

Sadie Halstead Middle School

We Believe & You Belong

Behavioral Expectations & Disciplinary Procedures “Student Handbook”

Updated Summer 2022

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Best Practices & Research:

At Sadie Halstead Middle School, we believe that appropriate and exceptional behaviors occur when clear expectations are taught by those who care and believe in others' ability to make good choices through positive relationships. We believe the most meaningful way to initiate positive change in behavior is through positive reinforcement of expected behavior. In other words, people are more likely to make good choices when they are acknowledged for positive behavior. Evidence-based discipline recommends a ratio of 5:1 positives to negatives. This means that for every poor choice we recognize, in theory, we should have recognized 5 good behaviors beforehand. The first step in addressing problem behavior is by positively recognizing good choices made.

In this handbook our goal is to provide an outline as well as specific details for recognizing positive behaviors as well as procedures for addressing misbehaviors.

Success Framework:

We want to be... involved in positive behavior!	We DON'T want to be... involved in poor behavior.
Respectful can look like... <ul style="list-style-type: none"> ● Kind language ● Following Directions from any staff 	Disrespectful can look like... <ul style="list-style-type: none"> ● Unkind language ● Running/jumping/yelling/unsafe in hallways
Responsible can look like... <ul style="list-style-type: none"> ● Being on-time, prepared, work completed ● Cell phones out of sight between 7:55am-2:35pm 	Irresponsible/Off-task can look like... <ul style="list-style-type: none"> ● Tardy to class ● Abusing restroom breaks during class
Reasonable can look like... <ul style="list-style-type: none"> ● Following directions ● Changing behavior when expected/asked 	Defiant can look like... <ul style="list-style-type: none"> ● Doing the opposite of what's expected/asked ● Refusing to stop when asked

Some helpful advice: If you disagree with directions, first say, "Okay" & comply. Then, "Can I ask you a question when class is over so we can talk privately? When you asked me to... I disagreed because..."***

Important Definitions:

- **Reset Room:** The reset room is in room 7 and is a place where students can take a break, regulate their social/emotional/behavioral state, reset their mind, and return to class. The purpose of the 'reset room' is to help a student become ready to learn as soon as possible.
- **In-school Intervention (ISI):** In-school intervention is also in room 7, yet is used when students exhibit misbehaviors and/or poor choices in the classroom or other locations. When in ISI, students will complete a reflection sheet and bring it home to review with families and return the copy to school the next day. See the next page for step-by-step procedures.

Classroom-based Progressive Steps:

<p>Concrete Steps for <u>great behavior</u>:</p> <ul style="list-style-type: none"> - Shout outs! - Positive Phone calls home - Great News Griz postcards completed at the beginning of each staff meeting w/address labels. - Popcorn and Slushies once per week for students with passing grades and no disciplinary issues - Reward Time once per Trimester for students with all passing grades (no Fs), fewer than 10 tardies, fewer than 5 lunch detentions, less than 1 day of in-school suspension, and no out-of-school suspensions - Character Assemblies <p>Natural consequences for great behavior:</p> <ul style="list-style-type: none"> - Appreciated by others - Strengthening relationships - Learn more - Get recognition from peers and authority - Feel successful - Build effective habits 	<p>Concrete Steps for <u>poor behavior</u>:</p> <ul style="list-style-type: none"> - Step 1- Prompt: Negative attention/called out - Step 2- Coach: Private talk at seat - Step 3- Room Service: Call office for class support... room service involves an administrator or counselor going to the classroom, and resuming classroom instruction for the teacher, or conferring with the student while the teacher resumes instruction. <p>***Note, all steps below must involve documentation in skyward, a phone call to either the office/ISI staff, and a phone call to the family within 24 hours.***</p> <ul style="list-style-type: none"> - Step 4- In-School Intervention: Sent out of class (for the period, the day, or up to two days) complete reflection sheet - Step 5- Lunch detention(s): complete reflection sheet - Step 6- Conference: meeting with parents, admin, and reset room staff, to make a behavior plan with goals <p>Natural Consequences for poor behavior:</p> <ul style="list-style-type: none"> - Lose trust from others - Risk relationships - Lose freedoms - Have people frustrated with you. - Miss out on learning - Miss out on extracurriculars
<p>***Any behaviors can escalate to greater consequences, even if it is not a student's first/second (so on) offense. The administration will also refer to policy/procedure/ and handbook for offenses***</p>	

