

Selah Middle School

Student Handbook
2016-2017



HOME OF THE VIKINGS

This handbook belongs to:

Name: _____

Grade: _____

Advisor: _____

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SMS Quick Reference**Phone Numbers**

Selah Middle School	698-8400
Attendance Office (24 hrs)	698-8413
Counselor, Ms. Doll (A-K)	698-8406
Counselor, Ms. Yergen (L-Z)	698-8405
Principal, Mr. Marc Gallaway	698-8402
Assistant Principal, Mr. Paul Hudson	698-8403
Assistant Principal, Mr. Joel Starr	698-8410






School Hours

Teachers Arrive.....	7:15 a.m.
Classes Begin.....	7:45 a.m.
Classes End.....	2:15 p.m.
Teachers Leave.....	2:45 p.m.
Office Hours.....	7:00 a.m. – 3:30 p.m.
Library Hours.....	7:20 a.m. – 3:10 p.m.

2016-2017 Calendar

August 23.....	Orientation
August 29.....	Classes Begin
Every Monday	1 hour Late Arrival
September 2.....	Non School Day
September 5.....	Non School Day
September 13.....	Open House
October 14.....	Non School Day
November 11.....	No School – [Veterans' Day]
November 24 & 25.....	No School - [Thanksgiving Vacation]
December 21-Jan 3.....	No School - [Winter Break]
January 4.....	Classes Resume
January 16.....	No School – [Martin Luther King Day]
February 17.....	No School Day (tentative) Snow Make Up
February 20.....	No School – [President's Day]
April 3-7.....	No School - [Spring Break]
May 29.....	No School- [Memorial Day]
June 9.....	Last Day of School

~ Our CORE VALUES~

-  Selah Middle School is a community where we stand up for each other and challenge one another to be our best.
-  We treat each other with respect.
-  We work hard, develop our talents, and aim for excellence.
-  We do the right thing because it is the right thing to do, even when no one is looking.
-  We strive to make our school a safe and positive place for everyone.

We are VIKINGS and these are our CORE VALUES!

After reviewing the handbook with your student, please sign and return this page to the school. Signatures indicate an awareness of school rules and procedures.

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Your School Success

As a Selah Middle School student, you have the opportunity to make your own choices, but also to rely upon the guidance of your parents and teachers. At SMS, we use four levels of social development to help you learn how to succeed at school and in life. The highest level, democracy, exemplifies our CORE VALUES.

The first two levels are not acceptable at school. **Anarchy** is the absence of order and is characterized by chaos. Next is **bullying** or bossing which is characterized by bothering or bossing others and breaks our standards at school. The next two levels are both acceptable at school. **Cooperation** is when a person is considerate and complies with requests, but the motivation is external – either from peers or adults. **Democracy** is our goal for all students. This level is characterized by self-discipline, initiative, and displaying responsibility because it is the right thing to do. A person's motivation is internal, and this is the highest level on the social development continuum.

By learning what it means to live in a democracy, we believe this will help you make good choices, and contribute to our school, community, and nation.

Mission

The Selah School District, in partnership with students, parents and the community, inspires a culture of life-long learning for all.

Vision

To be an exemplary school district by providing a healthy and engaging learning environment that inspires all students and staff, while promoting community ownership and pride in our schools.

Code of Conduct

You and staff work together to help each other reach their fullest potential. Everyone will be treated with respect and dignity. Any behavior or action that helps someone grow and mature will be encouraged. Staff will help to keep you focused on the following school guidelines: You are expected to abide by all Selah Middle School and Selah School District policies and procedures.

Behavior Management System

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional. Why is it so important to focus on teaching positive social behaviors? Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. 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

These five characteristics will be emphasized in the five C's which stands for Classroom, Commons, Cafeteria, Community and Chromebooks. Students will be taught expected behavior in each of these areas and positive behaviors will be reinforced 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. The purpose of any discipline model is to change behavior. Selah Middle School will utilize a progressive discipline model. This system provides students multiple opportunities to reflect on their behavioral choices, learn from a mistake then move on and demonstrate Viking PRIDE in all areas of our school community.

Postitive

What You Should Do:

Speak politely and considerately to others.

Show friendly actions to others.

Behaviors to Avoid:

Profanity, insults, sexually harassing or abusive language.

Pretending to hit or trip.
Inappropriate/rude hand gestures.

