

Selah Middle School  
2021-2022  
STUDENT HANDBOOK



*Our goal is to build collaborators, critical thinkers, problem solvers, and students with empathy!*

**#TheVikingWay #DominateTheDay**

Name: \_\_\_\_\_ Advisory Teacher: \_\_\_\_\_

## **The Viking Way, Creating a Culture of Learning**

Culture is comprised of the shared assumptions, beliefs, values, traditions and norms that define a group of people. Culture can be thought of as the "personality" of the organization. The Selah School District is focusing on strengthening our culture by having an intentional focus on The Viking Way.

The Viking Way represents the behaviors and actions that are aligned with the Selah School District foundations listed below.

### **Our Core Purpose - Why We Exist:**

To ensure high levels of learning for all students.

### **Our Mission - What We Do:**

SSD, in partnership with students, parents, and community cultivates a culture of lifelong learning for all.

### **Our Vision - What We Want:**

Portrait of a Graduate - Every student future ready by being able to collaborate, innovate, communicate, show empathy and resilience.

### **Our Beliefs - What We Value:**

Strong **character** is at the heart of preparing our students for lifelong success.

Every student is worthy and **capable** of making meaningful contributions to his or her communities (classroom, team, home, etc.).

In a culture of excellence, every student graduates on time, prepared for **college and career** opportunities.

### **Our Pledge - What We Will Accomplish:**

The goal of The Viking Promise is to meet the needs of the whole child by creating an equity centered, engaging and personalized learning experience in an emotionally and physically safe environment for each child in Selah.

## Principal's Message

Hello Vikings and welcome to Selah Middle School. I am starting my 17th year as a principal in the Selah School District and 15th year at the middle school. I am truly honored and blessed to be your principal. At SMS we take great pride in building relationships with students. Our goal is to know every student's name and to call them by name when we see them. Another strong focus of ours is to prepare young adults for life after middle school by focusing on students being critical thinkers, collaborators, problem solvers, and students with empathy! Please know that we will challenge you to be your best while supporting you along the way!! Again, welcome to Selah Middle School.

Marc Gallaway, Principal  
Selah Middle School

## Administration

Principal	Marc Gallaway	<a href="mailto:marcgallaway@selahschools.org">marcgallaway@selahschools.org</a>	698-8402
Assistant Principal	Paul Hudson	<a href="mailto:paulhudson@selahschools.org">paulhudson@selahschools.org</a>	698-8403
Assistant Principal	Caitlyn Nation	<a href="mailto:caitlynnation@selahschools.org">caitlynnation@selahschools.org</a>	698-8410
Athletic Director	Melissa Walker	<a href="mailto:melissawalker@selahschools.org">melissawalker@selahschools.org</a>	698-8006

## Español en SMS

Spanish Voicemail	509-698-8380
Spanish Email	<a href="mailto:jocelynnsanchez@selahschools.org">jocelynnsanchez@selahschools.org</a>

## Office Staff

Building Secretary/ASB	Anja Thompson	<a href="mailto:anjathompson@selahschools.org">anjathompson@selahschools.org</a>	698-8401
Assistant Secretary/Registrar	Diana Durand	<a href="mailto:dinanadurand@selahschools.org">dinanadurand@selahschools.org</a>	698-8404
Attendance Secretary	Cecilia Goritsas	<a href="mailto:ceciliagoritsas@selahschools.org">ceciliagoritsas@selahschools.org</a>	698-8413
Assistant Secretary /Athletics	Samantha Yerges	<a href="mailto:samanthayerges@selahschools.org">samanthayerges@selahschools.org</a>	698-8424
Health Room Assistant	Jan Hanna	<a href="mailto:janhanna@selahschools.org">janhanna@selahschools.org</a>	698-8412
Campus Security	Karon Thomas	<a href="mailto:karonthomas@selahschools.org">karonthomas@selahschools.org</a>	698-8421
Spanish Interpreter	Jocelynn Sanchez	<a href="mailto:jocelynnsanchez@selahschools.org">jocelynnsanchez@selahschools.org</a>	698-8380
School Psychologist	Chris Hull	<a href="mailto:chrishull@selahschools.org">chrishull@selahschools.org</a>	698-8409
Student Assistant Professional	Deniele Fleming	<a href="mailto:denielefleming@selahschools.org">denielefleming@selahschools.org</a>	