Minor & Major Misbehaviors:

Minor: Classroom managed	Major: Office managed
<ul style="list-style-type: none"> - Isolated (one-time) defiance - Disruption - Disrespect - Profane language - Tardies 1-3 per trimester - Verbal outbursts - Dress code violation - Off-task behavior - Cell phone violation (steps 1 & 2) <p>** Also See School Board Procedure 3241 on the website (school board, policy & procedures, 3000 - Students)</p>	<ul style="list-style-type: none"> - Blatant/overt defiance - Significant/intentional disruption - Vape/tobacco/alcohol/drug possession or use - Harmful disrespect - Targeted Profane language - Tardies 4+ per trimester - Verbal outbursts intentionally disrupting - Threatening language - Physical aggression - Bullying/Harassment/Intimidation Reports - Illegal activity - Cell phone violation (step 3 - 5) <p>** Also See School Board Procedures 3240 & 3207 on the website (school board, policy & procedures, 3000 - Students)</p>

Specific Expectations:

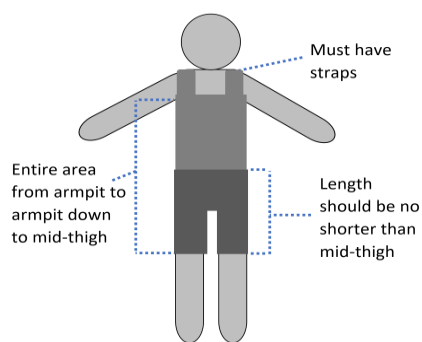
Classroom	Bathroom	Halls	Cafe	Recess	Office
Cell Phones away	Have a pass	Stay on the right	Reasonable noise level	Swings: face forward, no jumping, no running between swings	Be respectful
Materials ready	Go to the age-designated bathroom	Walking please	Walking	Spinny toy: one person at a time	Speak with an inside voice
On-time	Flush	Hands & Feet to self	Clean up your mess	Football: two-hand touch (not shove/push)	Be patient... its a busy place!
On-task	Wash	Reasonable noise level	Remind others to clean up their mess	Snow: stays on ground (unless thrown at baseball fence)	Counselor: request an appointment with a secretary & explain why
Ask questions	Go Back to class	Use passing period for locker, materials, rest room (followed by brief socializing, if time allows)		Include others	Admin: request an appointment with a secretary & explain why
Backpacks in lockers	See anything unsafe/unhealthy, report to the office			Be respectful	
Hands/feet to self					
Do your own work					

Expectations are not limited to the above/below, but also includes the most recent direction from staff

- **Backpacks:** Backpacks and other bags/purses are to remain in lockers while students are in class. If students have extra materials/equipment for co-curricular or extracurricular activities, they can seek help from the office as to where to store their personal items (sports, band, scooters, skateboards, etc.).
- **Hall Passes:** Students needing to use the restroom, requesting to attend another teacher's classroom, or be in any specified location other than their assigned class period will need a signed hall pass from the teacher indicating time left and location destination. Teachers may develop specific limitations on students' use of hall passes per trimester based on teacher discretion.
- **Lunch:** Students are expected to attend their regularly scheduled lunch/recess during the specified time on the bell schedule. Some staff choose to open their classroom doors to students during lunch for a more structured social time or place for students to connect with staff on a relational level. Staff choosing to do so can open their doors on Mondays and Fridays during lunch, and students will be allowed to attend their class for the lunch period. Tuesdays, Wednesdays, and Thursdays, students are expected to attend their regularly scheduled lunch period UNLESS they have prior written permission from a staff member for an academic or individualized emotional purpose serving the student. Students attending a teacher's classroom or the library for lunch will need a signed hall pass from the teacher PRIOR to the lunch period.
- **Lockers:** Students are assigned lockers at the start of the school year. Any students choosing to share lockers with other students are assuming responsibility for lost/stolen items. Additionally, students not using a lock on their locker may not have security of personal items or property. Any problem concerning lockers should be brought to the attention of office personnel. Each locker has a padlock that is provided to the student. The padlock must be turned in at the end of the school year in good repair or a fee will be assessed. Lockers are to be treated with care and kept neat, clean, and free of materials or markings that are in poor taste. Lockers are the property of the District

and are subject to inspection at any time. Sadie Halstead Middle School is not responsible for the theft of personal items. Also, damage to lockers may result in a school fine. Signs/pictures etc. on the outside of lockers must have prior approval from staff. ****Locker privileges can be removed if major behaviors warrant.****

