



ENTERPRISE MIDDLE SCHOOL

Established 2005

5200 Paradise Way
West Richland, WA 99353

509-967-6200



STUDENT HANDBOOK 2024-2025

We are so pleased that you are a student and member of our school community! Enterprise Middle School is a positive, productive and safe school where learning and growth are the focus. We have an excellent staff that is here to help and encourage you in any way possible. Please read this handbook, the accompanying [EMS School-Wide PBIS Matrix](#) and [Discipline Response Grid](#). It should answer most of your questions, but feel free to talk with any staff member or administrator if you have specific issues or concerns.

GENERAL SCHOOL POLICIES, INFORMATION AND EXPECTATIONS:

The staff in the main office are here to help you address your specific needs when you visit EMS. A rough outline of the people you may need to interact with in any given situation is below:

Mr. Sheldon Weddle, Principal: Overall building operation, policy appeals, general questions, community issues, etc

Mr. Nate Cummings, Assistant Principal: Student issues, ASB, Student Leadership, PBIS, Special Education

Ms. Erin Easton, Assistant Principal: Student issues, ASB, Student Leadership, PBIS, Special Education

Mr. Travis McClelland, Athletic Director

Mrs. Karen Arbuckle, Lead Secretary, General School Operations

Mrs. Kristina Rhynes, ASB Bookkeeper, Athletics

Ms. Adriana Salazar, Secretary, Student Enrollment and Attendance

Support Staff

Our counselors, psychologist, and social worker provide many services for students, parents, and school staff. For many, it is simply an answer to a scheduling question, help with friendship issues, peer mediation and other problems that interfere with students performing well at school. We can also connect families to resources in the community that reach beyond academic needs. For example, food, clothing, and counseling services. Students can make an appointment with support staff by signing up in the counseling center. Parents or guardians can make an appointment by calling, or emailing.

Students with last name beginning A-K:

Mrs. Breane Kays at breane.kays@rsd.edu or 509-967-6206

Students with last name beginning L-Z:

Mr. Hans Appel at hans.appel@rsd.edu or 509-967-6207

School Social Worker

Mrs. Sharon Williamson at Sharon.Williamson@rsd.edu or 509-967-6215

School Psychologist

Mrs. Alexis Romero at Alexis.Romero@rsd.edu or 509-967-6209

School Nurse

Ms. Stephanie Barton at Stephanie.Barton@rsd.edu or 509-967-6037

Attendance Policies:

Per the Richland School District Attendance Policy 3120, students will be punctual and regular in their attendance and will obey the rules and regulations of the school. Parents/guardians or students should communicate with the school in advance, whenever possible, if their student will be absent from school due to an extended illness, vacation, or other reason. While it is possible to obtain homework for the absent student, it is virtually impossible to recreate the learning time missed (e.g., class discussions, laboratory experiences, and demonstrations). If a student develops a pattern of continued absences, they and their parent/guardian will be invited to meet with school personnel and create an Attendance Agreement designed to assist the student and family in overcoming any barriers to regular school attendance. If a student is ill at school and needs to go home, the student must come to the Health Room to check out before leaving.

Legal References:

- WAC 392-400-325 Statewide definition of excused and unexcused daily absences
- RCW 13.34.300 Failure to cause juvenile to attend school as evidence under neglect petition
- Chapter 28A.225 Compulsory School Attendance and Admission

Absences

In the event that a student needs to miss school, their parent/guardian will need to contact our school's attendance secretary in our office at 509-967-6202 to report the absence(s). In lieu of phone contact, parents/guardians may opt to write and sign a note explaining the absence and have the student submit that to the office when they return to school. Please note, all absences must be cleared within 48 hours. Any absence that is not called in or cleared with a note within 48 hours will be recorded as an unexcused absence.

Note, we use an automated phone dialer system to notify parents/guardians of student absences. At the end of each day, the automated phone dialer message will call home for any student absence that is not excused. Unfortunately, the automated calling system cannot identify the specific period absent, only report that a student missed one or more classes. When absent, students shall assume responsibility to make arrangements with each of their teachers to obtain and make up missed assignments. When students are absent, they will have two (2) days for each day missed to make up any assignments or projects that were assigned while out.