## Counseling Staff

Counselor: Last Names A-G	Krista Doll	<a href="mailto:kristadoll@selahschools.org">kristadoll@selahschools.org</a>	698-8406
Counselor: Last Names H-O	Chris Yergen	<a href="mailto:chrisyergen@selahschools.org">chrisyergen@selahschools.org</a>	698-8405
Counselor: Last Names P-Z	Heidi Moultray	<a href="mailto:heidimoultray@selahschools.org">heidimoultray@selahschools.org</a>	698-8411

## Miscellaneous

Library	698-8393
Main Office & Voice Mail System	698-8400
Office Fax	698-8399
Transportation	698-8330

## General Fees

ASB Card .....	\$25.00
YEARBOOK .....	\$20.00

\* If you qualify for free or reduced meals and are in need of help paying your course fees, please come to the Counseling Office.

## *ASB (Associated Student Body) Activities and Clubs*

The students at Selah Middle School enjoy participation in a variety of clubs. Some clubs we have include We Act (community service club), Drama Club, Art Club, FCCLA, Sports Card Trading Club, Pokemon Club, Open Gym Club and more. Each year the student leaders brainstorm club ideas for our school. Then, the student leaders seek out adult advisers for each of the clubs. Next, students have the opportunity to sign up for clubs. Most clubs are offered before or after school. Join a club and get involved with activities at Selah Middle School.

## *ASB Card*

You will need to pay for an ASB card before you may to participate in SMS athletics or activities (clubs). ASB Cards are \$25 and can be purchased during the year in the office, or during Orientation and Registration.

## *Academic Information*

### *Report Cards*

Report cards are provided to parents at the end of each term. Student report cards are computer printouts that list student's levels for learning standards as well as comments from each teacher. Conferences are held in the fall and spring. If students have unpaid fines and/or overdue library materials, students will not receive a report card until that fine is paid in full.

### *Grading/Feedback/Reporting*

The primary purpose of reporting scores at Selah Middle School is to communicate learning progress to students, educators and parents. A secondary purpose is to provide feedback to students for self-assessment and encouraging students to monitor their own learning. Here are our guiding principles regarding reporting scores:

1. We believe students should be allowed multiple opportunities in various ways to demonstrate their understanding of classroom learning standards. Therefore, redos and retakes will be encouraged and will be allowed after the relearn process for full credit in all content areas.
2. We believe a student's level should reflect what he/she actually knows and can demonstrate on a classroom assignment or assessment tied to specific standard(s).
3. We believe that each student learns at a different pace and we believe the 'when' a kid learns isn't nearly as important as 'if' a kid learns. Therefore, after working and making arrangements with their teacher, students will not be academically penalized for turning in work on an alternate date.
4. We believe each student must acquire certain skills to be a successful citizen, however, we also believe that a level must reflect what a student knows and can demonstrate when it comes to specific academic learning standards. Therefore, non-academic indicators such as; simple classroom participation, behavior, work completion, attendance, effort, and other non-academic indicators, will not be included in a student's academic ("product") level. These are known as "process" criteria and will be labeled separately.

## Attendance

	Number of Absences for the School Year <i>Número de Ausencias para el Año Escolar</i>				
	Satisfactory Attendance <i>Asistencia Buena</i>	At Risk Attendance <i>Asistencia En Riesgo</i>	Moderate Chronic Attendance <i>Asistencia Crónica Moderada</i>	Severe Chronic Attendance <i>Asistencia Crónica Severa</i>	What you can do to support your students' attendance.
Month <i>Mes</i>	96-100%	91-95%	81-90%	0-80%	
August/September <i>Agosto/Septiembre</i>	0-1	2	3-4	5+	Set a regular bedtime and morning routine.
October <i>Octubre</i>	2	3-4	5-8	9+	Prepare for school the night before, finishing homework and getting a good night's sleep
November <i>Noviembre</i>	3	4-6	7-12	13+	Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
December <i>Diciembre</i>	3	4-7	8-14	15+	Avoid appointments and extended trips when school is in session.
January <i>Enero</i>	4	5-9	10-18	19+	Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
February <i>Febrero</i>	5	6-10	11-22	23+	Keep track of your student's attendance.
March <i>Marzo</i>	5	6-12	13-26	27+	Talk to your student about the importance of attendance.
April <i>Abril</i>	6	7-14	15-29	30+	Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
May <i>Mayo</i>	7	8-16	17-33	35+	Encourage meaningful after school activities, including sports and clubs.
June <i>Junio</i>	7	8-17	18-35	36+	