- **Public Displays of Affection:** Other than high fives, fist bumps, and friendly hugs among others, students are expected to keep hands and feet to themselves. Romantic displays of affection (examples: hand-holding, hugging, & kissing) will be addressed by staff.
- **Dress Code:** Sadie Halstead Middle School supports student expression and individuality in attire. Students are expected to dress in a manner that is appropriate for a learning environment and not educationally disruptive or distracting. When a staff member believes a student does not have adequate covering or appropriate clothing (to be in violation of the dress code) the staff member contacts the office to address the situation. At that point, office staff will contact the family/parent to explain the situation, and the student will need to find appropriate clothing to return to their regular school activities. The school has some clothing available for students to borrow if they are in violation of the dress code.
 - **Clothing/covering:** The best rule of thumb for considering clothing is to dress modestly and appropriately to keep the educational environment focused on learning. Tops must have adequate covering of the shoulders, back, midriff, and front of the torso (chest and abdomen). Tops must also extend to the beltline or be tucked into the pants such that the skin/torso is not visible. Shorts, skirts, and dresses should reach mid-thigh. A good guideline is the “fingertip rule”. If pants have holes, the holes must not reveal underwear or areas that could be covered with underwear, including areas above mid-thigh.
 - **Undergarments:** Undergarments must not be visible or extend beyond the outer clothing.
 - **Gang Attire/Behavior:** Any student wearing, carrying, or displaying gang related apparel (i.e. bandanas, or “gang colors”), or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect attendance of another student may be subject to school discipline.
 - **Other General Rules:** Clothing that suggests or portrays anything illegal or is sexually suggestive, and/or promotes drug, alcohol, or tobacco references are unacceptable. Clothing that depicts violence is not allowed. Footwear is necessary - no bare feet. Sunglasses may not be worn in the building unless approved by the administration. Hats may be worn in the building - teachers have the option to create their own classroom policies regarding hats. With the exception of dress up days, pajamas/slippers are not allowed.
 - ****These rules apply to students at school or school sponsored events, at SHMS or elsewhere. Students found in violation of these rules may be required to make contact with a parent and have appropriate clothing brought to school before being allowed to return to class. If compliance becomes an issue, the student may be subject to school discipline.****



Important Procedures:

- **Cell Phones/Personal Devices (including headphones, tablets, & other electronics):** Due to several incidents involving illegal student activity, disrupting the educational process, and issues involving inappropriate use of social media, we now have a new cell phone/personal device procedure. Each classroom will have a process for students to check-in their cell phones at the beginning of the period in a cell phone pocket holder. Students or families who wish to keep their phone on their person, in their locker, or their backpack may do so. Students found using their phone without permission from the teacher, their parent(s), and the office, will need to bring their phone to the office and have it picked up by a family member/guardian. Students do not need their cell phones for any educational purpose as all students have access to school-issued and classroom-assigned chromebooks for curricular activities and classroom assignments.
 - **Expectation:** Student cell phones and all other personal electronic devices are to remain out of sight between first period and the end of 7th period (7:55am-2:35pm).
 - **Pocket Holders in Classrooms:** Each classroom has a pocket holder for students to check-in their phone at the beginning of each period and gather it at the end of the period so as to help keep students from using their phones/devices during class.
 - **Family Emergencies:** For families with situations when their student needs to check their personal device/cell phone throughout the day, this communication needs to come through the office. In this case, a student/family will need to speak to the office requesting permission to use their phone. Once communicated and approved by the office and the student needs to check their cell phone/personal device, they will need to ask a staff member to do so by being called to the office.
 - **Cell Phone/personal devices Procedure:**
 - **Step 1:** Students will check in their personal device/cell phone (including earbuds) during each class period OR keep their phone out of sight and unused during the school day. Students who need to contact their family can do so by asking a staff member if they can go to the office, and with permission from the office, they can contact their family on an as-needed basis.
 - **Step 2:** Students found using their cell phone/personal device during the school day without permission from a staff member AND the office will place their phone in a labeled and sealed envelope and bring their device(s)/phone to the office for the remainder of the day and can pick it up and the end of the day.
 - **Step 3:** If step 2 occurs again, the student's phone/device(s) will remain at the office until a family member or emergency contact can come to the school and pick up the device/phone.
 - **Step 4:** If a student has repeated incidents of cell phone/personal device violations, the student may face sanctions including lunch detention, in-school suspension, checking their device into the office at the beginning of each school day, and/or other plans determined by administration.
- **Threatening Language:** Students using threatening language toward others is not tolerated. Given the current events of our country's schools, verbally threatening language inside and outside of school (if it affects students during school hours, educational experiences, or educational impact) is dealt with swiftly and with consistent procedures.
 - **Reports of threatening language:** When the office receives reports of verbally threatening or intimidating language, the office immediately investigates the situation, contacts families of the alleged student and the student(s) affected, and contacts law enforcement.
 - **Finding upon investigation:** Upon the findings of the investigation, the school administration will communicate with all impacted student(s) families possibly impacted by the scope of the threat. If a threat

