

# Selah Middle School

Student Handbook  
2018 - 2019



**HOME OF THE VIKINGS**

This handbook belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Advisor: \_\_\_\_\_

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**Selah School District Core Beliefs**

**Every student** is worthy and capable of making meaningful contributions to his or her communities.

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

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

**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***

**Behavior Choices**

Our Code of Conduct, along with our **PRIDE** values, will guide students in making choices about how to behave while at school. In class, students and teachers will discuss exactly what **Positive, Respectful, In Control, Dependable and Engaged** mean.

**Surveillance Cameras**

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

**Student Discipline**

At Selah Middle School, there is a system of consequences designed to help students learn from their mistakes. The consequences for breaking a rule are based on the seriousness of the behavior and the student's past record. The system of *Progressive Discipline* means that the consequence the first time students break a rule will be different than if students establish a pattern of breaking rules.

**Progressive Discipline**

- 1-3 Lunch Detention
- In School Community Service- Parent Conference
- 1-3 Before/After School Detention
- After School Community Service
- Alternative Learning
- Friday School Detention
- 1 day of In School Suspension
- 1-3 day of In School Suspension
- 1-5 days of Suspension
- 5-10 Days Suspension
- 10 Days Suspension
- Long Term Suspension (includes loss of credit for semester)

The school discipline plan applies to students when students are on school property; in attendance at school; or at any school-sponsored activity.

### **UNACCEPTABLE BEHAVIOR**

#### **Public Displays of Affection**

Kissing, embracing, caressing, and holding hands or other overt acts including the display of hickeys. No physical contact, limit touching to high fives and fist bumps.

#### **Unsafe Behavior/Roughhousing**

Pushing one another, play fighting, tripping, playing tackle football, wrestling, pulling out chairs, running in hallways, throwing snowballs, whitewashing, body blows, or any action deemed unsafe by building administrators.

#### **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, and other items as deemed by the administration. Discipline may range from referral to long term suspension depending upon the severity of the item.

#### **Computer misuse**

Accessing inappropriate websites, attempting to bypass Selah School District web filters, sharing login information or being logged on as a different user may result in loss of computer use and disciplinary consequences. Willful computer hacking may result in placement under the exceptional misconduct category leading to suspension.

#### **Misconduct at School Assemblies, Athletic Events, Plays, etc.**

All school rules must be followed at extracurricular events, even those that fall outside of the regular school day. Students in violation of this expectation may be immediately removed from the activity or events. Students who violate this expectation a second time during the school year will not be permitted to attend any school sponsored assemblies or events as an audience member for the remainder of the school year.

#### **Dress Code Violations**

Student dress and personal appearance shall not disrupt or distract from the learning atmosphere. Students in violation of the expected school dress standard will need to change clothes, make arrangements for other clothes to be brought to school, spend the day in detention, or go home. Repeated dress code violations will result in disciplinary actions.

##### **The following items are not allowed:**

- Halter tops, spaghetti straps, exposed bra straps, tube tops, mesh shirts, sheer clothing or clothing exposing cleavage or midriff
- Sagging pants or low cut jeans that expose undergarments
- Clothing or hats with writing and/or graphics that are obscene, sexually suggestive, profane, racist, or advertises the use of violence, alcohol, drugs, tobacco products (Brands such as Huff and Eight-Ball will not be allowed at SMS)
- Chains, spiked jewelry or other potentially dangerous items
- Any gang-related clothing or symbols; bandanas, colors, certain hairstyles including but not limited to three or four lines as well as stars, etc. (see gang related infractions)

##### **Please follow the basic DRESS CODE expectations listed below:**

- Yoga pants, leggings, jeggings and spandex shorts must have a top that covers both bottom and front, to mid-thigh
- Tank Tops straps need to be at least 3". Tank tops and sleeveless shirts must come up to the armpit
- Dresses, skirts and shorts must reach mid-thigh
- Holes in jeans above mid-thigh must have something under them
- Midriff shirts must have something under them
- Hats, hoods, sunglasses, and sun visors may not be worn in SMS buildings and must be secured in student's locker during the school day other than before school, after school, or during the lunch period outside.

## STUDENT POSSESSIONS

### 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:

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

2<sup>nd</sup> Offense: Confiscation and return to parent/guardian.

3<sup>rd</sup> Offense: Discipline referral.

### Medication

Medications must be submitted to the office for safe keeping. If students have allergies, serious illnesses, or special health problems, parents need to inform the school office. All prescription and over-the-counter drugs, including but not limited to, ibuprofen, acetaminophen, naproxen, and cough medication, are to be accompanied by a form available at school. The doctor or other health care provider and the parent must fill out this form. Students are not permitted to be in possession of any medication in any form including pills, tablets, or liquids. Students' prescription medication may not be given to any other individual; to do so is a violation of school district policy and a violation of law.

### Book Bags, Backpacks, and Supplies

Book bags or backpacks may be used to transport school supplies between school and home. Students are encouraged to use small backpacks. Students must leave backpacks and purses in assigned hall lockers. Backpacks and purses may NOT be brought to any class or lunch.