Excused Absences

According to State law, excused absences are defined as absences due to illness or a health condition, approved pre-arranged activities, school-sponsored activities, or emergency situations. The school principal has the authority to determine if an absence meets the criteria for an excused absence. If any absence is excused, the student is responsible for making up work missed or doing other work that will be accepted in lieu of the work missed. If a student is absent two (2) or more consecutive days, they may request homework by emailing their teachers. A student who is absent five (5) consecutive days will require a doctor's note excusing absences. Excessive excused absences may impede the educational success of a student. As such, our school administration may initiate any of the following actions for excused absences:

- When a student accumulates ten (10) excused absences in a semester, the parent/guardian will be contacted and an Attendance Agreement will be created and signed by the student, parent/guardian and school administration. The student may also be asked to take the WARNS (Washington Assessment of the Risks and Needs of Students).
- When a student accumulates fifteen (15) excused absences in a year, a conference will be required. The conference will include the student (when appropriate), the parent/guardian, and a school administrator. A plan to ensure regular attendance will be written (Attendance Agreement). This Attendance Agreement will be signed by participants of the conference. The WARNS may also be taken and signed by the student. If the student's parent/guardian does not attend the scheduled conference, the conference may be conducted with the student and the school administrator and, afterwards, the parent/guardian shall be notified of the steps taken to eliminate or reduce any barriers to regular school attendance.

Unexcused Absences

Parents/Guardians will have 48 hours to clear unexcused absences. No unexcused absences will be cleared after the 48 hours. If a student has three (3) unexcused absences in a month, the student, parent/guardian and An Enterprise Middle School administrator will conference 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 two (2) and seven (7) unexcused cumulative absences in a school year the WARNS (Washington Assessment of Risks and Needs of Students) will be administered to determine barriers to regular attendance. Not later than seven (7) unexcused absences in a month, Enterprise Middle School will enter into an agreement with the student and parent establishing attendance requirements **or** refer student to a Community Engagement Board (CEB) **or** file a petition under subsection (1) of RCW 28A.225.030. After seven (7) unexcused absences in a month and not later than fifteen (15) cumulative unexcused absences in a school year a truancy petition will be filed with the Juvenile Court, a referral will be made to a Community Engagement Board (CEB).

Pre-Arranged Absences

Parents/Guardians and/or students should contact the attendance secretary to request a Pre-Arranged Absence Form if the student is going to miss more than two (2) consecutive days of school. Any planned absences of more than five (5) days must be requested at least 48 hours in advance of the beginning of the absence. In many cases the work that will be missed may be completed prior to the absence. The key to this is communication and developing a plan to help the student achieve understanding of the concepts they may miss due to the absence. However, no amount of homework or alternative assignment can truly equal the in-class experience.

If a student needs to leave early from school during the school day, the student should bring a note signed by their parent/guardian stating the time and reason they need to leave. The note should be given to the attendance secretary at the beginning of the day.

Absences Due to Disciplinary Action

Students who are absent from school due to disciplinary actions (i.e., suspensions) have the right to make up all work missed during the absence. This is considered an excused absence, therefore, for every day missed, two (2) days will be given to make up the missing work. If a student is assigned to in-school suspension, or ISS, work can be collected and sent to the staff member supervising ISS. If a student is on an out-of-school suspension, work may be collected in the office for parents to pick up after school and/or posted online, per the teacher.

Students that have been assigned ISS and/or out-of-school suspension cannot participate in practices, performances or games for any clubs or athletics on the days in which they are on said suspension.

Truancy

Truancy can be defined as "not being where you are supposed to be, when you are supposed to be there." Truancy is an absence from a class or classes without a legitimate excuse. Students who are "skipping" classes will be marked truant and every effort will be made to notify parent/guardian by phone as soon as we are aware that a student is truant. When a student is truant, we may require a conference with parents/guardians and disciplinary steps may be taken. All trancies will be considered unexcused absences.

Arrival & Departure Times

Students may enter the building beginning at 7:10 AM through the cafeteria door, and are expected to wait in the Commons area as designated by staff until released to classes. Beginning at 7:25 AM, students may enter through the main entrance. Zero-hour students may arrive and enter the building through the band room door. At the end of the day, students are expected to leave campus by 2:30 PM, unless involved in a supervised after school activity.

Tardies

Students are to be in classrooms with proper materials ready to begin work when the final bell rings. Students need to be seated before the bell rings for class, as passing time between classes is sufficient to get anywhere in the building. If the student is tardy due to an appointment with school personnel, that person will provide the student with an excused tardy pass. Students who receive an unexcused tardy are subject to school discipline. At Enterprise, we expect that our students will be in class on time and ready to learn.