is targeted toward one student, that student's family will be contacted. If a threat is targeted toward a group of students, those students' families will be contacted. If a threat is targeted toward a larger group (including the school as a whole) all affected families will be contacted.

- **Following-up:** When a student uses threatening language the following steps may be followed:
 - Creating safety plans for the alleged aggressor and other student(s) impacted
 - Assessing the potential of future threats through the Newport Threat Assessment Team (NTAT) which can involve several interviews and safety plans involving the families of the aggressor and impacted student(s) family(ies).
- **Disciplinary Action:** Students found to have used threatening language are subject to disciplinary sanctions under procedure 3240, including between 3 -20 days of out of school suspension.

- **Harassment, Intimidation, & Bullying:**

- **Definition:** Unwanted, one-sided, and repeated behavior from one student to another student. For example, if one student and another student have mutually involved conflict (both say/do things back and forth to each other) it would then be defined as conflict (see below for the process of conflict resolution). For example, if one student repeatedly calls another student names, the other student does not retaliate, and the other student demonstrates behavior that the name calling is unwanted, this would classify as bullying.
- **Reporting:** All students are asked to first ask for the closest staff member to help with an alleged incident of bullying. The staff member then provides strategies and interventions between both students to remediate the situation. If another incident occurs between the aggressor and the student affected, anyone can report bullying to an office staff member, via the bully box outside the office, on the anonymous reporting website under parent resources → safeschools (<https://newport-wa.safeschoolsalert.com/>)
- **Training:** Staff and students have annual training during all-school assemblies and/or class meetings during the school day.
- **Policy/Procedure 3207 :** All of our processes fall under school board policy and procedures on our website → school board → policies & procedures → 3000 Students.
- **Conflict Resolution:** When bullying is unfounded, or is found to be mutually involved by both parties, conflict resolution strategies are implemented by school staff.
 - Step 1: Staff member remediation - a teacher, paraprofessional, or other staff member may come up with an informal, unwritten agreement between both students as to how to avoid the conflict going forward.
 - Step 2: Counselor mediation - a trained school counselor conducts a mediation between students to find common agreements and ground rules for the nature and actions of the relationship between the students affected, and develops a written and signed plan between the students and counselor.
 - Step 3: Administrative intervention - a school administrator develops a plan for conflict resolution, similar to the mediation strategy (above) with the understanding that continued conflict may be subject to sanctions (consequences) under procedure 3207 including, but not limited to, out-of-school suspension between 3-20 days.
- **Disciplinary Action:** Students found to have been involved in harrassing, intimidating, or bullying others are subject to disciplinary sanctions under procedure 3240, including between 3 -20 days of out of school suspension.

Attendance, Absenteeism, & Tardiness: Student attendance is very important for their education and our school community. are expected to be on time to class given the three minute passing period between classes. We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. If you need any assistance or support with regards to your student's attendance, please feel free to contact our District's **Attendance Coordinator, Shannon Prange at (509)447-3167 ext. 4509**. Additionally, more information can be found on our website under resources → attendance. Also, all of our policies and procedures align with state law, under RCW 28A.225.

