

CARMICHAEL MIDDLE
SCHOOL
Student Handbook
2023-24

COUGAR CODE

- . BE SAFE**
- . BE KIND**
- . BE RESPECTFUL**
- . DO YOUR BEST**



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carmichael.rsd.edu*

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Welcome to Carmichael Middle School

The staff at Carmichael welcomes you! We are looking forward to another exciting and productive school year. All staff are here to help you reach your academic and extra-curricular goals. We encourage you to be an active participant and learner. Our desire is that your experience at Carmichael is a positive and memorable one. The following pages in this handbook will explain what you will need to know to make this year a successful one.

We believe that...

Student learning is the prime directive. All students can learn and must be appropriately challenged. The entire community is accountable for student education. Respect for each other and the rights of the individual are imperative for learning. A safe, orderly, and positive environment facilitates education.

Our Mission...

In partnership with parents, students, and community, is to provide an educational experience within a safe, caring environment that nurtures the innate potential of each learner while promoting accountability and mutual respect in our society!

Administration:

Brian Stadelman, Principal
Rachael Morgan, Assistant Principal
Jerry Riggs, Assistant Principal
Elias Cuello, Administrative Assistant

Counselors:

Ronelle Gall, Students L-Z
Teresa Walsh, Students A-K

Office Staff:

Yvonne Boyd, Secretary
Carla Watson, Attendance Secretary
Jane Dalton, ASB Secretary
Ryan Hildman, Security

Athletic Director:

Mykael Mannucci

Staff List

Career & Technical Education

Terry Barragan, Home & Family Science
Steven Griffin, Computer Science Technology

English Language Arts

Jamison Carter
Crystal Clement
Dawn Hughes
Christina Johnson
Gregory May
Troy Simpkins
Colleen Couron Smith
Taylor Steed
Shelly Thomas

Library

Kathy Anderson

Math

Christina Bartlett
Rick Gardner
Rachel Halley
Monica Johnson
Stevi Joslyn
Steve Meyer
Jan Scott Griffin
Kalyn Smith

Physical Education & Health

Shanon Plew
Tamara Smith
Jim Williamson

Science

Branda Baker
Sean Duffy
Malini Marshall
Julie Meier
Stefany Self
Evelyn Silva-Guizar

Social Studies

Chris Hendricks
Matt Larson
Julia Leitner

Bryan McGeorge
Dan Mulhausen

Special Education Services

Amy Hood, Resource Room
Mykael Mannucci, Resource Room
John Nicacio, OPT
Polly Shupe, SLP
Jennifer White, Resource Room
Laura Smith, ERR

Teacher Support

Katie Froehlich, Classroom Support Teacher

Visual & Performing Arts

Sarah Berglund, Orchestra
Rudy Guidry, Band
Jennifer Olson, Choir
Tony Stifter, Art

World Language

Stephanie Monks, French
Kate Smith, Spanish

Student Support

Brenda Atencio, Nurse
Wendy Nelson, Health Aide

Building Foreman

Nick Munroe

Bell Schedules

Regular Daily Schedule (M-Th)

1st Period 8:00-8:55
2nd Period 9:00-10:00
3rd Period 10:05-11:00
6th Gr Lunch 11:00-11:30
6th Gr 4th Per 11:35-12:30
7th Gr 4th Per A 11:05-11:30
7th Gr Lunch 11:30-12:00
7th Gr 4th Per B 12:00-12:30
8th Gr 4th Per 11:05-12:00
8th Gr Lunch 12:00-12:30
5th Period 12:35-1:30
6th Period 1:35-2:30

Regular Friday Schedule

1st period 8:00-8:40
SEL period 8:45-9:10
2nd period 9:15-9:55
3rd period 10:00-10:40
6th Grade Lunch 10:45-11:15
6th Grade 4th period 11:20-12:00
7th and 8th grade 4th period 10:45-11:25
7th grade Lunch 11:30-12:00
8th grade 5th period 11:30-12:10
8th grade lunch 12:15-12:45
6th and 7th grade 5th period 12:05-12:45
6th period 12:50-1:30

Two-Hour Delay

1st Period 10:00-10:35
2nd Period 10:40-11:20
A Lunch 11:20-11:50
A 4th Period 11:55-12:30
B 4th Period 11:25-12:00
B Lunch 12:00-12:30
3rd Period 12:35-1:10
5th Period 1:15-1:50
6th Period 1:55-2:30

Early Release

1st Period 8:00-8:25
2nd Period 8:30-9:00
3rd Period 9:05-9:30
4th Period 9:35-10:00
5th Period 10:05-10:30
6th Period 10:35-11:00