### Gum

Chewing gum is allowed at SMS provided that students are responsible. Teachers are permitted to set gum restrictions in their classroom; students must follow the teacher's rules. Building administrators reserve the right to disallow gum chewing for individual students or building-wide if this privilege becomes an issue. Students who fail to properly dispose of gum will experience progressive discipline based on infraction.

### Skateboards, Longboards, Scooters and Bicycles

Bicycles, longboards, scooters and skateboards are not to be ridden on school property; they are to be walked onto campus. (This includes the track, utility road, courtyards, sidewalks, bus zones, basketball court, parking lots or other pedestrian areas.) These items must be parked in the bike racks and must be locked. The school is not responsible for damaged or stolen items. Shoes with wheels, roller blades or similar devices are not to be used on Selah School District property. If such devices are brought to school, they are to be placed in the student's locker upon arrival. Failure to comply will result in confiscation of the device and placement on the discipline ladder.

### Items Not Allowed at School

Because of potential theft and distraction from learning, toys, laser devices, personal protection devices and pocket-sized novelties are not permitted at Selah Middle School. 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. 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.

### School Property

Students are responsible for school property which students have checked out or has been issued to them. Such items include library books, lockers, PE locks, athletic equipment, or textbooks. Although these items do not belong to the

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student, they are encouraged to treat them with respect while in their possession. Students are required to pay for damage or loss of school property.

**ATTENDANCE**

SMS is a closed campus. This means that once students arrive at school students may not leave the school grounds until school dismisses at 2:15 p.m. In order to leave school for an appointment or parent request, bring a note to the Attendance Office before school or the day before students need to be excused. Students are not allowed to leave school during the school day without checking out through the Attendance Office.

Attending school every day is important for success as a student! Pre-arranged absences, school activities, family emergencies, and being sick are excusable absences. While we think it is risky to come to school sick, we want students to know the difference between “big sick” and “little sick”. Students can make it through a school day if students are just “little sick”. Whenever students are absent, parents must call the Attendance Office at 698-8413 in order for the absence to be excused. Notes are required only if we have not had contact with parent by phone.

The Selah School District categorizes attendance according to the table below:


Month	Days	Total Days	Tier 1	Tier 2	Tier 3
August/September	23	23	1	2-3	3+
October	22	45	2	3-5	5+
November	19	64	3	4-7	8+
December	15	79	4	5-8	9+
January	18	97	5	6-10	11+
February	18	115	6	7-12	13+
March	21	136	7	8-14	15+
April	17	153	8	9-16	17+
May	22	175	9	10-19	20+
June	5	180	9	10-19	20+
			95%	90%-95%	<89%


**It does not matter** if a student’s absence is excused, unexcused, or even pre-arranged, it is still considered an absence. **Every day students are absent, students miss out on 6.5 hours of valuable instruction and social interaction.** Missing more than 10% of a school year, or **NINE DAYS OF SCHOOL**, is considered “Chronic Absenteeism”. Chronic absenteeism can put students at risk for falling behind academically. We will send home a monthly attendance letter to students and families that are in the “At Risk” and “Chronic Attendance” categories, to keep students informed of attendance standing. We really want to support students and their families to remove barriers if attending school regularly is a struggle.

**HOW TO KEEP GOOD ATTENDANCE:**

 **KEEP** a good regular bedtime and morning routine








 **PREP** for school the night before (finishing homework, gathering supplies, and getting backpack ready)

 **LEAVE** digital devices alone for at least a half hour before bed

 **DON'T** stay home unless you are “big sick”



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-  **AVOID** appointments and extended trips during school days
-  **MAKE** back-up plans for getting to school if something comes up
-  **KEEP** track of attendance on a weekly & monthly basis
-  **TALK** to parents about the importance of attendance
-  **TALK** to a trusted adult if there is something going on at school that is making you not want to go
-  **ENGAGE** in meaningful after school activities, like sports, clubs, or PRIDE Patrol
-  **ASK FOR HELP** when you need it! We're here for you!

### Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up.

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or Scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

### Arranged Absences

**Per SSD Board Policy 3122P #4** – This category of absence may be considered excused for the purposes delineated by the parent. However, the student's teacher shall not be required to provide make-up work and an adverse effect on the student's educational progress may therefore result. Any adverse effect on the student's educational progress would ultimately be reflected in the grade for such a course(s) and may result in failure, if the graded activity(ies) missed warrant such adjustment(s).

### Unexcused Absences/Truancy/Skipping

Unexcused absences fall into three categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined previously.
2. Failing to submit any type of excuse statement approved by the parent, guardian or adult student.
3. Any student who presents false evidence, with or without the consent of his/her parent in order to wrongfully qualify for an excused absence, shall be subject to the same corrective action that would have occurred had the false excuse not been used.