Be Respectful

What You Should Do:

Talk only at appropriate times.

Show cooperation and consideration towards others.

Behaviors to Avoid:

Talking that interferes with learning or instruction.

Acting rudely, disrespectfully
or being uncooperative.

Care for and respect personal and school

Stealing, damaging,

property.

vandalizing or unauthorized use of property.

Dress appropriately; be neat and clean.

Wearing revealing, distracting, gang-related clothing or styles.

Cooperate with school staff and follow reasonable requests.

Talking back or not following staff directions.

In Control

What You Should Do:

Keep your hands to yourself.

Behaviors to Avoid:

Pushing, hitting or bothering others physically.
Inappropriate displays of affection.

Show appropriate and orderly behavior during assemblies.

Booing, talking or bothering others during assemblies.

Place all litter in garbage cans.

Leaving a mess at lunch or littering.

Dependable

What You Should Do:

Be prepared for class by bringing required books.

Coming to class without needed items and materials.

Complete assigned work neatly, on-time, and to the best of your ability.

Incomplete assignments or poor quality work.

Be in your seat, ready for class to begin when the bell rings.

Tardiness or running into the room as the bell rings.

Attend detention when assigned.

Skipping or ignoring assigned detention.

Engaged

What You Should Do:

Use your time at school in a productive manner.

Misuse of learning time.

When finished with work, help others.

Distracting others.

Embrace the challenge to learn.

Be satisfied with bare minimum.

Behavior Choices

Our Code of Conduct along with our PRIDE VALUES are guides for you in making choices about how to behave while at school. In your classes you 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

We know that you want to follow the rules and cooperate. At times, however, you may make poor choices and break the rules. We have developed a system of consequences designed to help you learn from your mistakes. The consequences for breaking a rule are based on the seriousness of the behavior and your past record. Our system of Progressive Discipline means that the consequence the first time you break a rule will be different than if you establish a pattern of breaking rules.

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

Unacceptable Behavior at Selah Middle School:



Disruption of Learning

- Repeated behaviors that interfere with the learning environment.
 - ie writing on one's self or others,.



Verbal or Written Profanity/Obscene Gesture

- Use of vulgar language, cursing, insults, sexually harassing or abusive language spoken or in writing, gestures, pictures, or drawings (Depending upon severity, this may fall under exceptional misconduct).



Public Displays of Affection

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



Failure to Follow Cafeteria Rules



Unsafe Behavior

- Pushing one another, punching, play fighting, teasing, tripping, playing tackle football, wrestling, pulling out chairs, rubber bands, running in hallways, spit wads, snowballs, whitewashing, play "body blows," or any physical reaction in response to another's initial action.



Being in Unauthorized Areas

- Failure to follow schedules as designated by school personnel.



Defiance/Insubordinate/Disrespect

- Willful refusal to follow school rules or the request of an adult.



Intentional Misuse of School Equipment, Supplies, Facilities and Others' Personal Property



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 permanent markers (i.e. Sharpies), 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

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- Students accessing or attempting to access inappropriate websites. Students attempting to bypass Selah School District web filters. Students exchanging or sharing login information or being logged on as a different user may result in loss of computer use and disciplinary consequences. A loss of computer privilege for 10 days for a first offense. Willful computer hacking may result in placement under the exceptional misconduct category leading to suspension.

 **Gambling**
 **Misconduct at School Assemblies, Athletic Events, Plays, etc**

- The actions of a student who interrupts the activity, or is seen as disrespectful to any player, advisor, official or coach. Students in violation of this expectation may be immediately removed from the activity or events. A student who violated 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.

 **Failure to Pursue Academic Achievement**
 **Repeated Dress Code Violations**
Progressive Discipline
 **1st Referral to office**

- Two lunch detentions

 **2nd Referral**

- Three before or after school detentions

 **3rd Referral**

- One day of In School Suspension (ISS)

 **4th Referral**

- Two days of In School Suspension (ISS)

 **5th Referral**

- 1-5 days suspension

 **6th Referral**

- 5-10 days suspension

 **7th Referral**

- 10 days suspension

 **8th Referral**

- Long Term Suspension (includes loss of credit for semester)

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 such 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 or on behalf of 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 dog guide or 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

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;
-  On school grounds 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 the 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, to the best of their abilities, 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;


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-  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;
-  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;

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-  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

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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, hairstyles (shaved heads with small patches remaining or words/phrases carved)
- Graffiti, marks on self or other objects
- Shaved eyebrows
- 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 waist line 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, 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;

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-  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.