Bus Transportation

Students have the privilege of using the transportation services of the Richland School District. Rigid safety standards must be maintained at all times in order to ensure the safety of each and every passenger. If a driver must direct their attention away from the road to address student behavior, the safety of passengers is negatively impacted. Therefore, while riding the bus, the following rules must be followed:

- Students should have their ID card/Bus Pass ready when getting on and off the bus.
- Students must stay in their seats while the bus is in motion.
- Quiet conduct must be maintained on buses at all times. Students must be completely quiet when the bus is stopped for railway crossing and in the event that the driver requests quiet. Outside of those times, students may engage in low volume level conversations with peers seated near them.
- Students must keep their area on the bus clean. There should be no waste, papers, or other items left on the floor of the bus. No food or drinks (other than water bottles) are permitted on the bus.
- Students must keep all parts of their bodies and items inside the bus – nothing should be extended through the bus window.
- Students must exit through the bus door. Only in the event of an emergency or at the direction of the driver, will students exit from emergency exits.

Choosing not to follow any of these expectations poses a potential safety risk and may result in loss of riding privileges.

The Commons

The Commons is designed to accommodate the serving of meals to hundreds of students each day. Students and staff are expected to pick up after themselves when they have finished eating. There are numerous trash containers for uneaten food and garbage. If there is an accidental spill, please contact a staff member for help in cleaning it up. There is no tolerance for throwing food, leaving trays and garbage at the table, horseplay or running in or to the Commons. Students are expected to stay in lines without pushing or taking “cuts.” Students are welcome (weather-permitting) to go outside or to the library once staff have released students to do so.

Food and Drink

Food and drink are not allowed in hallways, classrooms, or outside. Exceptions may be made by individual teachers for specific classroom activities. Consumption of energy drinks is highly discouraged at all times.

Hallway Expectations

In order to ensure the safety of all EMS students, the following rules must be adhered to by all students when in the hallways:

- Use an inside voice and keep hallways clean. If you see garbage in the hallways, please pick it up.
- Walk and be respectful of other’s space. Keep your hands and feet to yourself.

Computer Privileges

Use of the network, which includes the local Richland School District computer network, as well as the Internet, is a privilege – not a right – and entails responsibility. Individual users are responsible for their behavior and communications over the network. Each student must adhere to the Richland School District’s [Network Code of Conduct](#) and [Acceptable Use Policy](#). Any violation of this code of conduct and/or policy may result in disciplinary measures. The District reserves the right to remove network/Internet access if it’s determined the user is engaged in unauthorized activity or is otherwise in violation of the code of conduct or policy. If a parent/guardian wishes to restrict computer access for their student, they must come in and sign a [Technology Opt-Out Form](#). Please understand, however, this would limit a student’s ability to complete some of their learning and school assignments as our school and District move to more technology-driven content.

Student Services

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 in the office.

Library Services

The Enterprise 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 in material and resource searches, and library staff can help with issues that arise with chromebooks, or can check out a chromebook loaner if needed.

Lost and Found

Lost and Found items are located outside the main office. Every year students leave bags of unclaimed property. Marking clothing and belongings with the student's name will allow us to get the lost item back to its rightful owner should it be found. Students who lose an item should report the loss as soon as possible to a secretary or administrator, and check the lost and found often. Unclaimed items will be donated to Goodwill in January, and again in June.

Visitors

Because we care about the safety of our students, visitors must check in at the office and acquire a visitor's badge. Please understand that we may ask for identification. Parents or guardians are always welcome to visit school to talk with office staff or to have lunch with their child. Parents or guardians who would like to meet with a teacher, or visit a classroom, must make arrangements with a counselor or administrator in advance. School-aged children who are not enrolled at EMS are not allowed to visit or attend classes with other students unless they have received written permission in advance from the principal. This permission will be given only for exceptional situations and must be requested at least forty-eight hours in advance of the anticipated visit. Older siblings not attending Enterprise Middle School must prearrange any visit.

Medication at School

Medication is defined as all drugs, whether prescription or over the counter. Medications will be stored in the health room, as students are not allowed to keep any medications in their backpacks, lockers, or pockets. In order to have medications at school, the following requirements must be met:

- Medication Authorization must be completed and signed by a medical provider and parent/legal guardian, each school year, for each medication.
- This medication must be brought into the health room by a parent or guardian. Prescription medications must be in a prescription bottle, stating student's name, drug name, dosage, and may not exceed a four week supply. Over the counter medications must be brought into the health room in a sealed bottle/box.