In accordance with state law, students will be referred to juvenile court after seven (7) unexcused absences in any month or ten (10) unexcused absences in any school year. Skipping one or more periods in a school day will be subject to the following consequences:

- First Occurrence - Three sessions of 30 minute before or after school detention
- Second Occurrence - Friday school and one day of in-school suspension
- Third Occurrence - Two days of in-school suspension
- Fourth Occurrence – Three days of in-school suspension

**Community Truancy Board**

The Community Truancy Board (CTB) is a group of community members and professionals that work together to help students who are at risk of going to Juvenile Court because of attendance issues. This board serves to bring their expertise and outside perspective to assist the students in understanding that attendance is mandatory. If students are chronically absent, and do not show improvement after we have tried several different solutions to help ease the attendance problem, students will be sent to the CTB. (This step will be taken before students are referred to Juvenile Court for truancy petition.) The CTB will further help students to problem-solve and make recommendations to improve attendance.

**Tardies**

On a daily basis, students are expected to arrive to class and ready to learn prior to the tardy bell. In order to be considered on time, each student must be in their seat with their materials out when the bell rings. Arrival to class after 10 minutes will be considered an absence. ***Parents must call the Attendance Office at 698-8413 in order for the tardy to be considered parent excused (only allowed upon the student's first arrival at school for the day and with valid excuse).***

Students who accumulate three or more tardies in a semester will be subject to the following consequences:

- 3 tardies – one session of 30 minute lunch detention
- 6 tardies – 30 minute PRIDE Practice after school
- 9 tardies – three sessions of 30 minute detention (before or after school)
- 12 tardies - Friday School
- 15 tardies - Friday School and one day of in-school suspension
- 18 or more –One day of in-school suspension as well as one 30 minute school community service (before or after school for every tardy accumulated after 18).

**Passing Time**

Time between classes allows students to use the bathroom, get a drink of water, and be ready for the next class. Students are expected to walk with purpose and take their direct path to class in order to be ready to learn. Students should not go in and out of classrooms, and should be seated and ready to learn when the bell rings. Do not request class time for these purposes.

**Hall Passes**

Students are required to carry a school designated hall pass when they are out of the classroom during class time and must have pre approval from their teacher or supervisor before leaving. Students should remain in supervised areas at all times.

**Withdrawal from School**

Parents may send a note (including the reason) or come to the office to withdraw students from school. Students will then carry the withdrawal form to all assigned teachers and the library for signatures. The form is then returned to the office, and student records are mailed when the new school sends a request.

**Fire Drills & Emergencies**

Students will practice fire and emergency drills regularly. During a fire drill, students will line up on the baseball field with their class or the location designated by the teacher. Setting false alarms is illegal and dangerous. School discipline, arrest, and a possible fine are the consequences for this action.

**Visitors**

Parent/guardians are invited to visit SMS facilities and must check in with the Main Office. Student visitors are not permitted at SMS. SMS students are not permitted to visit other Selah schools during school hours without special permission.

**Bus Rides**

The driver is in full charge of the bus and must be obeyed. Students shall ride only on their assigned bus unless given written school permission to do otherwise. Basic bus rules include: limit noise to avoid distracting the driver, if assigned seats are given students must stay there, no eating, windows open only with the driver's permission, stay seated while riding, no dangerous items (such as sticks, bottles, laser pointers, weapons, lighters, etc.) may be brought on the bus, and all other school rules apply. Any student disobeying bus rules will be disciplined. Discipline may include suspension from transportation and/or school. Parents of students identified as causing damage to buses will be charged with the cost of the damage. All students who ride school buses receive a detailed summary of bus conduct expectations and consequences.

**IMPORTANT PLACES****Office & Telephone**

If students have business in the office, please take care of it before school, during lunch or after school. Students may use the telephone provided for student use before and after school and during lunch. The phone is located in the Main Office.

**Library**

The library staff strives to provide students and faculty the skills needed to be successful evaluators of information. Students may use the library before school, after school and during lunch. During lunch, the library is open for students who need to finish schoolwork or would like a quiet place to read. Knowing the following procedures will help students use the library:

- Students can only take a book out of the library after it has been properly checked out.
- Books are checked out for a maximum of three weeks. At the end of that time, students may check the book out again.
- Students may check out the number of books they need, unless they have overdue books needing to be returned.
- Overdue fines are charged at the cost of the book. When the book is returned, the fine is erased. Students must pay for lost books in the office. If the book is found, students will receive a refund.
- Students may use the computers in the labs for educational and classroom purposes only.
- When using the computers and Internet, students must follow the rules on the Computer and Internet Acceptable Use Agreement. Students' parents must sign a form to restrict Internet access.
- Students are only permitted to use their school assigned Gmail account. Other web-based email platforms and Instant Messaging are not allowed on school computers.

**Lockers**

Students are assigned a school locker to use but it remains school property. There is no expectation of privacy and student lockers may be opened and searched by school authorities at any time. Drug dogs may be used to locate contraband in lockers. Students should not share their combination and are not permitted to share a locker with other students. Items in locker are the student's responsibility; the school is not responsible for items taken or damaged. Lockers should remain locked when not in use. No additional locks are permitted on school district lockers. Students must keep lockers clean on the inside as well on the outside.

