according to district policy #2022. (The full text of policy #2022 and procedures can be viewed on the SKSD website.)

Financial obligation for repairing or replacing damaged or destroyed school property will be assumed by the student and parent/guardian. This includes any and all computers (CPU), monitors, keyboards, printers, cables, LCD panel, and all other computer hardware and electronic media found at our school. Internet access is available to students for school-related uses. To use the Internet, students must agree to the terms of the Acceptable Use Policy (AUP), as detailed on the log-in screen. Violation of the AUP will result in loss of internet privileges.

Counseling Services

Counseling service is available to all students. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study aid, and help with home and/or social concerns. Parents wishing to review their child's progress or discuss a concern should contact the counseling secretary for an appointment with a counselor. Appointments with counselors should be made a few days in advance. The counseling office works to promote better, more direct communication between parents, students, staff and administration to aid in personal development of each individual.

Elevator

Injury or handicapping conditions may necessitate student use of the elevator during the school day. Parents/guardians must request student use of the elevator:

1. ONLY handicapped or injured students are to ride the elevator. Students will be expected to either arrange to have another student carry books up/down stairs to a next class or use a back pack.
2. Students who abuse the use of the elevator will be denied the privilege of using it.
3. A fine will be charged for unreturned elevator keys.

Extra-curricular Activities

Every student is encouraged to become involved in school activities. To participate in an extra-curricular activity, students must qualify under the requirements laid out in the district Handbook for Student Activities & Athletics. All students participating in extra-curricular activities, including sports, may be charged a participation fee. Fines must be paid, or arrangements made before a student may participate in school-sponsored activities.

Cedar Heights offers a variety of clubs throughout the school year. Most clubs are offered after school, though not all clubs are offered all-year long. Club offerings may include: Builder's Club, Campus Life, Art Club, Science Club, Technology Club and Cedar Life. Homework support and tutoring for various subjects is available throughout the school year.

Sports' seasons are broken down into four sections. 7th and 8th grade students are eligible for all sports, (* indicates sports that 6th graders are eligible to play)

Fall	Winter I	Winter II	Spring
Track & Field*	Boys' Basketball	Girls' Basketball	Cross Country*
Baseball	Girls Soccer	Wrestling*	Girls' Volleyball
Fastpitch	Intramural Boys Basketball*	Intramural Girls Basketball*	Football
Intramural Baseball*	Intramural Girls Soccer*	Dance Team	Intramural Girls Volleyball*
Intramural Fastpitch*			Intramural Flag Football*

In order to qualify for participation in sports, students are required to have a current physical examination, complete a sports packet and pay the ASB fee.

Family Access

As a service to all students and their families, Family Access is available electronically, to include the Skyward mobile phone app. This system allows for students and parents to view current grades on a daily basis. For the access code password, please contact a school counselor.

Fines

1. Any damage to or loss of school property will result in a full-cost replacement fine.
2. Books with missing pages or severe water damage or mutilation will be subject to a fine equal to full replacement cost. Other misuse or abuse of books will result in a fine up to full replacement cost based on the severity of damage.
3. When a book is lost, students must get a replacement text from the Attendance Office. If the book is not returned by the end of the school year, a fine will be issued.
4. Students must pay all outstanding fines prior to participating in any extracurricular activity, which includes school dances. It is the student's responsibility to check with the student store regarding outstanding fines. Students may also log into their Destiny account to see any book fines they have.
5. State Regulations
"SHB 462 (Defacement of School Property): Any school district whose property has been lost or willfully cut, defaced or injured may withhold the grades, diploma, and transcripts of the responsible pupil until the pupil or the pupil's parents or guardian has paid for the damages..." It is the policy of this district to comply with the above bill. Because of this, should a student leave owing any fines, it will be necessary for the school to withhold the material necessary for a student to enroll in another school until all fines are paid. If a student has been assigned school-owned materials, that student will be charged for them if they are missing or damaged, regardless of the reason.

Immunization Records

Washington State Law (RCW 28A.31) requires that all children admitted to public and non-public schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Students must have a completed Certificate of Immunization Status form to submit to school authorities upon enrolling or transferring into a Washington State school.