Absence Procedure: If a student has missed the teacher-led instruction, you may receive an automated call from your student's school indicating that they have missed scheduled learning time. These calls go out to ensure that parents are aware of absences during live instruction and can serve as a reminder that parents need to report absences to the school.

- **Excused Absences:** We understand students need to miss school for a variety of reasons. Although we aim to keep excused absences limited, please contact our office to communicate with the attendance secretary and attendance coordinator.
- **Unexcused Absences:**
 - After 1 unexcused absence the school will Inform the student's parent/guardian by a notice in writing or by telephone, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.
 - After 3 unexcused absences in a 30-day period a conference will be scheduled with you and your student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend.
 - Between 2 and 7 unexcused cumulative absences in a school year the District will take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results.
 - No later than 7 unexcused absences in a 30-day period the District shall do one of the following:
 - Enter into an agreement with the student and parent establishing attendance requirements, OR
 - Refer student to a Community Engagement Board (CEB), OR
 - File petition under subsection (1) of RCW 28A.225.030
 - After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year RCW 28A.225.035 the District is required to file a truancy petition with Juvenile Court. Court must 'stay' the petition. The District will refer the parent and child to a community engagement board (CEB) or other coordinated means of intervention if referral did not take place before the petition. The CEB meeting must take place within twenty days of the referral. The community engagement board must meet with the child, a parent, and school district representative and enter into an agreement.
 - If the above actions are not successful, the district will file a truancy petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The parent and student will be required to appear in the Pend Oreille County District Court.

Tardy Procedure: Students are expected to be on time to class given the three minute passing period between classes. Tardies 1, 2, and 3 are excused for students given that we understand issues arise. Students needing to visit the office, counselors, or other support staff can receive a pass if they have permission from the staff member in order for their tardiness to be excused.

- Tardies 4, 5, and 6 in a trimester: lunch detention for each tardy.
- Tardies 7, 8, and 9 in a trimester: 1 hour after school detention for each tardy
- Tardies 10+ in a trimester : 2:20 after school detention and parent meeting
- The 7th and subsequent tardies will be handled at the building level: an SHMS staff member will call home for each tardy referral. *Being more than ten (10) minutes late for class is an unexcused absence.*

Technology policies for school-provided internet & devices: Please see our website (Departments → technology) for more specific technology information and acceptable use policy for all students. This section is intended to provide some important highlights for students' use of school-provided technology, internet, & devices.

- All use of school-issued technology devices and networks are monitored by school and district administration.
- All school rules, district policies, and laws are in effect for students accessing and using technology.
- Network accounts (login IDs) are to be used only by the authorized owner of the account for authorized purposes only.
- Users shall not intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Network.
- All communications and information accessible via the Network should be assumed to be private property in regards to accessing, downloading or transferring of other people's data and information.
- Hate mail, harassment, discriminatory remarks, cyber-bullying and other antisocial behaviors are prohibited.
- Use of the Network to access obscene, pornographic, or extremely violent material is prohibited.
- Use of the Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Students should discuss with parents and teachers the appropriate areas to visit while online before ever using the Internet.
- There shall be no expectation of privacy for any electronic device used on School District property.

Chromebooks, Computers, Workstations and other Electronic Media

- Chromebook, Computer or Workstation abuse or unauthorized experimentation will not be tolerated and may be subject to disciplinary action, including civil and criminal actions.
- Students, their parents or guardians will be held financially responsible (full replacement cost) for any damage to hardware and/or software including but not limited to; chromebooks, monitors, mouse, mouse pad, keyboard, speakers, systems box and other peripheral equipment.
- Any disk, flash drive or electronic media, chromebook, computer or workstation suspected of having a virus must be reported immediately to the IT Director at extension 5000.
- Misuse of equipment or programs may result in immediate suspension of computer and Network use.
- **No food or drink** allowed around chromebooks, computers or workstations.
- Computer users may not make any changes to the environment on the computers in any way. This includes but is not limited to; altering or deleting any system files.

SHMS Office & Administrative Contact Information: Please contact us with any questions, comments or concerns. We appreciate partnering with our families. Thank you!

Claudia Jenkins & Mandy Aubrey
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