There are special situations where the parent/guardian, physician, and nurse believe it is in the best interest of the student that they self-carry medications, such as students with asthma or life-threatening allergies. A medical 504 plan must be filled out by the physician and parent/guardian, which will be kept on file in the health room and distributed to the appropriate persons.

Substitute Teacher Policy

Enterprise Middle School students must respect our substitute teachers. Substitute teachers provide an important service to the school, and we appreciate their efforts. We also hold our students accountable for any disrespect shown to our substitute teachers. The students will not misrepresent their names, the seating chart, assignments, or exhibit other deceitful behavior. Students will be cooperative and respectful at all times. Any defiance of improper behavior with our substitute staff will result in disciplinary action by Enterprise Middle School administration.

Closed Campus

Middle schools in the Richland School District are closed campuses. This means that we expect our students to stay on campus for the entire school day, including lunch. Parents/Guardians must contact the office if they want their child excused from school for any reason. This means that once a student arrives on campus, they cannot leave campus unless signed out by approved parent/guardian/emergency contact. Parents/Guardians must come into the office and sign the student out with the attendance secretary. Students who leave campus without being signed out by a parent/guardian will be marked as truant.

Emergency Drills & Lockdowns

We take safety very seriously, thus, every month, we will conduct a safety drill. The goal of these drills is to ensure readiness in the event there is an emergency or real threat to safety. We expect students to also take these drills seriously – there should be no talking, horseplay, or misbehavior – follow directions and comply with all staff instructions. Further, we expect our students will, when instructed, evacuate the building in an orderly process, and, during lockdown drills, remain in the classroom/area instructed.

Lockdown Procedures

In the event of an intruder on campus, hostage situation, or similarly threatening circumstance, it may be necessary to implement a “critical” lockdown to protect students and staff. Such a procedure may include the following:

- Detention of Students in classrooms or a designated safe area;
- “Sweep” of the hallways by Staff to bring stray Students safely into classrooms;
- Review of safety procedures to maintain order and calm; and
- Lockdown of doors, windows, and building exits until an “all clear” signal is relayed.

Evacuation Procedures

In the event of an evacuation, everyone is expected to move in an orderly and silent manner to locations as directed by their teachers, where attendance will be taken. If the fire alarm sounds when students are in the hallways, they should leave by the nearest exit and line up with the teacher from their previous class (i.e., if the fire alarm sounds between 1st and 2nd period, students will line up with their 1st period teacher). Students that are disruptive during emergencies and/or drills will be sent to the office following such emergency/drill to meet with an administrator and disciplinary action may be taken.

Advice to Parents During Emergency Situations

During any emergency situation, the students’ safety and security are of utmost importance to us. In order to assist us with maintaining accountability and safety, parents/guardians should refrain from coming to the school during an area disaster alert. Listen to the local radio and television stations for school closure or evacuation instructions. Information on where to pick up students will be available through news stations (AM610-KONA). We will also use our automated calling system, website, the District website, and our school’s social media pages to keep families updated with information.

Emergency Closure of Building

In cases of severe weather, school may be delayed or canceled. The best way to determine the status is to listen to the local radio/local television news or visit the District’s social media and websites in the morning. All delays or cancellations will be announced by the media after the District makes the decision. Families wishing to receive weather related closure/delays via push notifications and/or email can sign up for flash alerts by going to flashalerts.net/id/RSD. The District encourages families to download the free app for IOS and Android called FlashAlert Messenger.

ACADEMIC EXPECTATIONS:

Report Cards and Progress Reports

We will mail report cards home to parents or guardians at the end of each quarter. Progress reports are prepared by our teachers at the mid-terms of each quarter.

In some cases, we have found that students and parents need more formal communication of their student's progress. The majority of these concerns can be addressed by using the Power School Parent Portal. Power School provides parent/guardians access to their student's demographic information, assignments, grades, discipline and attendance, along with the ability to communicate with teachers via email. Please don't hesitate to ask EMS staff if you have questions or need help with these tools.

Learning Management Systems

Parents/Guardians should be talking with their students on a regular basis about their academic progress. Canvas can be accessed using student logins, or by connecting to your student's account as a Parent Observer. By doing this, parents/guardians not only can see what the students are working on, but they can also view due dates, learning outcomes, and rubrics for the assignments. Canvas can also be accessed using apps on both Apple and Android phones. There is a Canvas Parent app and a Canvas Student app available to download.

Honor Roll for Academic Achievement

At the end of each quarter, the cumulative grade point averages of our students will be examined. Honor Roll recipients will be students whose grade point average is 3.0 or greater.