**Lunch:**

Forms for the National School Lunch Program/School Breakfast Program are available on the district web page. Students can also get a hardcopy from the district office, nutrition office or SMS. This form tells parents how students can receive free or reduced price meals, and other reduced fees. The lunchroom does not give change; leftover money will be added to student's lunch account. Meals may be purchased in advance by paying in the cafeteria before school or during lunch. Additionally, deposits may be made to lunch accounts at the following website.

(<https://www.myschoolbucks.com/login.asp>) Cash or checks for more than the amount needed for a single meal can be taken before school or in the lunch line. Make checks payable to Selah Middle School.

### **Selah Nutrition Unpaid Meal Policy**

Students are notified of a low account balance starting at two remaining lunches at the cashier line. An automated phone message is activated at that time on all school days informing families of the low balance amount. Students in grades *PK-12* who carry a negative balance will continue to receive a regular meal while parents work to pay the balance in full. Extra entrees and snacks are not allowed for purchase unless the account has money available to cover the cost. In addition to school reminders and automated phone calls, personal calls will be made from the Nutrition Services office once the negative balance is above \$3.00. A letter will be sent to households who reach a \$20 negative balance along with a free/reduced meal application. Accounts that reach a \$40 negative balance and are not paid in full will be turned over to collections.

## **ACADEMICS**

### **Family Access**

This is a great way to stay up to date with grades and progress. Parents can request usernames and passcodes at the main office. Access to this program is intended for both parents and students and this is an essential means of ensuring up to date information on student progress. Students will receive their access codes in Advisory and will have access to their grades at the onset of the year.

### **Progress Monitoring & Parent Communication**

Progress monitoring and progress reports are available through Family Access. E-mail may also be used to keep in contact with teachers. Teacher E-mail addresses can be located on the Selah School District home page at <http://www.selahschools.org> and then selecting Visit Our Schools – Selah Middle School – Staff E- mail addresses.

### **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, redoes 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.

### **Plagiarism**

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Plagiarism is grounds for discipline at Selah Middle School. To avoid plagiarism, students must give credit whenever they use another person's idea, any pieces of information that are not common knowledge, quotations of another person's actual spoken or written words, and paraphrase of another person's spoken or written words.

### **High School Credit for Classes in Eighth Grade**

Students may earn high school credit for work completed for Algebra. The course and the grade earned can be posted to the official high school transcript by the end of the 9<sup>th</sup> grade year. At the Middle School, if parents wish to have these credits and grades for Algebra included on their student's high school transcript, a written request to that effect must be given to the Counseling Office before the end of the student's 8<sup>th</sup> grade year. Once the student is at the High School, all requests must be submitted to the High School Counseling Office. Credit can only be included in full-year increments (both semesters).

## **HELPING STUDENTS SUCCEED**

### **Counselors**

The purpose of our counseling program is to help each student in his or her social, educational, and personal development. The counselors are available between 7:15 and 2:45 most days. Students may sign up in the counselor's office for an appointment, and parents may call the school to set a time to meet. The counselor may assist the students, staff and parents with:

- Providing staff with meaningful information which can be utilized to improve the educational services offered to individual students.
- Providing students with planned opportunities to develop future career and educational plans.
- Referring students with special needs to appropriate specialists and agencies.
- Aiding students in identifying options and making choices about their educational program.
- Assisting teachers and administrators in meeting the academic, social, and emotional needs of students.
- Helping students who further their education and/or move into the world of work.
- Soliciting feedback from students, staff and parents for purposes of program improvement.
- Assisting students in developing a sense of belonging and self-respect.
- Referring for peer mediation available through counseling.

### **Schedule Changes**

We make every effort to keep continuity of each student's schedule. If requesting a change the following guidelines will be followed.

- Schedule changes should occur prior to the beginning of a semester. After the beginning of a semester, schedule changes may occur only if special circumstances exist. Classes may be changed only during the first 5 days of the semester. Requests for changes will be handled on a case-by-case basis and on availability of classes.
- All schedule changes must be cleared through the counseling office and be approved by a counselor and/or building administrator.
- Any students requesting to change a yearlong elective, such as Band or Choir, must have parent and teacher approval.
- Emergency transfers may be initiated with greater urgency based upon issues of law, student safety, or medical reasons.
- All work missed during the first 5 days of the semester must be made up. After 5 days the transfer grade will follow the student to a new class.

### **If requesting a teacher change the following guidelines will be followed:**

- Student must first communicate concerns with a classroom teacher in an attempt to resolve any misunderstandings.

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- If the situation continues, parents need to communicate their concerns with the classroom teacher and attempt to solve the problem.
- If after these two attempts the situation persists, parents must schedule a meeting with building administration. The building administrator will then facilitate a meeting between the student, parent/guardian and the classroom teacher. The purpose of this meeting is to identify concerns and create a plan to help the student be successful. A determination will not be made at this meeting. The building administrator will consider all information discussed during the meeting. A final decision will be communicated to student and parent/guardian within 24 hours of the meeting.