Calendar



2023-24 School Calendar

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
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OCTOBER 2023						
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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
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DECEMBER 2023						
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24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	T	F	S
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28	29	30	31			

FEBRUARY 2024						
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24	25	26	27	28	29	

MARCH 2024						
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24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Aug. 29..... First Day of School - *Grades 1-12*
- Aug. 29..... Kindergarten Family Connection Meetings
- Aug. 30..... Kindergarten Family Connection Meetings
- Aug. 31..... First day of Kindergarten
- Sept. 4..... Labor Day (No School)
- Sept. 28..... Kindergarten Family Connection Meetings (*No Kindergarten class*)
- Oct. 6..... Fall Professional Day (No School)
- Nov. 10..... Veterans Day (No School)
- Nov. 20-22..... Elementary Conferences / No School - *Grades K-5*
- Nov. 22..... Early Release - *Grades 6-12*
- Nov. 23-24..... Thanksgiving Break (No School)
- Dec. 18-Jan. 1..... Winter Break (No School)
- Jan. 10..... Middle School Conferences
- Jan. 11..... High School Conferences
- Jan. 12..... Early Release - *Grades 6-12*
- Jan. 15..... MLK Jr. Holiday (No School)
- Jan. 22..... Semester Day (No School)
- Feb. 19..... President's Day (No School)
- March 1..... Spring Professional Day (No School)
- March 6..... Early Release - *Grades K-5*
- March 6..... Elementary Evening Conferences
- March 7-8..... Elementary Conferences / No School - *Grades K-5*
- April 1-5..... Spring Break (No School)
- May 24..... Snow Make-Up Day OR No School
- May 27..... Memorial Day (No School)
- June 7..... High School Graduations
- June 12..... Last day of School - *K-8 Early Release*

KEY

- No School
- Early Release
- First/Last Day of School
- Holiday (No School)
- Conferences

- Possible Snow/Weather Makeup days (if needed)**
- Friday, May 24
 - Thursday, June 13
 - Friday, June 14

- Elementary Grading Periods**
- Nov. 22..... End of First Trimester
 - March 8..... End of Second Trimester
- Secondary Grading Periods**
- Nov. 3..... End of First Quarter
 - Jan. 19..... End of First Semester
 - March 29..... End of Third Quarter

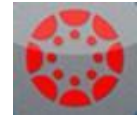
Online Platforms:



ClassLink

is the district's launchpad where all the student's apps are located. Here you will find, Canvas, PowerSchool, Zoom, and many other needed school apps.

<https://launchpad.classlink.com/>



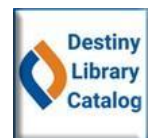
Canvas

is the main platform where you will find your classes, syllabus, assignments, instructional videos, and submit homework. Canvas can be found on your home screen (launchpad).



PowerSchool

is where you can view your schedule, track attendance, and view all final grades for the quarter and semester. PowerSchool can be found on your home screen. (launchpad)



Destiny

is the platform for our Carmichael library. The Cougar library is a fantastic place. Students are encouraged to check out books and materials to assist them in the pursuit of excellence at school. Through the Destiny app on the launchpad, you can use your Chromebook to search and check-out books.



ParentSquare

Is the home to school connection app for parents.

Administrative Office & Student Supports

Main Office (967-6425):

There are many reasons why you might want to visit the main office. Examples include picking up forms, an ASB card, or paying fees and fines. The main office is where your parents will sign you out when you are leaving school early. Please do not ask the office to deliver non-school related items (e.g., flowers, balloons, etc.), as they are disruptive to the learning environment.

CMS students are expected to be in class. Students are expected to visit the office before school, during lunch, or after school.

Students who are referred to administration will check in at the office and be seated in a designated area.

Attendance issues and payment of fees may be done at the counters. Please stay in organized lines and remember to be respectful to staff.

There is a phone at the counter for emergency issues; non-emergency phone calls are made on one of the two phones next to the office. These phones are a courtesy, and they are not meant for long conversations. We expect that students will keep phone calls to a minimum of time, 1–2-minute conversations.

Counselors:

Mrs. Walsh (967-6432) - Students A-K

Mrs. Gall (967-6431) - Students L-Z

Our counselors provide many services for students, parents, and school staff. They can answer scheduling questions, help with friendship issues, peer mediation, and other problems that interfere with student performance at school. Please make an appointment with your counselor instead of “hanging outside” the counselor’s office. This respects your time and the counselors’ time. Appointments with students are scheduled to minimize missed class time.