Schoolwork and Projects

Students should expect schoolwork from their classes. While some classes will offer in-class time to complete some of the assigned work, not all work can be completed during class. If experiencing difficulties in class, please first contact your student's teacher. With further concerns, contact either your student's counselor or an administrator.

Chromebooks/Classroom Materials

Students will be issued a Chromebook to be used for educational purposes. Prior to receiving the Chromebook, parents and students must review and sign the RSD Responsible Use Policy and Chromebook Procedures and Guidelines, which can be found on the Enterprise Middle School website (Academics > Instructional Technology). Insurance is available for purchase if families are interested, see details in the above named policy. Chromebooks and all related materials are the student's responsibility and can be taken home. Students will be issued a protective case and a charger with the Chromebook. Students should plan to charge the Chromebook regularly to ensure it is ready when needed at school. If a Chromebook is malfunctioning, please report the issue to the library. If issued a textbook, we ask students to write their names and their teacher's names in the appropriate spaces in the books (please use ink). Students will be charged for damaging or losing books or technology assigned to them. In addition, students are responsible for any other materials checked out to them during the course of the school year.

Academic Non-Compliance

Students are expected to work to achieve high standards. Students who are intentionally choosing not to perform daily tasks or homework could be redirected into an intervention and/or the assigned school discipline, depending on the situation.

STUDENT ACTIVITIES:

ASB Leadership

Enterprise Wildcats are involved in the leadership of their school. In addition to the officers in the ASB, there are classroom representatives elected during the first few weeks of school. These representatives attend general ASB meetings and provide a student voice to issues affecting the school. We encourage all students to be leaders and influence those they interact with in positive ways.

Activities and Clubs

Involvement in school activities is known to enhance the educational experience for students. Enterprise Middle School offers a variety of activities for all of our students. Students should listen to the daily bulletin to hear when clubs are meeting, or activities are going on. Club options and contact information for club advisors is available on the Enterprise website. Some of the clubs/activities we have offered include Archery Club, Art Club, Author Club, Chess Club, D & D Club, Drama Club, FCA, Harry Potter Club, Lego Club, Magic the Gathering, Math Club, Minecraft Club, Movie Club, Nintendo Club, NJHS and Yearbook. Students participating in activities/clubs are required to purchase membership to belong to the ASB and to sign and abide by the Interscholastic Activities Participation Agreement.

Athletics

Athletics are available to 7th and 8th grade students enrolled at EMS. In our athletic program we feature a “no cut” philosophy. This means everyone who wants to play, students must be passing at least five classes in order to be eligible to participate, gets to play. We have four sports seasons:

- Fall: cross country, volleyball, football, soccer
- Winter 1: boys’ basketball, dance team
- Winter 2: girls’ basketball, wrestling
- Spring: baseball, softball, track

We welcome and encourage all students to become involved in Wildcat athletics. Athletes must have appropriate accident and health insurance, a current doctor’s physical, ASB membership, appropriate grades maintained, and fees paid. Parents are required to sign up for each sport the athlete participates in at www.familyid.com

Regarding attendance and athletic participation, athletes must attend at least half a day of school to be able to participate in practices or games, regardless of whether absence is excused or unexcused. Students/Athletes that have been assigned in-school and/or out-of-school suspension cannot participate in practice or games any days during said suspension.

Fun Friday’s

We do schedule Fun Friday after-school activities throughout the school year. Activities include dances, open gym, games, etc. These activities are for Enterprise students only. If a student chooses to leave Fun Friday, they will not be readmitted and will need to leave the school grounds. Parents/Guardians are always welcome to attend the activity for the duration, or for just a few minutes, but we would ask that they also come through the front doors. Fun Friday’s usually run from 1:30 until 3:00.

BEHAVIOR EXPECTATIONS FOR STUDENTS:

Please refer to the Richland School District Student Conduct Expectations and Reasonable Sanctions section of this handbook for more information. Please note that the information in this section is not an exhaustive list of expected behaviors. Please see the attached [EMS School-Wide PBIS Matrix](#) and [Discipline Response Grid](#).

Alcohol, Tobacco, and Other Drug Use/Abuse Policy

It is the policy of the Richland School District to provide a safe, healthy, and nurturing learning environment where students can learn, develop internal strengths, values, and self-esteem. The use of alcohol, tobacco and other drugs can destroy the health and well-being of any individual. The use of controlled substances, except under medical supervision, is dangerous. Therefore, it is against school district policy to be in possession or under the influence of drugs, alcohol, or tobacco.