### STUDENT ACTIVITIES

#### A.S.B.

Elected officers and class representatives make up the student government, or Associated Student Body. The A.S.B. meets regularly during the school year to make decisions about fund raising, assemblies, sports and activities, and school improvement projects. Student government emphasizes wide participation in decision making.

#### Sports & Athletic Code

Athletes must follow the rules and regulations of the District Athletic/Co-Curricular Policy. Students will get a copy of the policy before participating in any interscholastic sport or co-curricular activity. Students and parents must sign the policy and return it to school before participating. The policy includes grade standards, eligibility, leadership code, and disciplinary procedures. Be sure to read and understand these rules when getting involved in sports or activities.

#### Physical Education

The SMS P.E. uniform is required on a daily basis in order to participate in P.E. classes. All students will participate in these classes unless they are physically unable to do so. If students must be excused, students must present a signed note from a parent or guardian to the P.E. teacher on the day in question. This note may excuse the student from P.E. activities for a period of no more than two days. Any excuse for longer than two days will require verification by a medical doctor. On days that students don't participate in P.E. class, students are not allowed to participate in co-curricular athletic activities.

#### Clubs

SMS offers additional clubs and activities to students. All clubs must have a school-approved advisor and all students must purchase an ASB card to be a member. New clubs may be started by finding an advisor and contacting the assistant principal. Listen carefully to morning announcements for details about which clubs will be offered this year and for how students can get involved.

### HARASSMENT, INTIMIDATION, AND BULLYING

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 District 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 District Form 3207 (see page 9). Formal complaints are submitted to the building principal.

#### The District Compliance Officer for District Policy 3207 is:

Chad Quigley  
Executive Director for Human Resources  
316 W. Naches Ave.  
Selah, WA 98942  
T. 509-698-8004

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. District 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

**SELAH SCHOOL DISTRICT Procedure 3240P**

**Student Conduct Expectations**

The following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of the expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

**I. Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on District provided transportation or otherwise under school authority.

**II. Student Rights**

In addition to individual rights established by law and District policies, students served by the District will have the right to:

- High educational standards in a safe and sanitary building
- Education consistent with stated District goals
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorable discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained service animal by a person with a disability
- Access to their own education records at reasonable school times upon request
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse
- Freedom from unlawful interference in their pursuit of an education while in the custody of the District
- Security against unreasonable searches and seizures
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to freedom of speech and press; to peaceably assemble; petition the government and its representatives for a redress of grievances; the free exercise of religion and to have their schools free from sectarian control or influence
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them
- Establish appropriate channels to voice their opinions in the development of curriculum
- Representation on advisory committees affecting students and student rights
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies
- Consult with teachers, counselors, administrators and other school personnel at reasonable times
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization
- Free election of their peers in student government and the right to hold office
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the District's rules and regulations regarding students, discipline and rights

**III. Compliance with Rules**

## SMS Student Handbook

All students will obey the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions and directives of District personnel. For purposes of Policy 3240 and this procedure, the term “District personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for corrective action. All students will submit to reasonable corrective action by the School District and its representatives for violations of policies, regulations and rules. Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the School District; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- At any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off 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

### IV. Guidelines for Corrective Action

School administrators are expected to use their professional judgment and experience when assigning students sanctions and will attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator’s judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student’s misconduct, and the student’s long-term educational success. Administrators may designate prescribed penalties for certain types of misconduct. Disciplinarians will review the nature and circumstances of each case separately and may make exceptions in cases involving exceptional circumstances. The frequency of student’s misconduct may determine the form of corrective action imposed, including suspension and/or expulsion. Except in cases of exceptional misconduct, district administrators shall impose alternative forms of corrective action for incidents of misbehavior prior to imposing a suspension or expulsion for that same type of behavior. Where an incident of misconduct also appears to be a violation of the law, administrators may contact law enforcement.

### V. Prohibited Misconduct

A student will not intentionally engage in conduct causing disruption to school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on District-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel;
- Disobedience of reasonable requests, instruction and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to District personnel (including law enforcement officers) while under the supervision of the school;
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion;
- Theft;
- Forgery;
- Fighting;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;
- Harassment, intimidation, and bullying of others;
- Inappropriate dress or appearance;
- Lewd, obscene, or profane language, gestures, or materials;
- Tardiness/unexcused absences;
- Trespassing on school property or school transportation at a time or place the student’s presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;



## SMS Student Handbook

- Use or possession of tobacco or nicotine products;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

### VI. Exceptional Misconduct

The District has determined, following consultation with an ad hoc citizens committee, that the following misconduct is either (1) of such frequent occurrence, notwithstanding past attempts of District staff to control such misconduct through the use of other forms of corrective action, or (2) so serious in nature or in terms of the disruptive effect upon the operation of the District to warrant immediate resort to short-term or long-term suspension for a first-time offense. Such misconduct may also result in an expulsion or emergency expulsion. See Procedure 3241P.