Library Services

The Carmichael library is a fantastic place. Students are encouraged to check out books and materials to assist them in the pursuit of excellence at school. There are networked computers to assist you in your search.

Lost and Found

Every year students leave bags of unclaimed property. Most items are shirts, shoes, shorts, and hats. When property is found with the student’s name on the item, it makes it very easy for the property to be returned. If you lose something, be sure and report the loss as soon as possible to Carmichael administration. We will do everything we can to help you locate the missing

property. Check the lost and found often.

Visitors:

Parent visitors are welcome. Please check in at the office. Once you have shown your identification and signed in, you will receive a visitor's badge. If you are interested in meeting with one of our teachers, please arrange a time in advance of your visit. Due to teaching responsibilities, teachers are not available during class time. Our counseling staff can assist you in setting up an appointment to meet with your child's teacher(s).

Student Services (967-6427):

Student services such as enrolling or withdrawing from school, obtaining a report card, arranging for a pre-excused absence, or checking into the health room may be done at the front counter. The assistant principals supervise CMS's student services including ASB, attendance, and discipline matters.

Attendance Expectations:

Excused Absences

Excused absences are defined as absences due to illness or a health condition, medical, dental, approved pre-arranged absences, religious observance, school-sponsored activities, short-term suspension, or other emergencies.

Pre-Arranged Absences

- Contact the attendance office as soon as it is known the student will be gone.
- Parents may either call or send a note to explain student's absence.
- Complete the pre-excused absence form to arrange for assignments.
- The pre-arranged absence form must be returned to attendance secretary before the first date of absence. Parents may either call or send a note to explain student's absence.
- All absences from school or class must be cleared through the Attendance Office (967-6427).
- Students returning from absences must check into the office before going to class.
- Failure to clear an absence may result in disciplinary consequences such as lunch detention or after-school detention.
- Students who are absent three consecutive days will require a doctor's note.

Unexcused Absences

- Absences are not considered excused without parent permission and need to be cleared within 48 hours.
- Chronically absent students may be referred to BECCA court.

Homework requests

- If students are absent for two or more days, parents may request homework.
- Teachers will be notified to communicate with students and/or parents electronically regarding assignments.
- Students are responsible to meet with their teachers upon returning from an absence to make arrangements for missing work including any tests, quizzes, and/or labs.

Appointments

- If a student needs to miss school due to a doctor and/or dentist appointment, the student will need to bring a note to the office before school begins.
- If a student is gone for an appointment during the day, they will need to check in at the office upon their return to get a pass to return to class.

Tardies

- Students have 5 minutes to get from class to class.
- Students are expected to be in class on time with proper materials.
- If you are tardy due to an appointment with a teacher, counselor, or administrator, please ask for an excused tardy pass.
- Students who receive 5 tardies in all classes during any quarter are subject to lunch detention or a consequence deemed appropriate by the administration.
- Subsequent tardies will result in an escalated consequence.

Truancy

Truancies are absences such as skipping school or ditching class(es) without the knowledge and/or permission of parents or the school. Students who are truant may get school consequences.

Carmichael Athletics:

Carmichael Middle School has a strong tradition of students participating in Cougar athletics. Our athletes and coaches take pride in sportsmanship and thrive in competition. We have a no-cut policy for all middle school athletics which means all our athletes are given an opportunity to compete.

Fall (August – October)

Cross Country
Volleyball (girls)
Football
Soccer

Winter 1 (October – December)

Basketball (boys)
Dance Team

Winter 2 (January – March)

Basketball (girls)
Wrestling

Spring (March – May)

Baseball
Fastpitch
Track & Field

Athletic Eligibility Policy:

Athletic participation is limited to only 7th and 8th grade students. Please visit our website, www.rsd.edu/schools/carmichael, for more information. You will find team rules, schedules, policies, and other useful information such as physical forms and participation agreements.

Basic participation requirements:

- Be a student at Carmichael or live with parents/guardians in the Carmichael boundaries.
- Less than 15 years of age prior to June 1st of the preceding year
- Complete all eligibility paperwork including a current physical examination, accident insurance, CMS athletic profile, and athletic contract.
- Purchase a Carmichael ASB Pay participation fee.
- Attend athletic clearance and parent meetings as applicable for each sport
Regularly attend classes and achieve passing grades in five out of the six classes.
- Not violate the school's policies or codes on alcohol, tobacco, or illegal drugs per the Richland School District policy
- Must attend school to participate in the game, match or practice that day.