A student shall not knowingly possess, attempt to possess or use, manufacture, be under the influence of, show evidence of having used except where authorized by medical prescription, offer for sale, attempt to sell, barter, transfer to other persons in the school, on school property, at any time the school or grounds are being used for a school activity or event, in district vehicles, at Richland School District bus stops, or while attending a school activity or school event off school grounds any prohibited drug(s) or alcohol. School events include, but are not limited to, athletic events and athletic team camps, co-curricular events and co-curricular camps, and incidents that occur within the proximity of the campus or have a nexus to school. Acts that occur off campus and/or after school hours will be judged by their effect

upon the morale and operation of the school and whether they, in fact, are detrimental to the good order and to the welfare of the students.

Students are prohibited from using and/or possessing tobacco, tobacco products, electronic cigarette, e-cigarette, or vaporize cigarette, nicotine, nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect of nicotine substitutes, and any other “tobacco innovation”.

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>

Bookbags, Backpacks and Coats

Students are to carry all materials to class. Students with oversized or athletic equipment need to see their coach to make arrangements for properly securing these items during the day.

Cell Phones and Electronic Equipment

To support our EMS Vision (Integrity, Connection, Wellness, Growth), EMS is adopting an “Away for the Day” policy where students will keep their cell phones/personal devices away and out of sight from the first bell to the last bell during the school day for the 2024-2025 school year. The purpose of this policy is to increase student engagement in the classroom and to foster respect for the learning environment. Research suggests that when students are not on their personal devices during school hours, they are more likely to be successful academically and socially. (Source: <https://www.awayfortheday.org/research>) Under our new policy, cell phones/personal devices will be stowed away from bell to bell (7:55am-2:25pm). This includes lunch and in the hallways during passing periods. If you need to contact your student during the school day you can contact the main office, and we will get a hold of your student for you. Students will also have access to school phones in the office should they need to call their Parent/Guardian. Students will be held accountable to displaying/accessing appropriate content for school. Taking pictures and/or videos of another person on campus, without their permission, and posting on social media is **NOT** allowed. Enterprise is not responsible for lost or stolen items. Should a student be asked to surrender a device to a staff member, and they refuse, the student is subject to school disciplinary consequences.

Dress Code (Per RSD 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. Further, we want students to understand and comply with appropriate dress for a work environment (no pajamas, slippers, etc.). District Policy prohibits verbal or written expression (including clothes) that is libelous, obscene or profane; causes a disruption of school procedures or processes, 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 strictly prohibited. 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. The principal or principal designee has the authority to determine if clothing is disruptive to learning or impacts student safety.

The following types of clothing are not allowed for students at EMS (not all-inclusive):

- shorts and skirts shorter than mid-thigh in length
- clothing that reveals the back or midriff and/or undergarments
- revealing clothing such as boxer shorts, sheer tops, overly large openings at the neck or arms, off the shoulder tops, spaghetti straps, halter tops, tube tops, swimwear and bare midriff tops
- clothing or accessories with offensive pictures, symbols, or sayings, including but not limited to demeaning, violent, sexual, racial statements (including innuendo)
- clothing that advertises or promotes alcohol, tobacco or other drugs
- jewelry or accessories that could be used to cause harm or injury
- any gang affiliated clothing
- head coverings (hats, beanies, scarves, bandanas, hoods, etc.) except for medical or religious reasons

When in doubt, a good rule of thumb is “If I think it’s not appropriate, it probably isn’t”.

Student Deliveries

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

Bicycles, Skateboards, Scooters, Roller Shoes, and Skates

These are allowed at school but must be stowed away during the school day. Bicycle and skateboard racks are available in the back of the building for storing during the day. Students are expected to walk while on campus to maximize safety for all involved.

Behavior and Discipline

At Enterprise Middle School, we are committed to encouraging and embracing student individuality as we work to promote and enhance the academic and social-emotional success of every student. We expect all students to help make Enterprise Middle School an excellent, innovative, and safe place to learn and grow! The staff at Enterprise Middle School believes that a positive learning environment requires the commitment and cooperation of the entire staff and is even more effective when families and schools partner together. No one person can effectively manage the behavior of all students in a school. It is the cooperation, communication, trust, confidence, and efforts of all vested partners that produce a positive learning environment. Our expectations of student behavior are very high, but we have found that students will live up to our expectations if treated fairly and consistently. Most students want and need structure in their lives and perform much better when they know behavioral expectations and how to function within them.