Attendance

Attending school every day is important for you to be a successful student. Illness, arranged absence, school activities and a family emergency are valid excuses for absences. Your parents must call the Attendance Office at 698-8413 when you are absent within 48 hours of the absence in order for the absence to be considered excused. Notes are required only if we have not had contact with your parent by phone. Notes must include the date(s), reason for the absence and signature of your parent/guardian. You must make arrangements to make up assignments with your teacher or contact the office for a homework request. Students arriving late to school must report to the attendance office. Your absence is considered to be unexcused if you fail to bring a written note from your parent / guardian or the school does not receive a telephone call from your parent excusing the absence. Also, if you skip school, leave school, and/or do not attend class without permission, your absences will be considered unexcused. At twelve (12) overall absences parents will be contacted and an attendance support meeting will be initiated with school administration. During this meeting an attendance contract may be implemented to help improve the student's attendance and a doctor's note may possibly be required for further absences.

Students are not allowed to leave school during the school day without checking out through the Attendance Office. SMS is a closed campus. This means that once you arrive at school you 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 you need to be excused. You will be issued an early dismissal slip that allows you to leave class and be off campus.

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.

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 within 48 hours.
 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 five (5) unexcused absences in any month or ten (10) unexcused absences in any school year.
 - If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal may interview the student and his/her family and prescribe corrective action which may include suspension for the current term, expulsion and/or additional court action.





Students who do not clear absences within 48 hours, or are determined to be truant or “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 - one day of isolated supervision in the office
-  Third Occurrence - three days of isolated supervision in the office
-  Fourth Occurrence – suspension and Becca referral as appropriate

Tardies

It is imperative that on a daily basis students arrive to class and are seated 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 GO Pass when the bell rings. Students are expected to be in class on time. Arrival to class after 10 minutes will be considered an absence. When a student’s tardiness becomes frequent or disruptive, the student shall be referred to the assistant principal or counselor. If counseling, parent conferences, or disciplinary action is ineffective in changing the student’s attendance, he or she may be suspended from the class. **Parents must call the Attendance Office at 698-8413 within 48 hours of the tardy 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 – one day of isolated supervision in the office



15 or more –one day of isolated supervision in the office as well as and one 30 minute campus beautification (before or after school for every tardy accumulated).

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).

Withdrawal from School

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

Passing Time

Time between classes allows you to use the bathroom, get a drink of water, and be ready for your next class. You 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 Go PASS when they are out of the classroom during class time and must have pre approval from their teacher or supervisor before leaving. You should remain in supervised areas at all times.

Fire Drills & Emergencies

You will practice fire and emergency drills regularly. During a fire drill, you will line up on the track with your class or where designated by your 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 passengers 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 you 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.

YOUR POSSESSIONS

Cell Phones and Personal Electronic Devices (iPods, tablets, Etc.)

Cell phones and other electronics may only be used inside the building before school and after school, as well as in the VPAC during a student's lunch break. These electronics (including headphones, earbuds, etc) are to be turned off and stored in hallway lockers during all other times. They may be used in the VPAC, but they are not to be on until students are through the lunch/snack line and seated. Such devices are intended for individual use and should not be used for group viewing/listening. 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. Cell phones will not be allowed in the lockerroom and must remain in your pocket when using the restroom during lunch :

- 1st Offense: Confiscation of device and return to student at the end of the day.
- 2nd Offense: Confiscation and return to parent/guardian.
- 3rd Offense: Discipline referral.

Medication

All prescription and over-the-counter drugs, including but not limited to, ibuprofen, acetaminophen, naproxen, cough medication, cough syrup, are to be accompanied by a form available at school and medications must be submitted to the office for safe keeping. Approved medications will be held in the office. The doctor or other health care provider and the parent must fill out this form. You are not permitted to be in possession of any medication in any form including pills, tablets, or liquids. Your 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. If you have allergies, serious illnesses, or special health problems, please have your parents inform the school office.

Book Bags, Backpacks, and Supplies

Book bags or backpacks may be used to transport your school supplies between school and home. You must leave backpacks in your hall locker. Purses must also be left in your locker. Backpacks and purses may NOT be brought to any class or lunch. You are not to touch someone else's book bag without permission. Do not carry prohibited items in your bag. We encourage you to use small backpacks.