Exceptional misconduct includes the following:

- Arson;
- Assault;
- Commission of any crime on school grounds or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations (including chronic disruption of the educational process);
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.
- Disruptive Conduct: Conduct that materially and substantially interferes with the educational process;
- Extortion;
- Failure to Cooperate: Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes but is not limited to non-compliance, defiance and disrespect;
- Falsifying documents;
- Fighting: Fighting and instigating, promoting (including promotion by presence as a spectator), or escalating a fight, as well as failure to disperse at the scene of a fight;
- Encouraging/promoting a fight through the use of pictures or videotaping;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Possession or use of tobacco or nicotine products;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210;
- Displaying any gang sign, symbol, writing or clothing items.

### VII. Definitions of Misconduct and Offense-Specific Provisions

**Arson:** Any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the student understood, but acted with disregard for, the consequences of his or her conduct.

**Assault:** Actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

**Defacing or Destruction of School Property (Vandalism):** The unauthorized, intentional damage to District property or the property of others (other than arson, above). Restitution may be required.

Note: Under RCW 28A.635.060(1), the School District may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the District, a contractor of the District, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the Superintendent directs otherwise. If the property damaged is a school bus owned and operated by the District, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed

otherwise by the Superintendent. When the pupil and parent/guardian are unable to pay for the damages, the School District will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**Defiance of School Authority:** Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of district policy that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of district policy. Defiance of school authority can also include intentional disruptive behavior.

**Drug, Alcohol and Prohibited Controlled Substance Possession, Consumption, Use, or Storage:** Possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on District-provided transportation. "Drugs" includes any controlled substance, medication, stimulant, depressant, mood altering compound, marijuana or substances containing marijuana, and legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on District-provided transportation. This prohibition includes:

- Entering school grounds, school activities, or District-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- Possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.
- In all cases in which a student possesses or is distributing on school grounds, at school activities, or on District-provided transportation a substance prohibited under this section that is also a violation of the law a report will be made by school officials to law enforcement.

**Fighting:** Fighting and instigating, promoting (including promotion by presence as a spectator) or escalating a fight, as well as failure to disperse at the scene of a fight. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another. Any actual or attempted hitting or wrongful contact may be punished as assault, defined above. SMS: Including the promotion, verbal encouragement, filming of, and/or showing a recording of a fight.

**Gang Conduct:**

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture. Gang imagery and symbols include, but are not limited to:
- Apparel (including shoelaces, bandanas, belts, hats or jewelry) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation.
- Displays of gang affiliation on personal belongings, including clothing, school assignments, notebooks, body, etc.
- The promotion of gang culture and/or gang violence, or the solicitation or recruitment of gang members.

**Gang-like behavior not allowed at SMS:**

- Hand Signs
- Mad-dogging-mugging
- Tattoos, piercing, shaved eyebrows, or hairstyles (shaved heads with designs or words/phrases carved)
- Graffiti, marks on self or other objects
- Use of a tag name
- Hazing or intimidation
- Shoe laces that are the color and/or style associated with gang clothing
- Nike Cortez shoes
- Any web belt, any buckle with Old English numbers or letters
- Buttoning only the top button of a shirt
- Pants sagging below the waistline or pants two or more sizes larger than the students actual size and tucking/tying/rubber banding pants legs into shoes
- Hanging belts, suspenders or overall straps
- Bandanas or hair nets
- Any belt buckles or emblems (including shirts) of a racial nature i.e.; confederate flag, swastika, Insane Clown Posse (ICP)
- Consistently and repeatedly wearing only one color or consistently stacking or layering one color
- Rosary beads or any other necklaces consistent with gang-like behavior
- Any other form of dress or hairstyle deemed to be gang related

**Harassment, Intimidation, or Bullying:** Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy, which defines "harassment, intimidation or bullying" as any intentionally written message or image (including those that are transmitted electronically), verbal, or physical act, including but not limited to one shown to be motivated by race, color,

## SMS Student Handbook

religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages a student's property;
- Has the effect of substantially interfering with the student's education;
- 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.

**Lewd, Obscene, or Profane Language, Gestures, or Materials:** This includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

**Theft/Stealing:** Possession of another person's or District property, regardless of value, without the person's permission with the intent to deprive the owner of such property. Note: Under RCW 28A.635.060(1), the School District may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the District, a contractor of the District, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the District a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent. When the pupil and parent//guardian are unable to pay for the damages, the School District will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**Tobacco/Nicotine Products – Use or Possession:** Smoking, use of tobacco products, or products containing nicotine or possession of such products on the school premises a school-sponsored function.

**Weapons:** District Policy 4210 prohibits possession or use of weapons, including firearms and dangerous weapons. 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 of Policy 4210 should be addressed under other sections as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-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 district 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.04.10 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. While on suspension or expulsion from Selah High School, **students will not be allowed on any school district campus or at any school activity both home and away.** Discipline may affect participation in athletics/activities. Failure to meet any of the above requirements will result in increased assignment and/or suspension from school.

### Student Searches

Selah School District 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. A search is required when there are reasonable grounds to suspect a student has a firearm or weapon, on school grounds, transportation, or at school events.