Positive Behavioral Intervention and Supports

Enterprise Middle School uses PBIS (Positive Behavioral Intervention and Supports), an evidenced-based tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social-emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone can thrive.

PBIS consists of a three-tiered system designed to provide students the level of support that they need to be more successful:

- Tier 1, Universal Supports, serve as the foundation for behavior and academics. These universal supports, such as Teach-Tos, PBIS points, and Refocuses, are provided to all students. For most students, the core program gives them what they need to be successful and to prevent future problems.
- Tier 2, Targets Supports, provide targeted support for students who are not successful with Tier 1 support alone. The focus is on supporting students who are at risk for developing more serious behavioral errors before they start. These supports can be provided individually or in small groups of students with similar targeted needs; providing support to a group of students provides more opportunities for practice and feedback while keeping the intervention maximally efficient. Check In/Check Out (CICO) and Social Groups are examples of Tier 2 support.
- Tier 3, Intensive/Individualized Supports, are the most resource-intensive due to the individualized approach of developing and carrying out interventions. Formal assessments are used to determine a student's needs and to develop an individualized support plan. Student plans often include goals related to both academics as well as behavior. An example of a Tier 3 support is wrap-around care.

Each tier has its own set of systems and practices, but some key components appear across every level:

- Practices are organized along a tiered continuum beginning with strong universal supports followed by intensified interventions matched to student needs
- Practices are based on evidence
- Data are collected and used to screen, monitor, and assess student progress
- Resources are allocated to ensure systems and practices are implemented with fidelity over time

Student Searches & Detection Canines

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. However, no right nor expectation of privacy exists for any student as to the use of any locker/desk issued or assigned to a student by the school District and the locker/desk shall be subject to search in accordance with board policy. The superintendent, principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy (see Richland School District Policies [3230](#), [3231](#), and [3232](#)).

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

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 to 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, please complete the "FERPA Opt-Out Form" found on the Richland School District website.

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 RSD 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

Discrimination and Sexual Harassment

Non-Discrimination Statement

Richland School District [Policy 8900](#) addresses nondiscrimination of staff and students. The District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

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

Civil Rights Coordinator and Compliance Coordinator for State/Federal Law:
Galt Pettett (Galt.Pettett@rsd.edu)

Title IX Coordinators:

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

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

The Richland School District will also take steps to assure that national origins 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.

You can report discrimination and discriminatory harassment to any school staff member or to the District's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your District's nondiscrimination policy and procedure, contact your school or District office or view it online here: Policy 3210 & Procedure 3210

<https://app.eduportal.com/documents/view/870013> and
<https://app.eduportal.com/documents/view/870014>.

Sexual Harassment

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

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

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

Examples of sexual harassment include:

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

You can report sexual harassment to any school staff member or to the District's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your District's sexual harassment policy and procedure, contact your school or district office, or view it online here: Policy 3205 & Procedure 3205

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>

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the District's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

If you do not agree with the District's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District's complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

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

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

Gender-Inclusive Schools

Richland School District [Policy 3211](#) details the District's commitment to fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the Board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy is a component of the District's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The Superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the District. The District compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support that effort by facilitating District compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

Cross References: 3207 - Prohibition of Harassment, Intimidation, and Bullying
 8900 - Nondiscrimination
 3600 - Student Records

Legal References: RCW 28A.642 Discrimination Prohibition
 20 U.S.C. 1232g, 34 C.F.R., Part 99 - Family Education Rights and Privacy Act

Management Resources: 2014 - December Issue
 2013 - December Issue
 Prohibiting Discrimination in Washington Public Schools - OSPI
 Guidelines for school districts to implement Chapters 28A.640 and
 28A.642 RCW and Chapter 392-190 WAC (February 2012)

Adoption Date: November 26, 2019

Gender Inclusion Click on the link below and scroll to SBP 3211 – 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>

Students - Gender Inclusive Schools

The principal or building administrator– or an appropriate, designated school employee–is encouraged to request a meeting with a transgender or gender-expansive student upon the student’s enrollment in the Richland School District or in response to a currently enrolled student’s change of gender expression or identity. Before contacting a student’s parents, the school will consult with the student about the student’s preferences regarding family involvement and honor those preferences.

The goals of the meeting are to:

- develop understanding of that student’s individual needs with respect to their gender expression or identity, including any accommodations that the student is requesting or that the District will provide according to Policy 3211 and this procedure and under state and federal law; and
- develop a shared understanding of the student’s day-to-day routine within the school so as to foster a relationship and help alleviate any apprehensions the student may have with regard to their attendance at school.