Gum

Gum is not allowed at Selah Middle School. Students who chew gum will serve one lunch detention. A discipline referral will be assigned after the students third gum violation.

Skateboards, Longboards, and Bicycles

Bicycles, longboards, and skateboards are not to be ridden on school property. This includes, the track, utility road, courtyards, sidewalks, bus zones, basketball court, parking lots or other pedestrian areas. They are to be walked onto campus. Bicycles, longboards and skateboards will be parked in the bike racks and must be locked. You are not to ride any bike belonging to another student. The school is not responsible for damaged or stolen bikes. Skateboards, longboards, shoes with wheels, roller blades or similar devices are also not to be used on Selah School District property. If such devices are brought to school they are to be placed in your locker upon arrival. Failure to comply will result in confiscation of the device and placement on the discipline ladder.

Textbooks




Textbooks are very expensive, ranging from \$20 to \$90 each. You are responsible for returning the book(s) issued to you. A book that is damaged, stolen, or lost is your responsibility, and you will have to pay a fine. Please note any damage to your book when issued by teacher.

School Property

You are responsible for school property which you have checked out. Such items include library books, PE locks, athletic equipment, or other equipment. You are required to pay for damage or loss of school property.

Items Not Allowed at School

Because of potential theft and disruption or distraction from learning, the following items are not to be brought to school:

-  Toys and pocket-sized novelties are not permitted at Selah Middle School.
-  iPods, tablets players and cell phones may be used before and after school, and at lunch only. These items must be turned off and stored in your locker during all other times.
-  Laser devices, personal protection devices

These items can get in the way of your learning and success at school. **Cell phones and other related electronic devices must be off and stored in your locker during regular school hours, except during lunch breaks and before or after school. They are not to be used in the hallways between classes.**






Money & Valuables







Please leave valuable items at home, including iPods and MP3's. You are responsible for anything belonging to you. **The school will attempt to protect your personal property, but it is not responsible if your things are lost or damaged.** You 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 Dress

The business of school is education and proper dress is an important responsibility we must all accept. The aim is not conformity, but good taste and "Dressing for Success." Wearing neat, clean clothes is a reflection on your character and on the school. Student dress and personal appearance shall not disrupt or distract from the learning atmosphere. Hats, hoods, sunglasses, and sun visors may not be worn in SMS buildings and must be secured in your locker during the school day other than before school, after school, or during the lunch period outside. Certain classes require clothing guidelines. Clothes and other items worn or carried that could hurt you or others are not allowed. 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:

-  Skintight or revealing clothes such as yoga pants, leggings, jeggings, etc.
-  Sagging pants
-  Bare midriff tops, halter tops, spaghetti straps, tube tops, mesh shirts, or sheer clothing.
-  Students are not to wear tank tops, muscle shirts or shirts with cutoff sleeves. All shirts must have sleeves.
-  Short skirts or shorts (must be **below** fingertip length when arms are extended-even if leggings, yoga pants or tights are worn underneath).

-  If jeans or pants have holes, the hole must be below fingertip length when arms are fully extended.
-  Clothing or hats with writing and/or graphics that are obscene, profane, racist, or suggestive.
-  Chains, spiked jewelry or other potentially dangerous items.
-  Clothing that encourages or advertises the use of violence, alcohol, drugs, tobacco products, sex, or sexual innuendos (for example brands such as Huff and Eight-Ball will not be allowed at SMS).
-  No pajama pants, shirts or shorts and no slippers.
-  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)

Chrome Books- One to One Technology Use Rules

SELAH MIDDLE SCHOOLS STUDENT RESPONSIBLE USE AND INTERNET SAFETY POLICY (AUP)

PURPOSE: Selah Middle School (SMS) will provide and assign students a Chrome Book for use both at school and at home to support learning. This policy provides guidelines and expectations for students and families who are issued district Chrome Books. Additional rules may be added and would become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order.