### DISCIPLINE DEFINITIONS:

#### Detention

A student may be required to serve up to thirty minutes of detention either before school, after school or during lunch. Detention time assigned by an administrator will be served five minutes after the dismissal bell and continue for thirty minutes in the designated detention room. Students may study, read, or sit quietly. Those arriving late will be assigned an additional session of detention. Absence from detention without prior arrangement with the assistant principal will result in being assigned isolated supervision, plus completion of detention. Transportation arrangements are the responsibility of the student and parent.

#### In School Suspension/Isolated Supervision

As an alternative to being suspended from school, a student may be assigned in school suspension/isolated supervision by an administrator. Students will report to the designated room instead of their first period class and remain there the entire day, including lunch. Each student is expected to bring any additional school work plus a book to read if all other work is completed. Failure to complete work, read, and or cooperate with the room supervisor will result in out-of-school suspension.

**Short-Term Suspension**

Exclusion from school for more than one but no more than ten consecutive days. Suspended students will be provided the opportunity to make up assignments and tests. During their suspension, students may not be on school district property or attend any school functions.

**Long-Term Suspension**

Exclusion from school that exceeds ten consecutive days. For the duration of their suspension, students may not be on school district property or attend any school functions. Make up work is not provided during long term suspension and loss of credit for the semester will occur.

**Expulsion**

Exclusion from school until rescinded for one calendar year by the superintendent through appeal, hearing, or an accepted reapplication. Expelled students may not be on school district property or attend a school district function during the time of their expulsion. Local authorities will be notified.

**Emergency Expulsion**

Exclusion from school when it is believed that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or a substantial disruption of the educational process. The expulsion shall continue until rescinded by the superintendent. Local authorities will be notified.

**Procedures for Contesting Corrective Actions (Procedure 3241P)****A. Grievance Procedure for Discipline and Short-Term Suspensions**

1. Any student or parent/guardian who disagrees with the imposition of discipline or a short-term suspension has the right to an informal meeting with the building principal/designee for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the initiation of such a grievance as soon as reasonably possible. During this meeting, the student and parent/guardian will be subject to questioning by the principal/designee and will be entitled to question school staff involved in the matter being grieved.
2. After this school-level grievance meeting, if the issue is not resolved, the student or parent/guardian, upon giving two (2) school business days' prior notice to the Superintendent's office, will have the right to present a written and/or oral grievance to the Superintendent or designee.
3. If the issue is not resolved at this level, the student or parent/guardian, upon giving two (2) school business days' prior notice to the Superintendent's office, will have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting. The Board will notify the student and parent/guardian of its response to the grievance within ten (10) school business days after the date of the meeting.
4. The discipline or short-term suspension will continue during the grievance procedure unless the principal or designee elects to postpone the action.

**B. Hearing Process for Long-Term Suspensions, Expulsions, and Emergency Expulsions**

1. Any student or parent/guardian who disagrees with the imposition of a long-term suspension or expulsion may request a hearing to contest the action. The office of the Superintendent must receive requests for a hearing within three (3) school business days of receipt of the notice imposing the corrective action. If a timely request for a hearing is received, the District will schedule a hearing to commence within three (3) school business days (two Page 16 of 18 SELAH SCHOOL DISTRICT PROCEDURE 3241P (2) school business days for emergency expulsions) after the date upon which the hearing request was received by the District.
2. The student will have the right to be represented by legal counsel, to question and confront witnesses, to present an explanation of the alleged misconduct, and to make such relevant showings by way of witnesses and the introduction of evidence as desired.
3. Both the student and the District representative will have the right to inspect in advance of the hearing any documentary and other physical evidence the other party intends to introduce at the hearing.
4. The hearing officer assigned by the District to hear the case will not be a witness in the case, and the truth of the allegations will be determined solely on the basis of the evidence presented at the hearing.
5. Either a tape recorded or verbatim record of the hearing will be made. The hearing officer will make a written decision setting forth the findings of fact, conclusions, and the nature and duration of the corrective action to be imposed, if any. For long-term suspensions and expulsions, this written decision will be provided to the student's legal counsel or, if none, to the student and parent(s)/guardian(s). For emergency expulsions, the decision must: (1) be issued within one (1) school business day after the date that the hearing concludes; (2) be provided to the student and his/her parent(s)/guardian(s), and legal counsel, if any, by depositing a certified letter in the mail; (3) set forth whether the immediate and continuing danger to students or school staff or immediate and continuing threat of substantial disruption of the educational process has ended; and (4) state whether the emergency expulsion will be converted to another form of corrective action.
6. Unless an appeal is taken, any long-term suspension or non-emergency expulsion decided upon by the hearing officer may be imposed as of the fourth (4th) school business day following receipt of the hearing officer's decision.