For a more detailed description of attendance policies and procedures, refer to The District Attendance Policy located in the following link:

<http://www.selahschools.org/domain/40> Board Policy 3122.

### Attendance Works Resources to Support Your Student at Home

English: [https://attendanceworks.org/wp-content/uploads/2017/08/AW\\_HS-flyer-1-pager.pdf](https://attendanceworks.org/wp-content/uploads/2017/08/AW_HS-flyer-1-pager.pdf)

Spanish: [https://attendanceworks.org/wp-content/uploads/2017/08/AW\\_HS-flyer\\_Spanish.pdf](https://attendanceworks.org/wp-content/uploads/2017/08/AW_HS-flyer_Spanish.pdf)

Additional Parent Resources: <https://www.attendanceworks.org/resources/handouts-for-families/>

## *Our Promise to You*

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. **Counselors are available by calling (509)698-8405 or (509)698-8406.** We will track attendance daily, notice when your student is missing from class, communicate with you to understand why they were absent, and identify barriers and supports available to overcome challenges you may face in helping your student attend school.

## *Student Conduct*

### *Academic Integrity*

Students shall not attempt to earn credit or receive a grade for coursework in a manner other than what has been deemed acceptable by each instructor. Actions constituting a violation of this academic integrity policy include, but are not limited to:

- *Academic Misconduct:* Tampering with grades, obtaining or distributing any part of a test;
- *Cheating:* Use, or attempted use, of unauthorized materials; deceit; misrepresentation of skills, copying;
- *Collusion:* Assisting another student in an act of academic dishonesty; payment; bribes;
- *Distribution of Class Assignments or Test Information:* Written or verbal; sharing the content of an exam;
- *Plagiarism:* The use of another's words ideas, data, or product without permission and/or citation;
- *Unauthorized Collaboration:* Working with others without the specific permission of the instructor;
- *Technology/Malpractice:* Any misuse of private or public technology to acquire an advantage.

*1 st Offense – Zero on the assignment with alternate assessment assigned. Parent contact and office referral submitted by the teacher.*

*2 nd Offense – Zero on the assignment with alternate assessment provided, with additional work also assigned. Office referral submitted by teacher. Parent contact by administrator along with additional restorative practices assigned*

*3 rd Offense – Student goes before a principal designated board to determine next steps and appropriate action.*

### *Surveillance Cameras*

Surveillance Cameras are utilized at Selah Middle School and any infractions recorded or observed on these cameras may result in disciplinary actions.

### *Public Displays of Affection*

Selah Middle School does not permit any public displays of affection. This includes but is not limited to, kissing, embracing, caressing, holding hands, other overt acts, including the display of hiccups.

### *Cell Phones*

#### *Cell Phones and Personal Electronic Devices*

Cell phones and other electronics may only be used inside the building before school and after school and during a student's lunch break. All electronics (including headphones, earbuds, etc.) are to be turned off and stored in hallway lockers during all other times. Cell phones will not be allowed in the locker room and cannot be used in the restroom.

Cell phones should not be in use while going through the lunch line. Devices are not to be used in the hallways during the school day between classes. Violations of this expectation will result in the following discipline:

1st Offense: Confiscation of device and return to the student at the end of the day.

2nd Offense: Confiscation and parent/guardian can pick up in office.

3rd Offense: Discipline referral and parent/guardian can pick up in the office.

### *Possession or Use of Dangerous/Nuisance Items:*

Dangerous/Nuisance: anything that has the potential to cause injury, harm or annoyance to the educational process including possession of lighters, matches, toys, laser devices, personal protection devices, and pocket-sized novelties, hats and hoods worn in the building, and other items as deemed by the administration. Students are advised not to bring large amounts of cash or to exchange money at school. The conducting of private business or selling unauthorized items is not allowed at school. Discipline may range from referral to long term suspension depending upon the severity of the item.