RESPONSIBILITIES: The student will:

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their Chrome Book at home nightly and bring it to school each day with a full charge (classrooms will have limited capacity to charge devices during the day).
3. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech.
4. Cyber bullying is to be reported to school personnel, immediately. Communication should be conducted in a responsible, ethical and polite manner.
5. Respect the Internet filtering and security measures included on the Chrome Book. All student Chrome Books are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
6. SMS will maintain and periodically update Chrome Books. Students will be notified of maintenance in advance.
7. Use technology only for school-related purposes during the instructional day.
8. Follow copyright laws and fair use guidelines. Students should only download music, video or other content which is related to classroom assignments and which students are authorized or legally permitted to use.
9. Understand that district technology, student files, and student activity may be viewed, monitored or archived by the district at any time. You must make your Chrome Book available for inspection if requested by any administrator, teacher or your parent/guardian.

RESTRICTIONS: The student will not:

1. Mark, deface, or place stickers on the chrome books, except in the area designated by the district.

2. Reveal or post identifying personal information, pictures, files or communications to unknown persons through email or the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. The device will not be used to attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school library/media center.

Despite these restrictions, students sometimes choose to tamper with the security and software settings on their devices. In addition to the workload placed on district staff to repair or restore these devices, this misbehavior directly impacts student learning, as students who tamper with their devices are often unable to do assigned classwork both in the classroom and at home. As a result, **a \$5.00 fee will be assessed per incident to a student who has tampered with the security settings or restrictions on any Chrome Book.**

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided Chrome Book. In order to keep Chrome Books secure and damage-free, please follow these additional guidelines:

- Do not loan your Chrome Book or charger and cords to anyone else.
- Do not leave the Chrome Book in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the Chrome Book or have food or drinks in close proximity.
- Keep your Chrome Book away from locations like table edges, floors, seats or pets.
- Do not stack objects on top of your Chrome Book, leave it outside, or use near water.

Despite these safeguards, we understand there is always a risk that district-provided Chrome Book may be damaged, lost or stolen. All students receiving a Chrome Book must participate in the Selah School District Self Insurance Policy, which is available to limit family liability for fines that may be imposed if damage or loss does occur. More details on the program can be found on the Selah School District Self Insurance Policy. This form must be submitted before a Chrome Book is issued to a student.

SMS is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of SMS district-issued technology. You understand that should you fail to honor all the terms of this

Policy, access to Chrome Book, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the SMS Student Code of Conduct.

The Selah School District is deeply committed to technology as a vital tool for learning for its students, teachers, and parents. As a user of technology, I understand that it is my responsibility, and my privilege, to honor the Responsible Use Policy and uphold the Selah School District Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be held accountable for my behavior.

Selah School District Technology Values	
Values	Responsibilities
We value communication; therefore, I will	<p>use language that is pertinent and appropriate when submitting academic work, participate in online forums and work collaboratively.</p> <p>represent myself honestly and with integrity.</p> <p>use thoughtful and appropriate language for social postings.</p> <p>be mindful of how my words are interpreted by others.</p>
We value privacy; therefore, I will	<p>be aware of the privacy settings on any website to which I subscribe.</p> <p>understand that anything I do online or electronically is not private and can be monitored.</p> <p>honestly represent myself by not logging in under any other account than my own.</p> <p>not share personal information (including photos) about myself, family, friends, or faculty.</p> <p>keep my passwords and account information private.</p>
We value safety; therefore, I will	<p>not engage in behavior that puts myself or others at risk.</p> <p>seek help for myself and/or others if I feel unsafe or bullied.</p> <p>communicate only with people I know.</p> <p>follow safety guidelines posted by sites to which I subscribe.</p>

We value learning; therefore, I will	<p>apply existing knowledge to generate new ideas, products, and/or processes.</p> <p>evaluate the validity of information presented online.</p> <p>have a positive attitude and be willing to explore different or new technologies.</p> <p>ask questions and seek help when using school technology.</p> <p>not submit other's work as my own.</p> <p>not allow others to submit my work as their own.</p> <p>properly cite all sources I use.</p>
We value respect for self and others; therefore, I will	<p>not upload or post personal information, private communications or photos of other people without permission.</p> <p>respond respectfully and thoughtfully to the opinions, ideas and values of others.</p> <p>not send or share mean or inappropriate emails, texts, or other forms of electronic communication.</p>
We value respect for school and personal property; therefore, I will	<p>take proper care of all equipment.</p> <p>honestly and promptly report misuse or damage, and/or inappropriate content to my teachers or adults.</p>