C. Appeal of a Hearing Officer's Decision Imposing Long-Term Suspension, Expulsion, or Emergency Expulsion

1. Any student or parent(s)/guardian(s) may appeal a hearing officer's decision imposing a long-term suspension, expulsion, or emergency expulsion to the District's Board of Directors. Notice indicating that the student desires to appeal the hearing officer's decision must be in writing and must be made to the office of the Superintendent or the office of the hearing officer within three (3) school business days after the date of receipt of the hearing officer's decision.
2. If a timely appeal is taken to the Board of Directors, the suspension or non-emergency expulsion may be imposed for up to ten (10) consecutive Page 17 of 18 SELAH SCHOOL DISTRICT PROCEDURE 3241P school days during the appeal period, or until the appeal is decided, whichever is the shortest period. Any days that the student is suspended or expelled before the appeal is decided will apply to the term of the suspension or expulsion imposed, if any, and will not limit or extend the term of the suspension or expulsion. Any student suspended who returns to school before the appeal is decided will be given opportunity to make up assignments and tests missed by reason of the suspension if the assignments or tests have a substantial effect upon the student's semester grade(s), or if failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).
3. If a timely notice of appeal to the Board of Directors is received, the Board will schedule and hold an informal conference to review the matter within ten (10) school business days after the date of receipt of such appeal notice. The purpose of this meeting will be to meet and confer with the parties in order to decide the most appropriate means of disposing of the appeal.
4. At that meeting, the student, parent(s)/guardian(s), or legal counsel will be given the right to be heard and will be granted the opportunity to present such witnesses and testimony as the Board deems reasonable. The Board will agree to one of the following procedures prior to adjournment or recess: a. Study the hearing record or other materials submitted and render its decision within ten (10) school business days after the date of the informal conference; or b. Schedule and hold a hearing to hear further arguments based on the record before the Board and render its decision within fifteen (15) school business days after the date of the informal conference; or c. Schedule and hold a meeting within ten (10) school business days after the date of the informal conference for the purpose of hearing the case de novo.
5. In the event the Board elects to hear the appeal de novo, the student will have the same rights as those applicable to the hearing before the hearing officer.
6. Appeals to the Board will be conducted in accordance with WAC 392-400- 310, -315, and -320. Any decision by the Board to impose or to affirm, reverse or modify the imposition of discipline, suspension or expulsion upon a student will be made only by those Board members who have heard or read the evidence, and only by Board members who have not acted as witnesses in the matter and only by a majority vote at a meeting at which a quorum of the Board is present.
7. An appeal from a decision of the Board will be to the courts. The Board may decide to postpone the corrective action pending such appeal. Page 18 of 18 SELAH SCHOOL DISTRICT PROCEDURE 3241P IV.

Readmission During Suspension or Expulsion

Any student who has been suspended or expelled will be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the superintendent. The application will include:

1. Reasons the student wants to return and why the request should be considered;
2. Evidence which supports the request; AND
3. A supporting statement from the parent or others who may have assisted the student.

The superintendent or designee will advise the student and parent/guardian of the decision within seven (7) school days of the receipt of such application.

SEXUAL EQUALITY MANDATED FOR PUBLIC SCHOOLS

RCW 28A.640 Purpose Discrimination Prohibited. Inequality in the educational opportunities afforded women and girls at all levels of the public schools in Washington State is a breach of Article XXXI, Section 1, Amendment 61, of the Washington State Constitution, requiring equal treatment of all citizens regardless of sex. This violation of rights has had a deleterious effect on the individuals affected and on society. Recognizing the benefit to our state and nation of equal educational opportunities for all students, discrimination on the basis of sex for any student in grades K-12 of the Washington public schools is prohibited.

NONDISCRIMINATION

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

## SMS Student Handbook

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.

### **Links to SSD Webpage but not full description**

- FERPA- See SSD Webpage <https://www.selahschools.org/Page/1197>
- Medication at school- See SSD Webpage <https://www.selahschools.org/Page/112>
- Title 1- See SSD Webpage <https://www.selahschools.org/Page/115>
- Title 9/OCR- See SSD Webpage <https://www.selahschools.org/Page/1060>

### **A Letter from Washington State**

Dear Parent/Guardian,

This year, Selah Middle School is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day, is important. Consistent attendance will help children do well in high school, college, and at work.

#### **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that a student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

#### **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the attendance office at 509 698-8413. See Selah School District web page or the Selah Middle School Handbook for specific attendance procedures.

#### **OUR PROMISE TO STUDENTS**

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 if students face challenges in getting to school regularly or on time. Counselors may be contacted at 509 698-8400. We promise to track attendance daily, to notice when students are missing from class, communicate with students to understand why they were absent, and to identify barriers and supports available to overcome challenges students may face in order to attend school.

#### **SCHOOL POLICIES AND STATE LAWS**

It is important that students understand our school policies and procedures, as well as Washington State Law, to ensure they're successful in school. State law for mandatory attendance, called the BECCA Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Students who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence. If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your

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student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant, you may need to go to court.

At Selah Middle School, we have established the following rules on attendance that will help you ensure your student is attending regularly. See policy number 3122 in the Selah School District Handbook <http://www.selahschools.org/ADM/Policies/web/3122.pdf>