Insurance

Optional student insurance is available at a nominal cost. When a student insured under the plan is injured, he/she will be given a claim form from the Student Store. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as a resource in supplying the insurance forms and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

K-9 Unit

Cedar Heights Middle School may utilize authorized K-9 units as a proactive measure to protect our students. This is an activity that was first implemented at South Kitsap School District in the fall of 2001. A large part of our mission is to provide a safe and healthy environment for our students. We firmly believe that to provide such an environment, we need to eliminate the possession and/or use of drugs and alcohol from our schools. Trained K-9's can detect narcotics without invading the privacy of our students. The K-9 will be provided access to all school property, inside and outside. Please reference South Kitsap Student Rights and Responsibilities Manual for District policy in regards to alcohol, chemical substances and tobacco products.

Library

The library has books, magazines and pamphlets for recreational and assigned study reading. Computers are available for research and word processing. The library is open for use from 7:45 a.m. to 3:00 p.m. (these hours are subject to change without notice). It may be open to students during their lunch.

Lockers

Students will be issued lockers and combination locks. Students may not bring their own locks from home to place on their lockers. Students will be issued a locker partner. Locker checks (other than emergency situations) can be done

as needed by the assigning teacher, Dean of students, Administrator, or his or her designee. The school is not responsible for lost, stolen or damaged goods belonging to students. Lockers are school property and may be opened by school authorities at any time when it is necessary. Students with locker problems must check with the student store.

Lost and Found

The Lost and Found is located in the main hallway. Parents may check to see if a lost article has been turned in. Any items left in Lost and Found at the end of each month will be donated to a charitable organization. Please claim items by the last day of each month. The removal of "found" items, located anywhere on school property by persons other than the rightful owner, will be treated as theft. Small items are kept in the main office (i.e. keys, jewelry, glasses, watches, etc.)

Medical Emergencies

All serious injuries or conditions will result in calls to 911. In the event that student symptoms or behavior cause them to be incoherent or unable to communicate clearly, emergency aid will be called. Any serious injury or blows to the head will result in parent notification and may involve a 911 call.

Medications at School

It is the policy of the South Kitsap School District not to give medicine to pupils at school except at the request of the attending physician and the parents. We define medication to mean all drugs, whether prescription or over-the-counter. Parents and physicians must fill out and submit Form #157 to the school prior to the school administering any medication. Form #157 is available in the school office. Pending approval, students in grades 6–8 may not be in possession of over-the-counter or prescription drugs or medications/remedies on school grounds except as provided below:

Prescription Medications

In situations where the parent/guardian, principal and school nurse believe it is in the best interest of the student that he/she carry the prescription medication, the student shall carry a copy of the written permission from the parent and physician, indicating the name and dosage of the medication, plus dates and time to be given. Only one day's dose (in originally labeled container) shall be carried by student (inhalers may be exempt from this requirement). This permission does not extend to controlled substances. The original permission form will be on file in the Health Room.

Physical Education - Requirement/Excuses Form

Absences: Unless excused in writing by a physician or in writing by a parent for a recent illness, all students are required to participate in physical education. Excused absences must be made up before the end of each semester. **Uniforms:** P.E. uniforms are required, and they must comply with dress code guidelines. They can be purchased at the Student Store, or students may provide their own. **Jewelry policy:** No jewelry may be worn during PE classes; teachers will not be responsible for any lost, misplaced, or stolen jewelry. Students wearing any jewelry will not be allowed to participate in class and grading points will be lost. The "no jewelry policy" includes all piercings. Exceptions to the "no jewelry policy" include religious medallions that are secured to the torso with tape.

Schedule Changes

The Counseling Department will make every attempt to create a schedule based on student course selections. Schedules that are in error (such as missing a class, incorrect math, or duplicate class) will be corrected during the class period where the problem exists. Only students who have turned in registration forms on time, and have obtained proper signatures, may request a schedule change. These corrections should occur during the first two or three days of the semester.