Selah School District Self Insurance Policy

Selah Middle School students in grades 6-8 will be issued a chromebook at the start of each school year. A flat fee of \$15 per student will be charged at the beginning of each school year prior to being issued a device. The \$15 fee provides the following:

- 1) Chromebooks that require normal or routine fixes for failures that are no fault of the student will be fixed. No additional fee or co-pay.
- 2) Chromebooks that require any fixes covered by manufacturer's warranty will be fixed. No additional fee or co-pay.
- 3) In the event of a 1st time accidental damage claim for an issue that is not covered by manufacture's warranty, the student may receive a replacement chromebook depending on the situation regarding their damaged device. Regardless if a replacement chromebook was made available the students original device will be repaired at School District expense. A \$15 co-pay will be assessed.

- 4) In the event of a 2nd or later accidental damage claim for a device that is not covered by manufacturer's warranty, the student will be responsible for full replacement or repair cost.
- 5) In the event of any intentional or willful damage to their device or another student's device, that student will be responsible for the full replacement or repair cost.
- 6) In the event of a 1st time theft of a device, the district will provide a replacement device at no charge once a police report is filed and a case number provided to the school.
- 7) In the event of a 2nd or later theft, the student will be responsible for full replacement cost of the device.
- 8) If a student's chromebook is in the process of being repaired, a replacement "loaner" device may be issued temporarily but the student will get their original device back after repair. The student will still have the same responsibility for the loaner device for the period of time they have it.

Despite these safeguards, we understand there is always a risk that district-provided Chrome Book may be damaged, lost or stolen. All students receiving a Chrome Book must participate in the Selah School District Self Insurance Policy, which is available to limit family liability for fines that may be imposed if damage or loss does occur. More details on the program can be found on the Selah School District Self Insurance Policy. This form must be submitted before a Chrome Book is issued to a student.

SMS is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of SMS district-issued technology. You understand that should you fail to honor all the terms of this Policy, access to Chrome Book, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the SMS Student Code of Conduct.

As the parent/guardian, my signature indicates I have read and understand this Policy, including the \$5.00 tampering fee, and give my permission for my child to have access to and use a district-issued Chrome Book.

Please contact the middle school main office if have any questions or concerns regarding the insurance policy.


IMPORTANT PLACES


Office & Telephone

If you have business in the office, please take care of it before school, during lunch or after school. You 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. You 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. Classes are also using the library during your lunch, so we expect you to follow the rules and be considerate of others. Knowing the following procedures will help you use the library:

 Books are checked out for three weeks. At the end of that time, turn the book in or check it out again. You may check out the number of books you need, unless you have overdue materials.

 Overdue fines are charged the cost of the book. When the book is returned the "fine" is erased. Pay for lost books in the office. If the book is found, you will receive a refund.

 You are to be responsible and respectful of the Library Media

Center and its contents. You can only take a book out of the library after you check it out.

-  You may use the computers in the labs for educational and classroom purposes only.
-  When using the computers and Internet, you must follow the rules on the Computer and Internet Acceptable Use Agreement. Your parents must sign a form to restrict Internet access. It is expected that students use their school assigned gmail account. Hotmail, as well as other web-based email platforms, and Instant Messaging are not allowed on school computers.

Lockers

Students are assigned a school locker. Your locker is school property. There is no expectation of privacy and your locker may be opened and searched by school authorities at any time. Drug dogs may be used to locate contraband in lockers. Do not tell anyone your combination. Items in your locker are your responsibility. **The school is not responsible for items taken from your locker.** No additional locks are permitted on school district lockers. Always keep your locker locked. You should keep your locker clean on the inside as well on the outside. If you have locker problems, tell the office immediately! **Students are not permitted to share a locker with another student.**

Lunch:

Forms for the National School Lunch Program/School Breakfast Program are available on the district web page. You 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 your 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.


Lunchroom Guidelines in the VPAC (Viking Performance and Activities Center)

Lunchtime should be a relaxing and enjoyable break in the school day.

The following guidelines help everyone enjoy lunch:

-  You are not to run, yell, push, or take “cuts” while waiting in line.
-  Students are not permitted to sit and/or stand on the stage area.
-  You may only make purchases during your assigned lunch time.
-  Don't throw anything. Use good dining manners.
-  No use of electronics until you are completely through the line and seated. Music and video must be for individual use/display (i.e. use of headphones is a necessity).
-  Clean up the table, trays, utensils and the surrounding area when you're done eating. Put leftover food and trash in the garbage can.
-  Do not sit on tables. Remain seated while you are in the lunchroom.
-  Eat the lunch you purchased or brought from home. Don't ask others for














food.