- Minimum of 8-12 practices are required under WIAA regulations to participate in the first game or match.
- Students who are not passing at least four classes are ineligible to play in games but may still practice with the teams. At the end of the third week of the sport season, if a student has improved his or her academic and conduct grades to our standard, he/she will have earned full privileges in athletics. (See coaching staff or

Athletic Events Expectations:

Carmichael Cougars are good sports. We expect our students to demonstrate excellent behavior and to positively represent CMS at all athletic events. This is true whether the student is in the audience or on the field/court. Students who choose to behave inappropriately will be asked to leave the premises and are subject to additional school consequences. Remember, all school rules are in effect at every athletic event. Students who are in the audience are expected to remain seated, treat the opposing team with respect, and to treat the officials with respect. Students who insult other teams or officials will find themselves removed from the athletic event (and perhaps for the rest of the season) and may have additional school consequences. Be a good sport and host. Carmichael students also pick up the trash in the bleachers to maintain a quality school.

Dances and After-School Socials:

We schedule ASB. dances and socials throughout the school year. Normally these activities are after-school on Fridays from 2:00-3:30 p.m., and students may purchase tickets during their lunch. The prices will be determined prior to each dance. There will be a price discount if you have an ASB card. These activities are for eligible Carmichael students only, and students who misbehave at the activity will be asked to leave. Students who leave the activity may not return during the activity. We have the same school behavioral expectations in effect at all Carmichael events. We expect parents to pick up their children promptly from the activity; within 15 minutes from the completion of the activity. Students that have been assigned ISS, or OSS will not be allowed to attend the next scheduled dance.

ASB / Leadership:

Carmichael Cougars are involved in the leadership of their school. ASB officer elections occur each spring. These representatives attend general ASB meetings and provide a student voice to issues affecting the school. In addition, students can get involved in the leadership of their school through clubs and other activities throughout the school year. Get involved!

Clubs & Activities at CMS:

Carmichael Middle School offers a variety of clubs throughout the school year that are available to 6th, 7th, and 8th graders. To be eligible, students must purchase an ASB membership. One membership is good for all club and sports participation for the entire school year. See below for a list of clubs we will offer this year.

- Yearbook Club
- Leadership Club
- Craft Club
- Science Club
- Diversity & Equity Club
- Intramural Cross Country (Fall - 6th Gr.)
- Cougar Crew (7th & 8th Gr. Only)
- NJHS (8th Gr. Only)
- Music (Orchestra, Choir, Band)

Student Expectations:

Carmichael Cougars choose to be safe, kind, respectful, and to have GRIT. Our students achieve success in a variety of ways, they enjoy positive and meaningful friendships, and they are actively involved in their school.

The Cougar Code:

Choose to be **SAFE**.

Choose to be **RESPECTFUL** Choose to be **KIND**.

Choose to have **GRIT**.

Cougar GRIT:

Give it your all.

Redo if Necessary

Ignore Giving Up

Take Time to Do It Right

Disclaimer

This is not a limiting document; not all possible violations have been identified and not all possible consequences have been listed. It should also be understood that the circumstances surrounding an infraction might justify different consequences than those listed here. Examples of other possible consequences may include, but are not limited to, campus clean-up, parent conference, loss of credit, confiscation, time-out, etc. Unless specifically stated otherwise, all rules defined in this handbook shall apply to students on school property, coming to and from school, during lunch, on school transportation, and at school activities including, but not limited to, field trips, conferences, and athletic events.

Arrival/Dismissal:

- Students are expected to wait in the foyer or outside until 7:30 am, at which time they may enter the cafeteria for breakfast.
- Students may enter the hallways at 7:50am and proceed to their first period class. At the end of the day, students are expected to leave the campus by 2:45 pm unless involved in a supervised activity.
- Skateboards, Roller Blades, and Heelys:
- Skateboards, roller blades, and Heelys should remain at home unless they are required for a PE class. If a student brings a skateboard to school, it is **not to be used on school property**. Skateboards should be kept on the storage racks that are at the front of the building next to the bike racks. Students will need to provide their own personal lock to secure their

- skateboard during school hours.
- Students who cannot make good decisions will find that the Carmichael administration will make the decision for them:

Assemblies:

Assemblies are an important part of life and education at Carmichael. The same expectations that are in place in the classroom are in effect at all assemblies. Students are expected to stay with their teacher, exhibit respectful behavior, and enter/exit the assembly safely.

Bus Disruptions:

Physical or verbal actions that distract the bus driver or interfere with the safety of others or the safe operation of the bus, are disruptive and unsafe. The bus is considered an extension of the classroom (a big yellow classroom). A good rule of thumb is if the behavior wouldn't be allowed in the classroom, then it wouldn't be allowed on the bus.