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 and prosecution under the law. 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 affect or interfere with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

Socials

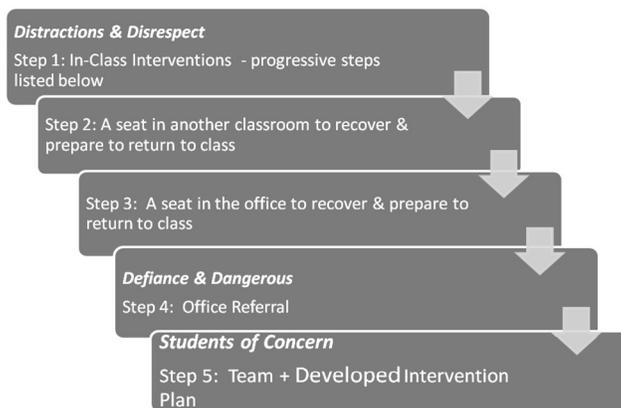
Socials are generally held between 3:00 pm and 5:00 pm, with the exception of the year-end social. We ask that parents pick up students promptly within 15 minutes of the conclusion of the event. Students are encouraged to wear normal school dress and follow all school rules. Faculty and parent volunteer supervision will be provided. Students on active suspension status are not eligible to attend any school activities including socials. All fines must be paid before attending any school social. Only Cedar students and homeschooled students who reside in Cedar Heights' service area may attend socials.

Visitors

Only students enrolled at Cedar Heights are allowed on campus during regular school hours. Parent visitors are always welcome but must first check in with the main office. Parent/guardian visits to the classroom must be arranged through the principal's office at least 24 hours in advance.

Cedar Heights Progressive Intervention Plan The 4D's of Discipline

The following intervention plan is designed with our guiding values and commitments in mind. The Cedar Community will work collaboratively to seek system level supports and accountability with the goal of changed behavior.



Step 1
Classroom Interventions

Behaviors (with examples):

Distractions

- Side bar conversations
- Talking across the room
- Wandering around the room
- Non-verbal Responses i.e. throwing paper & breaking pencils
- Tardiness
- Coming to class without required materials

Disrespect

- Inappropriate responses to teacher directions & classroom conversations i.e. joining a student-teacher conversations without permission
- Refusal to follow teacher directions
- Non-verbal responses i.e. making faces, rolling eyes
- Name calling
- Leaving room without permission
- Failure to follow classroom behaviors

Menu of Responses:

- Cedar Citation issued.
- Teacher phone call to parents/guardians required timely to behavior.
- Teacher consult with counselor, IEP manager required timely to behavior.
- Removal to a separate space in the classroom with the opportunity to recover and return to their original seat.
- Student Conference
- Changed seating
- Student phone call to parent/guardian
- Teacher-student contract
- Lunch Detention
- After School Detention
- Other

Steps 2 & 3 Student Recovery Zones
<p>Behaviors (with examples):</p> <p><u>Distractions</u></p> <ul style="list-style-type: none"> - Repeated behaviors from step one <p><u>Disrespect</u></p> <ul style="list-style-type: none"> - Repeated behaviors from step one - Refusal to follow teacher directions: after repeated opportunities to comply, misbehavior continues, does not begin working at teacher request, off task after repeated promptings
<p>Menu of Responses:</p> <ul style="list-style-type: none"> • Step 2: Buddy Room If after formal warning a student's behavior continues to impact the learning of others they will be asked to <ul style="list-style-type: none"> › Go to another classroom › Complete a reflection hand-out › Return to class when ready to follow all reasonable expectations • Step 3: Office Visit If the behavior continues after returning to the classroom then they will be asked to <ul style="list-style-type: none"> › Go to the office › Complete a reflection hand-out › Return to class when ready to follow all reasonable expectations.