-  Failure to follow these guidelines may result in table washing, sweeping, cleanup, or an assigned eating location for one or more days as assigned by the supervisor and may result in an office referral.

Campus Guidelines

We encourage you to enjoy the campus during lunch. Please take care of the campus by throwing away cans and wrappers. Litter problems can result in restrictions on outside eating.

Follow these guidelines on campus:

-  Don't run in the hallways, courtyard, sidewalks, or on your way to lunch.
-  Don't spit on campus grounds or facilities.
-  Enter and exit common areas by passing on the right. Use the right hand door to enter and leave buildings.
-  Walkers have the right of way in the hallways. Please do not congregate in the hallway, instead let others move freely.
-  Students are to stay on the paths outside of the school. They are not to walk on any concrete barriers or gravel.
-  Two-hand touch football only – no tackle allowed.
-  All food is to be eaten in the VPAC or designated outdoor areas, only.
-  All hallways are off limits during lunch. If you need to use your locker, check with a supervisor. Use the bathrooms near the music room during lunch.
-  Basketball courts are open to all students. Games should involve the greatest number of students possible.
-  Playground equipment may be checked out with a valid ASB/Identification card.
-  The bike racks are off limits during lunch.
-  Stay in the supervised areas. Once students arrive on campus they are to remain in the building with the exception of lunch when they can enjoy the outdoor eating area in front of the main entrance.
-  Restrooms labeled "women" and "men" are for staff members only. Students are to use the restrooms in the main hallway by the gym and the music room or in the 400 hallway.

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.

Grading





The primary purpose of grading at Selah Middle School is to communicate learning progress to students, educators and parents. A secondary purpose of grading is to provide feedback to students for self-assessment and encouraging students to monitor their own learning.

Here are our guiding principles regarding grading:

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 grade 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 grade 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) grade. 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. To avoid plagiarism, you must give credit whenever you use:

-  Another person's idea, opinion, or theory
-  Any facts, statistics, graphs, drawings, any pieces of information that are not common knowledge.
-  Quotations of another person's actual spoken or written words.
-  Paraphrase of another person's spoken or written words.

Report Cards

Report cards are provided to parents at the end of each term. Your report cards are computer printouts that list your grades as well as comments from each teacher. Conferences are held in the fall and spring. If you have unpaid fines and/or overdue library materials, you will not receive your report card until that fine is paid in full.

Progress Monitoring










Progress monitoring and progress reports are available through Family Access. Usernames and passcodes are available to all parents and students. 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.selah.k12.wa.us> and then selecting Visit Our Schools – Selah Middle School – Staff E- mail Addresses.

HELPING YOU 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:

SMS Student Handbook

-  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:

1. Student must first communicate concerns with a classroom teacher in an attempt to resolve any misunderstandings.
2. If the situation continues parents need to communicate their concerns with the classroom teacher and attempt to solve the problem.
3. 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.

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 9th 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 8th 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).

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. You will get a copy of the policy before participating in any interscholastic sport or co-curricular activity. You and your parent 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 you must be excused, you must present a signed note from a parent or guardian to your 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 you don't participate in P.E. class, you 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 you can get involved.

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 so assigned 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

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.

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.

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.

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

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 (2) school business days for emergency expulsions) after the date upon which the hearing request was received by the District.

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.

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.

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.

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.

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

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.

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 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).

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.

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:

1. 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
2. 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
3. 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.

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.

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.

IV. Readmission after Expulsion or during Long-Term Suspension

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

Student Progress Monitoring & Parent Communication

Selah Middle School staff understands the importance of positive, two-way communication between parents and teachers to support student success. For many middle school students earning poor grades, a large part of the problem is the number of incomplete or missing assignments. Selah Middle School provides every student a GO-Time Pass as well as a Chromebook where students will be expected to list of assignments and due dates. Our teachers encourage the use of student planners and many include “planner checks” as part of their assignments. In addition, we give each student a Family Access username and passcode so that they have constant access to their grades and academic standing. We also strongly encourage parents to come and acquire a Family Access username and passcode which allows parents to easily access student progress information online.