Cafeteria:

The Carmichael cafeteria is designed to accommodate the serving of meals to hundreds of students each day. Our staff appreciates your efforts in keeping the lunchroom clean and tidy. Please pick up after yourself when you have finished eating. There are numerous trash containers for uneaten food and garbage. If there is an accidental spill, contact one of the lunch supervisors for help in cleaning up the spill.

Closed Campus

Carmichael Middle School is a closed campus. This means that students stay on campus for the entire school day, including lunch. Student will not be allowed to leave school at any time without contacting parents and checking out through the office. We also ask that students wait inside the building to be picked up by their parents.

Computer/Chromebook Use:

The Richland School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access are conditional, however, and requires responsibility on the part of the user.

- Students are not permitted to use or trespass into the files, folders, logins, and/or passwords of others.
- Material that is offensive, inappropriate, harassing, insulting to, or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed.
- Laws, policies, and regulations regarding copyright and plagiarism are to be always followed.

- School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes.
- Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software.

Violations of computer/Chromebook usage policies and procedures will result in school disciplinary, civil, and/or criminal consequences. The District reserves the right to remove a user's account/access if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct.

Dress Code (Richland School District Policy)

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. 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 if they refuse to do so. These guidelines are not intended to be all-inclusive and may be adapted as clothing trends change. The administration 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, midriff and/or undergarment is inappropriate.
- Clothing or accessories with offensive pictures, symbols, or sayings. These include but are not limited to:
 - Demearing 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, err on the side of caution, and wear something else.

Electronic Device & Cell Phone Policy

Carmichael MS staff understand the importance of electronic devices to today's families. However, these devices should be used in a responsible manner, before or after school and during lunch. Here are Carmichael's expectations regarding cell phones, music players, earbuds, portable gaming devices and other personal electronic devices.

- Classroom teachers have the authority to permit, limit, or prohibit the use of personal devices by students in their class and will define if and how these devices may be used in their classrooms.
- Cell phones, earbuds and other personal electronic devices should be out of sight **in the hallways** and when entering a classroom.
- Use of cell phones are allowed before school, after school and during lunches if used appropriately.
- Phone calls and texting are **not** allowed in classrooms unless directed by the teacher.
- No pictures/videos are allowed to be taken of others on campus.
- Cell phones shall not be displayed or observed in testing areas, locker rooms, bathrooms, or anywhere a student has a reasonable expectation of privacy.

Consequences:

- Teachers will ask students to put the device(s) away or hold the device(s) for the student until the end of the period and document the incident.
- On the 4th incident, a minor incident will be recorded into SWIS and parents will be notified.
- Subsequent incidents may be referred to the administration
- Refusing to comply with the teacher's direction will result in a referral to the administration

Emergency Drills and Lockdowns:

We take our drills very seriously. We expect students will follow directions and comply with teachers' instructions. We hold periodic evacuation drills (monthly), and we expect that our students will, when instructed, evacuate the building in an orderly process. Our lockdown drills will keep students in the classrooms. There should be no talking, horseplay, or misbehavior. In the event of a real emergency, we must be prepared.

Food and Drink

Carmichael students are not allowed to bring food and drink into the classrooms, halls, or labs. Students are expected to eat their lunches in the cafeteria. We also request that students not bring open containers on school grounds (i.e., pop bottles/cans, energy drinks, and coffee cups such as Dutch Bros and Starbucks). Students are encouraged to bring a resealable water bottle to have through the day. Classroom teachers hold the right to restrict and/or limit the use of water bottles in their classrooms.

Freedom of Expression:

Freedom of expression is an important part of education in a democratic society. Students' appropriate verbal and written expression of opinion is encouraged. District policy prohibits verbal or written expression (including clothes) that is libelous, obscene, or profane; causes a disruption of school procedures or processes or invades the privacy of others; demeans any race, religion, gender, or ethnic group; advocates a violation of the law; or advertises cigarettes, liquor, illegal drugs, or drug paraphernalia. Any clothing that is deemed gang-related is prohibited.

Halls:

Do your part to avoid congestion in the hallways. Walk on the right side of the hall, no more than two people side-by-side and avoid large gatherings in the middle of the hall to discuss the day's news. Keep your hands and feet to yourself as you move in the halls. Kicking, shoving, horseplay, and other inappropriate behavior in the halls is unsafe and will not be tolerated. Students who do not behave appropriately in the hallways may be subject to consequences.