Please leave valuable items at home. Students are ultimately responsible for their possessions brought on campus. The school will attempt to protect students' personal property, but cannot be held responsible if items are lost or damaged.

### *Closed Campus*

All Selah Schools are closed campuses according to [Board Policy 3242](#). Students will remain on school grounds from time of arrival until close of school unless officially excused. A student who has left school grounds without permission will be considered "skipping." Students who leave campus and return will be subject to a search and school discipline. To help protect students and school property, and to prevent disruptive activity, school officials must know if any persons who are not members of the school staff or student body are in the school building or on the school grounds.

### *Computer Use*

All students are provided access to computer systems, email, and filtered internet for educational purposes. These resources also provide an opportunity to promote positive digital citizenship for students. Expectations for student's behavior online are no different than face-to-face interactions. Information Technology notifies SMS administrators and families if/when a student's online behavior is flagged.

### *Dress Code*

Our purpose at Selah Middle School is to educate and inspire students while preparing them for their successful future. Part of this preparation includes supporting students in presenting themselves in an appropriate and responsible manner.

The following items **cannot** be worn at Selah Middle School:

<b>Clothing not allowed at school</b>	<b>Gang Indicators</b>
<ul style="list-style-type: none"> <li>● Tank tops with straps less than 2" wide</li> <li>● Single strap shirts</li> <li>● Strapless shirts/halter tops</li> <li>● Backless tops</li> <li>● Exposed stomach, midriff or cleavage</li> <li>● Short shorts or skirts (must reach mid-thigh area)</li> <li>● Transparent clothing</li> <li>● Exposed undergarments (to include underwear or any shorts worn under pants)</li> <li>● Pants, shorts, or skirts with uncovered holes above the mid-thigh area</li> <li>● Hats and hoods are not to be worn in the building at anytime</li> </ul>	<ul style="list-style-type: none"> <li>● Stacked colors (multiple items of the same color)</li> <li>● Bandanas or hair nets</li> <li>● Sagging pants</li> <li>● Any web belt or any buckle with Old English numbers or letters</li> <li>● Buttoning only the top button of a shirt</li> <li>● Lines shaved into eyebrows</li> <li>● Any other form of dress or hairstyle deemed to be gang-related</li> </ul>
<b>Inappropriate Messages</b>	<b>Dangerous Clothing</b>
<ul style="list-style-type: none"> <li>● Clothing that promotes alcohol, drugs, sex, violence, racism or profanity (Confederate flags, swastikas, etc)</li> </ul>	<ul style="list-style-type: none"> <li>● Hanging chains</li> <li>● Sharp, protruding objects</li> <li>● Spiked jewelry</li> </ul>

Students that choose to wear any of these items will be required to call home and change immediately. The administration reserves the right to change or modify these policies.

### *Fines and Fees*

Fines and fees must be paid-in-full in order to participate in dances or other school activities, order transcripts, and receive your diploma.

### *HARASSMENT, Intimidation, and Bullying (HIB)*

Selah School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, or bullying. In accordance with [Board Policy 3207](#) and [Procedure 3207](#), all reports of bullying, harassment, and/or intimidation will be taken seriously and investigated.

If a student feels that they have been subjected to harassment, intimidation, or bullying, the student should report the incident immediately to a staff member. At any time, a student or their parent/guardian may submit a formal complaint regarding harassment, intimidation, or bullying using [Procedure 3207](#) (see page 9). Formal complaints are submitted to the building principal.

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

[Board Policy 3207](#) is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

The District's prohibition of harassment, intimidation, and bullying shall apply:

- On school District property at any time;
- Off school District property at any school activity, function, or event
- Off school District property if the actions of the student materially or substantially effect the education process and/or student attendance at school

### *Language*

Students are encouraged to verbally express their personal opinions in such a manner and at such times as the language does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities, lewdness, vulgarity, profanity or personal attacks is prohibited. Racial, ethnic or religious slurs, and/or vulgar or lewd language is not allowed. Vulgarity and/or profanity are prohibited on school campus and at school events or activities off campus.