The school may not require the student to attend a meeting as a condition of providing them with the protection to which they are entitled under Policy 3211, this procedure, and state and federal law regarding gender expression or identity.

The District will not condone the intentional or persistent refusal to respect a student’s gender identity or gender expression, or inappropriate release of information regarding a student’s transgender or gender-expansive status.

To view all parts of Procedure 3211 see the following:

<https://app.eduportal.com/documents/view/736045>

Harassment, Intimidation, Bullying, and Cyber-Bullying Policy

The Richland School District, in [Policy 3207](#), has a Harassment, Intimidation, Bullying and Cyber-Bullying section, which clearly states that bullying or harassment of any kind will not be tolerated on our campuses. “Harassment, Intimidation, Bullying and Cyber-Bullying” means any intentional written message or other visual communication or physical act, gesture or omission, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:

- Physically harming a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school;
- Casts a student or member of student’s immediate family in such light as to subject them to torment, ridicule or shame;
- Constitutes a crime pursuant to Federal, State or Local laws;
- Subjects a student to unwanted or illegal pornographic material;
- Portrays a student in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject the student to shame and embarrassment.

Further, the Policy:

- Encourages all students and staff to report any incident of bullying or harassment to an appropriate school official;
- Establishes an informal and formal process for filing complaints; Protects 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. It may include, but is not limited to:
 - Leering, pinching, grabbing, pushing, teasing;
 - Spreading gossip or rumors;
 - Expressing unwanted comments or jokes (directly told or overheard);
 - Implied verbal or written threats.

Harassment may carry the message that if the victim does not comply with demands, there may be retaliation. Victims of harassment should report the problem to a staff member as soon as possible. The staff member will then work with the student to see that appropriate action is taken. "Cyber-bullying" means any harassment, intimidation or bullying, when such is accomplished by utilizing electronic communication media. Such media includes email messages, text messages, instant messages, social networking sites, Internet-based video sites and posting of blogs. This also includes the following actions towards engaging in harassment, intimidation, bullying or cyberbullying activity.

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 30 (click on those SBPs for information on these policies)

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

Weapons and Look-Alike Weapons

There is a strict no-tolerance policy at Enterprise Middle School for weapons and look-alike weapons. A student may be guilty of this section if the student has a firearm or other weapon on school premises, at a school-sponsored event, on District-provided transportation, at any official District bus stop, or in other areas of other facilities being used exclusively for school activities. This includes when a student acts with malice as defined under [RCW 9A.04.110](#) and displays a device that appears to be a firearm. Objects and conduct that fall outside this should be addressed under other sections of the District Policy, as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, District-provided transportation, or school-sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under [RCW 28A.600.420](#), with notification to parents and law enforcement. The superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis. The School District may also suspend or expel a student for up to one year if the student acts with malice as defined under [RCW 9A.04.110](#) and displays a device that appears to be a firearm. Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student. Possessed or brought to school a "weapon" is defined, by School District Policy, as, but at least the following:

- Handgun;
- Shotgun/Rifle;
- Multiple firearms;
- Other firearm as defined below;
- Other weapon as defined below.

Other firearm is defined by the [Gun Free Schools Act](#) as:

- Any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any handgun, shotgun, or rifle;
- Any firearm muffler or firearm silencers;
- Any destructive device, which includes:
any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device; or any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter; or any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- knife/dagger.

Other weapon is defined by the Gun Free Schools Act as:

- Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electric weapons (stun guns); BB or pellet guns; and explosives or propellants.

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

Student Conduct Expectations and Reasonable Sanctions

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>

SBP 3200 Student Conduct Expectations and Reasonable Sanctions, as defined below, includes:

Section I	General
Section II	Definitions
Section III	Persons Authorized to Impose Discipline, Suspension, Expulsion, or Emergency Removal Upon Students
Section IV	School District Rules for Student Conduct
Section V	School District Rules Defining Misconduct – Distribution of Rules
Section VI	Conditions and Limitations for Discipline
Section VII	Rules for Suspensions
Section VIII	Types of Student Misconduct
Section IX	Student Misconduct Eligible for Long-Term Suspension and Expulsion
Section X	Due Process
Section XI	Disciplinary Guidelines for Handicapped Students
Section XII	Review of Disciplinary Data
Section XIII	Resident Students Expelled From Other School Districts