Hoods and Earbuds in the Hallways:

It is important for staff to be able to identify students and for students to hear directions from staff in the hallways in case of an emergency. Therefore, students are expected to remove their hoods when entering the building. Student cell phones should be away, and earbuds removed and put away when in the building.

Lockers, Bookbags & Backpacks:

Every Carmichael student will be issued a locker to keep their backpacks, bookbags, lunches, and other personal belongings throughout the school day. Students are expected to bring only their Chromebook, binder, comp book or spiral notebook, writing utensils and textbooks to class. Using a locker is optional. Students can choose to keep their belongings in their backpacks and take backpacks to class. Students should not share their locker combination with any other students to keep their items safe and secure.

Lunch Options:

The kitchen staff serve a variety of lunches daily. The "Upper Crust" contains three types of pizza that rotate throughout the week. "Honor Roll" has cheeseburgers, hamburgers, and chicken burgers. "Stacks" has sub sandwiches and "Revolve" is the daily rotating entree. There are also salads and yogurt parfaits.

Carmichael participates in the federally subsidized free and reduced lunch program. Forms are available in the office.

Lunchtime Guidelines

- Students WALK to lunch.
- Chromebooks and binders are to be left in your locker.
- Enter and Exit through the correctly labeled doors.
- No running or horseplay in the cafeteria Stay in line without pushing or taking "cuts."
- You are welcome (weather-permitting) to go outside after the first 10 minutes.
- You will need to raise your hand to be dismissed.
- Food is not allowed out of the lunchroom or in the hallways.

Public Displays of Affection:

In the interest of creating and maintaining a safe and secure environment for all students, public displays of affection are not allowed on the Carmichael campus.

Vandalism:

Vandalism is the intentional destruction or defacement of public property or property belonging to others and is not tolerated at Carmichael. Carmichael Cougars treat all school property (and all others' property) with respect. (This includes desks, chairs, tables, bathroom walls, lockers, etc.).

Academic Expectations

Report Cards and Progress Reports:

We will mail report cards home to parents at the semester and end of year. Quarter report cards will be sent home with the students themselves.

Parents can monitor their students' progress by becoming observers of their students on Canvas. Contact the office or your student's counselors for information on how to become a Parent Observer on Canvas.

Honor Roll for Academic Achievement:

At the end of the first semester, the cumulative yearly grade point averages of our students in grades 6-8 will be examined. Honor roll recipients will be students with an overall (for the current school year) grade point average of 3.0 or greater. In February, we will honor our high achieving students at an evening activity.

Dropping a Class

CMS offers several courses for high school credit; for example, Spanish 1. These guidelines apply to all classes offered for high school credit. Dropping a class during the first or third quarters will result in a W (withdrawal) on the transcript for the semester in which the class was dropped. Dropping a class during the second or fourth quarters will result in a F on the transcript for the semester in which the class was dropped. No student may drop a class the last four weeks of a semester.

Forgery and Misrepresenting:

Altering notes or documents, impersonating a parent on the telephone, signing a note for a parent, or signing a note for a school employee (or medical provider) are examples of forgery and/or misrepresentation. This also includes copying another student's work, representing another student's work as your own, and the use of AI. These offenses will be dealt with accordingly.

Classwork and Student Supports:

In-class work will have due dates specified by classroom teachers. Teachers expect that the due dates will be met. If you find yourself not being able to meet a particular due date, make sure and communicate that to your teacher. Teachers have the discretion to give partial or no credit for late work.

Successful students set aside time each evening, stay on top of the due dates, and turn assignments in on time. If you are struggling with an

assignment or project, see your teacher for help. We care! We also have “FAST” (Free After-School Tutoring) and other ideas to help you succeed. Please let us know when you need assistance.

Textbooks:

Most textbooks are accessed online. In the event a teacher checks out a textbook to a student, that student is responsible for the textbook. Students will be charged for damaged or lost books. Please put covers on your books. In addition to textbooks, students are responsible for other materials checked out to them during the school year, for example, Chromebooks and charger.

Controversial Issues

School Board Policy 2331:

The district shall offer courses of study that will afford learning experiences appropriate to the level of student understanding. The instructional program shall respect the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice and political bias, and to form, hold, and express their own opinions without personal prejudice or discrimination.

Teachers shall guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize opposing viewpoints, the importance of fact, the value of judgement and the virtue of respect for conflicting opinions. Teacher will exercise professional judgement in determining the appropriateness of the issue to the curriculum and the maturity of the students. When in doubt regarding appropriateness, the matter should be referred to the principal.