Step 4 Office Referrals
<p>Behaviors (with examples):</p> <p><u>Defiance</u></p> <ul style="list-style-type: none"> - Repetitious behaviors that have been addressed in steps 1-3 - Blatant refusal i.e. unwillingness to follow simple, repeated requests - Escalating behaviors i.e. kicking doors, inappropriate language, yelling - Defiance toward a staff member outside the classroom - Truancy - Language i.e. racial/gender slurs - High degree of personal disrespect i.e. crude vulgar language - Failure to follow behavior intervention plans <p><u>Dangerous Activity</u></p> <ul style="list-style-type: none"> - Fighting - Theft - Vandalism - Weapons - Drugs, Alcohol, or Tobacco - False Emergency Alarms

<p>Step 4 Office Referrals</p>
<p>Menu of Responses:</p> <ul style="list-style-type: none"> • Parent-Teacher Conference • After school Detention • Temporary removal from class • Short-term Suspension • Change of Schedule • Long-term Suspension • Change of Program • Emergency Expulsion

<p>Step 5 Intervention Plans for identified students of concern with Team/Administrator</p>
<p>Behaviors (with examples): Repeated Disrespect and Defiance</p>
<p>Menu of Responses:</p> <ul style="list-style-type: none"> • Grade Level Teams work with administrator, counselor, & IEP manager to develop an intervention plan that includes: <ul style="list-style-type: none"> › a description of the student's behaviors, › Prior in-class interventions by all team members, <p>Goal: A targeted plan of support and accountability that enables a change in student behavior.</p>

Discipline Consequences Defined

Conference: A formal conference is held between the student and one or more school officials. During this conference, the student may be asked to sign a behavior contract.

Confiscation: Items inappropriate for school (i.e., tobacco, lighters, matches, radios, knives, noise makers, obscene buttons, electronic devices, laser pointers, etc.) will be removed from the student and secured.

Discipline: Any form of corrective action.

Emergency Expulsion: The student is immediately expelled for an indefinite period of time. Expulsions of this type are only made when it is necessary to remove the student from school in order to eliminate a clear and present danger to any or all concerned. The student's parent(s) or legal guardian is notified by telephone or certified letter regarding the action of the school district and the due process procedure.

Informal Talk: A school official (teacher, administrator or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. This may be recorded in a student discipline file.

In-school Suspension: A student may be suspended from one or more classes for a designated period of time but will remain in school. The student's parent(s) or legal guardian will be notified. On the designated day(s), the student will report to the dean's office.

Long-term Suspension: The student is informed that he/she is subject to a long-term suspension (greater than 10 days). The student is informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or certified letter that the student is subject to a long-term suspension; they are notified of rights to appeal.

Lunchroom Detention: Lunch may be a student-purchased lunch, or a lunch brought from home and is eaten in a specified area away from the student's friends.

Parent Involvement: Parent(s) notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent(s), appropriate school personnel, and any other individuals concerned.

Probation: A process spelling-out specific conditions for a student's behavior at school. It can relate to attendance and/or discipline problems.

Removal from Class: At the discretion of the teacher, a student may be removed from class for the balance of the class period and placed in time-out.

Restitution: Damaged or stolen item is replaced or fixed.

Short-term Suspension: The student is informed that he/she is subject to short-term suspension (10 days or fewer). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or certified letter that the student is subject to a short-term suspension.

Student Conduct

A copy of the South Kitsap School District Rights and Responsibilities handbook will be made available for the family of every student. This handbook contains comprehensive rules, board policies, and legal requirements as they apply to students' rights, responsibilities, and applicable disciplinary consequences. There are a few hard copies available in the main office or it can be found on the South Kitsap School District's website. The South Kitsap School District Policy #3330 Student Conduct states the following: "Any student who willfully performs any act, which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within the South Kitsap School District, shall be subject to discipline, suspension or expulsion."

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, or the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

The Title IX Officer and Section 504 Coordinator with the responsibility for monitoring, auditing and ensuring compliance with this policy are: Compliance/ADA/Title IX Coordinator: Jerry Holsten, Executive Director of Human Resources 2689 Hoover Avenue SE, Port Orchard, WA 98366 360-874-7006, holsten@skschools.org Section 504 Coordinator: Kimberly Shipp, Assistant Director Office of Special Services, 2689 Hoover Avenue SE, Port Orchard, WA 98366 360-874-3648, shipp@skschools.org

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the event that is the subject matter

of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint. Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: 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. At the hearing, you may bring witnesses or other information related to your appeal. 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 OSPI.

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within 20 calendar days after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

E-mail: Equity@k12.wa.us

Fax: (360) 664-2967

Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200