### *Library*

Our library is open before and after school and during lunches for students to access technology, check out books, and have an academic space in which to work. When classes are present in the library, the space will be closed to student use. All students present in the library during the school day must have teacher permission, arrive with a pass, and must check in at the front desk of the library before beginning their academic work.

### *Hall Passes*

For safety reasons, students are expected to have a pass anytime they are outside of their classroom.

### *Health Room*

Mrs. Hanna is our health room aide and is available to students with a pass from an adult. As a reminder, students are not allowed to have medicine of any kind on their person at school (outside of inhalers and epi-pens). Students can register their personal medication with Mrs. Hanna at any time during the school year.

### *Searches*

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered as stated in [RCW 28A.600.230](#). School staff will report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events. [District Policy 3230](#)

Selah School District [Board Policy 3230](#) establishes an expectation where all students shall be free from unreasonable searches of their persons, clothing and other personal property. However, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct.

The school is public domain and desks, cubbies, backpacks, and student possessions may be searched if reasonable suspicion is evident that the student possesses a dangerous weapon, illegal drugs, drug paraphernalia, possible stolen property or improper materials such as pornography, etc.

### *Behavior Expectations and Management System*

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the social culture needed for all students and staff to achieve social, emotional and academic success. We are focused on creating and sustaining progressive systems of support that improve student behavioral outcomes. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. Students will be taught expected behaviors and positive behaviors will be rewarded throughout the year. Middle school is a fun and exciting age for students and we fully understand that behavior may not be totally appropriate all of the time. This is why it is important to focus on teaching positive social behaviors. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than just reacting to misbehavior. Students at Selah Middle School will learn how to live life the Viking Way and demonstrate Viking **PRIDE** in all areas of our school and community.

***P = Positive R = Respectful I = In Control D = Dependable E = Engaged***

### *What might occur if a student doesn't meet the behavioral expectations? Some examples include:*

- Communication home from the classroom teacher.
- Student meeting with school administration
- Parent/student meeting with support team (teachers, counselor, PBIS Rep, Principal)
- Booster session (behavioral expectations are re-taught)
- Conflict resolution session
- Lunch Detention
- Community Service (might occur before, during, or after school)- Parent Conference
- 1-3 Before/After School Detention
- After School Community Service
- Alternative Learning
- Friday School Detention
- In-School suspension
- Short-term suspension
- Long-term suspension

### *Scope of District's Authority*

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

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

In addition to individual rights established by law and district policies, students have the substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law. See [Board Policy](#) and [Procedure 3240](#) for additional details.

### *Nondiscrimination Statements:*

Selah School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. The Selah School District specifically does not discriminate on the basis of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, gender expression or identity, genetic information, non-job related sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual.



This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Title IX Compliance Officer and Section 504/ADA Coordinator.

**Section 504/ADA Coordinator:** Betty Lopez, Special Education Director (509) 698-8016 BettyLopez@selahschools.org  
**Civil Rights, Title IX HIB and Gender Inclusive Schools:** Chad Quigley, Executive Director of Human Resources (509) 698-8004  
ChadQuigley@selahschools.org

The Selah School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The School District offers classes in many career and technical education program areas (engineering, computer science, bio med) under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact **Jeff Cochran**, 801 N. First St., 509.698.8511. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies: **Chad Quigley**, 316 W. Naches Ave 509.698.8000 ChadQuigley@selahschools.org

**Reference Documentation**

For more detailed information on the law for Excused Absences please reference RCW [28A.225.010](#) or [28A.225.015](#).

For more detailed information about the conference please reference RCW [28A.225.018](#).

For more detailed information about a required doctors note please reference [School Board Policy #3122 page 1](#).

For more detailed information on the law for Unexcused Absences please review RCW [28A.225.020](#).

\*For further information please reference our district handbook. \_\_\_\_\_

## SMS STUDENT CONTRACT

Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

I have reviewed the student handbook, attended a class meeting, and/or heard the handbook review from my advisory teacher. By signing this student contract, I am agreeing with the behavioral expectations outlined by my school and agreeing to abide by all district policies that are listed in the district parent-student handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_