Regarding this policy, controversial issues can be defined as topics that are not included in the district curricula and topics that deal with questions of values, beliefs, lifestyles, and can divided opinion between individual, communities, and wider society.

Behavior Expectations:

We expect our students to be responsible young adults. There are consequences for actions and choices. Sometimes the consequences are very positive. For example, when our students work hard, complete their work, and achieve high marks they are recognized at academic celebrations. There are negative choices and actions as well. When this happens, our consequences may include disciplinary action. The overwhelming majority of our students never receive a disciplinary referral. We expect to have a safe educational environment at Carmichael; this means all students must do their part.

Safety at school begins with all of us. **Report unsafe behavior to an adult.** Unsafe behavior may be possession or use of tobacco, drugs, alcohol, and weapons of any kind. Threats, intimidation, and harassment are also unacceptable. If you hear or see any unsafe behavior, report it immediately to an adult.

Carmichael Student Management Plan:

Teachers maintain a disciplined and productive work environment in their classrooms. This environment is a learning zone, and anything disruptive to either the teaching or learning in the classroom is not permitted. This means we expect our students to behave in the classroom, not interfere with the teacher's right to teach, and not interfere with the other students' right to learn.

Each classroom teacher will establish the rules that are appropriate for his/her classroom.

Successful Carmichael Cougars understand that the classroom is for learning and not for horseplay or other disruptive behavior.

Although the classroom rules may vary a little bit from classroom to classroom, remember these four simple rules:

1. Choose to be safe.
2. Choose to be kind.
3. Choose to be respectful.
4. Choose to show your GRIT.

Office Referral:

Most Carmichael Cougar students are not referred to the office. However, if students continue to misbehave or disrupt the education of others they will soon be headed to the office. Office consequences may include lunch detention, after-school detention, In-School suspension (ISS), or out-of-school suspension (OSS).

There are occasions where a student may be sent immediately to the office for exceptional misconduct:

- Use, possession, or transfer of controlled substances or illegal drugs. This includes the possession of paraphernalia, tobacco, or prescription/non-prescription drugs used improperly. The misuse of other fluids or substances with the intent to “get high” may be included in this list (i.e., white out fluid, or any other substance that is used to “get high”).
- Fighting is not acceptable at Carmichael. Fighting includes physical contact where injury may occur. Harassment and/or intimidation are wrong. This includes verbal, physical, or sexual conduct that intimidates or creates a threatening or offensive environment.
- Vandalism is not acceptable at Carmichael, and it includes destruction or defacement of school property or private property.
- Staff disrespect is not acceptable. This includes disrespect to our substitute teachers and all other staff members. Disrespect includes profanity.
- Insubordination (not following a reasonable request from a staff member). We expect Carmichael students will honor teacher requests.
- Truancy (not where you are supposed to be, missing class, etc.). Students are expect to have a proper pass to be out of class.
- Forgery or other dishonest acts will receive a referral to the office.
- Weapons of any kind. This includes knives, firearms, dangerous weapons (something that could be used a weapon), or any device that can be used to hurt others (e.g., sprays, etc.).
- Other serious misbehavior that disrupts the education at Carmichael Middle School.

After-School Detention:

Our after-school detention program is on Tuesdays and Thursdays from 2:30-3:00 PM. Students who are more than 4 minutes late to detention (without a valid excuse) or do not attend the assigned after school detention will be assigned an additional after school detention.

In-School Suspension:

In-School Suspension (ISS) is a short-term suspension from regular school classes; however, instead of the student staying home, the student is stationed in the time-out room for the length of the suspension. A Carmichael staff member supervises the students. Students will receive their schoolwork electronically from each teacher. Students have no contact with any other students at school, are ineligible for all after school activities and sports during the suspension and must leave school grounds immediately after being released from

ISS. The administration will determine if ISS is available as an alternative to out of school suspension. The general guidelines for ISS are:

- Hours are 8:30 AM to 2:30 PM
- Any missed days during the ISS placement will be reassigned.
- Students will cooperate in ISS.
- Students will complete all assigned work.
- Students will turn in their cell phones at the beginning of ISS, and they will be returned at the end of the day.
- Student, supervisor, and administrator will meet prior to the student being released from ISS. This will occur on the last day of the ISS placement to help the student return to regular classes with the likelihood of success.

Free After School Tutoring (FAST):

FAST is an after-school tutoring center staffed by teachers and designed to offer academic support for students. All students have access to FAST for support in all content areas. Administrators may choose to place students in FAST as an alternative to In-School-Suspension and to support students' ability to keep current with homework and their grades.

Harassment Policy:

The Richland School District, in compliance with HB 1444, adopted a new Bullying/Harassment Policy effective August 1, 2003. This policy clearly states that bullying or harassment of any kind will not be tolerated on any of our campuses. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (3), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.
- Further, the policy does these things: Encourage all staff and students to report any incident of bullying or harassment to an appropriate school official.
- Establish an informal and formal process for filing complaints.
- Protect the reporting person from reprisal, retaliation or false accusation against a victim or witness.

Harassment in school is UNWANTED attention from other students and

is NOT TOLERATED. Harassment is clearly a disruption to the educational process. Harassment may include, but is not limited to:

- Leering.
- pinching.
- grabbing.
- pushing.
- teasing.
- spreading gossip and rumors.
- expressing unwanted comments and jokes (directly told or overheard).
- implied or expressed verbal or written threats.

Harassment may carry the message that if the victim does not comply with the harasser's demands, there may be retaliation. Harassment can cause physical or psychological damage to students, affecting grades, attendance, performance, and pride in one's work.

Victims of harassment should report the problem to an adult in the school as soon as possible. The adult will then work with the student to see that appropriate action is taken. Depending on the severity of the offense, the range of discipline for harassment may include participation in sessions on the problem of harassment, apology to the victim, counseling, suspension, police intervention.

Alcohol, Illegal Drugs, and Other Substance Abuse Policy:

Click on the link below and scroll to SBP 3418 – Alcohol, Tobacco, and Other Drug Use/Abuse and SBP 3418 – RR.Alcohol, Tobacco, and Other Drug Use/Abuse (click on those SBPs for information on these policies)

<https://app.eduportal.com/public/folders/list/59397/1095333>

Gender Inclusion

Click on the link below and scroll to SBP 32 – Gender Inclusive Schools and SBP – 3211 – RR.Gender Inclusive Schools (click on those SBPs for information on these policies)

<https://app.eduportal.com/public/folders/list/59397/1095333>

Harassment, Intimidation, Bullying, and Cyber-Bullying

Click on the link below and scroll to SBP 3207 – Prohibition of Harassment, Intimidation, Bullying, and Cyber-Bullying and SBP 3207 – RR.Prohibition of Harassment, Intimidation, Bullying, and Cyber-Bullying

(click on those SBPs for information on these policies)

<https://app.eduportal.com/public/folders/list/59397/1095333>

Sexual Harassment

Click on the link below and scroll to SBP 3205 – Sexual Harassment of Students Prohibited and SBP 3205 – RR.Sexual Harassment of Students Prohibited (click on those SBPs for information on these policies)

<https://app.eduportal.com/public/folders/list/59397/1095333>

Student Management

Click on the link below and scroll to SBP 3200 – Student Conduct Expectations and Reasonable Sanctions (click on that SBP for information on this policy)

<https://app.eduportal.com/public/folders/list/59397/1095333>

Weapons and Look-Alike Weapons:

Click on the link below and scroll to SBP 3200 – Student Conduct Expectations and Reasonable Sanctions (click on that SBP for information on this policy)

<https://app.eduportal.com/public/folders/list/59397/1095333>

FERPA

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent, student, or other volunteer assisting another official in performing his or her tasks.

Under FERPA, Schools may disclose a student's "directory information" which includes information generally not considered harmful or an invasion of privacy if disclosed. The Richland School District has designated the following information as directory information: student's name, address, telephone number, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, photographs or video of the student, and the most recent school attended. The actual residential address of participants in the state Address Confidentiality Program will not be available for release as directory information. Parents or eligible students, who do not want their directory information released, must notify their school principal in writing. For those who do not wish to have this information released, there is a sample form below.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Non-Discrimination Statement



Non-Discrimination Statement

The 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 or 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. This applies to all educational programs, extra-curricular activities, and employment. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Richland School District
6972 Keene Road
West Richland, WA 99353
(509) 967-6000

Title IX Coordinators:

Personnel	Tim Praino (Tim.Praino@rsd.edu) Executive Director, Human Resources
Students	Tory Christensen (Tory.Christensen@rsd.edu) Assistant Superintendent

Section 504 Coordinators:

Personnel	Tim Praino (Tim.Praino@rsd.edu) Executive Director, Human Resources
Facilities	Richard Krasner (Richard.Krasner@rsd.edu) Executive Director, Support Services
Student Services	Brian Moore (Brian.Moore@rsd.edu) Assistant Superintendent

Civil Rights Coordinator and Compliance Coordinator for State/Federal Law:

Galt Pettett (Galt.Pettett@rsd.edu)
General Counsel

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.

May 3, 2023