

Woodland Middle School
Student/Parent Handbook 2022-2023



Woodland Middle School
755 Park Street
Woodland, WA 98674
(360) 841-2850

Office Hours:
Monday 9:30-4:15 PM
Tuesday- Friday 8:15-4:15 PM

Dr. Russell Evans, Principal
Angela Campbell, Assistant Principal/Athletic Director
Luke Sparks, Dean of Students

**Welcome to Woodland Middle School
Home of the Trojans!**

The word "Trojans" is written in a stylized, cursive font. The letters are yellow with a thick black outline, giving it a 3D or shadowed appearance. The font is slanted to the right.

Woodland School District Mission Statement

Woodland Public Schools, in partnership with families and the community, will create a PreK-12 system that serves and supports ALL children—and ensures that EACH child has FULL access to, is engaged in, and obtains an excellent education that prepares them for responsible citizenship and a future of adaptability and success in life and their chosen endeavors.

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Woodland Middle School Staff

Updated - 6.15.22

Staff Person	Position	Staff Person	Position	Staff Person	Position
Beasley, Kelly	PE/Health/Pre Alg	Groen, Elena	Psychologist	Greenbaum, Laura	Math 5
Bejcek, Wade	Math 8/Algebra	Hall, Tammy	Parapro ML	Oathes, Ronda	ELA 7
Betancourt, Maria	Parapro RR	Hanly, Delia	Parapro DSP	Odin, Geoff	7/8 RR
Blanshan, Rebecca	RR 5/6	Harrington, Zac	Math 6	Orr, Megan	Library/PBIS
Booker, Amy	Parapro ML	Hathaway, Kelly	ELA 6	Pitner, Tia	Parapro RR
Bozarth, Jenna	DSP	Hay, Julia	PE Parapro	Przedwojewski, Danielle	Science 7 / 8
Brooks, Preston	Pers Fin/7 SS	Hazen, Laurin	Parapro DSP	Riley, Madeline	Math 7/ Exploratory
Campbell, Angela	Assistant Principal	Jenkins, Sailor	ELA 5/6	Rinehart, Clarissa	Art 5-8
Campbell, Tara	ELA 6	Johnson, Melyssa	Math 8	Risley, Macey	Parapro RR
Claycamp, Cindee	Parapro Title	Jones, Lacey	Science 6	Roskoski, Crystal	Admin Secretary
Closson, Marylou	Parapro DSP	Jud, Britt	TECH/CTE	Rothmeier, Tiffney	Parapro Title
Dietrich, Pam	ELL	Kelsey, Erin	7 ELA/7/8 RD INT	Scott, Colleen	ELA 8
Duling, Kye Lea	Math 5/6	Kutzera, Emily	Science 7	Shaeffer, Ronni	Science 8
Ehline, Meagan	ELA/SS 5	Lins, Patrice	Choir	Shepherd, Candice	District Librarian
Eilts, Tara	Inst Coach	Macy, Kim	DSP	Smalley, Alyse	ELA/SS 5/ T3 Rdg
Eiseman, Josh	Math 5/Lego (5/6)	Makaroff, Caelen	Parapro - Title	Smith, Jill	7/8 Rdg Int
Evans, Dr. Russell	Principal	Malinowski, DJ	PE Elec.	Sparks, Luke	Dean of Students
Finn, Emersyn	Parapro RR	Mathis, Kim	Science 5	Steck, Bryana	Band
Finn, Heather	Bldg Secretary	McColgan, Briana	SLP	Torres, Bhriana	5/6 Rdg Int
Flanagan, Glen	PE/Health	McLendon, Jodi	Bldg Secretary	Turkov, Moses	WA State Hist/7 SS
Flanagan, Jeff	Technology	Music, Sherri	LPN	Wheatley, Gena	PBIS Specialist
Flanagan, Rob	PE/Health	Nelson, Ben	5/6 Counselor	Wingfield, Jordan	Parapro DSP
Foyt, Kelley	7/8 Counselor	Netland, Sarah	Math 7/Leadership	Wingfield, Michelle	Supervision
Franco, Amanda	Parapro - Library	O'Haver, Ryan	SLP		
Fuller, Tammy	Parapro RR	O'Neil, Sherry	Parapro RR		

Woodland Middle School

Monday Bell Schedule

5TH & 6TH Grade

Period 1/HR	10:00 – 10:43
Period 2	10:48 – 11:25
Period 3	11:30 – 12:07
5 TH / 6 TH Lunch	12:07 – 12:37
Period 4	12:42 – 1:19
Period 5	1:24 – 2:01
Period 6	2:06 – 2:43
Period 7	2:48 – 3:25

7TH & 8TH Grade

Period 1/HR	10:00 – 10:43
Period 2	10:48 – 11:25
Period 3	11:30 – 12:07
Period 4	12:12 – 12:49
Lunch 7/8	12:49 – 1:19
Period 5	1:24 – 2:01
Period 6	2:06 – 2:43
Period 7	2:48 – 3:25

Tuesday – Friday Bell Schedule

5TH & 6TH Grade

Period 1/HR	8:45 – 9:37
Period 2	9:42 – 10:30
Period 3	10:35 – 11:23
5 TH / 6 TH Lunch	11:23 – 11:53
Period 4	11:58 – 12:46
Period 5	12:51 – 1:39
Period 6	1:44 – 2:32
Period 7	2:37 – 3:25

7TH & 8TH Grade

Period 1/HR	8:45 - 9:37
Period 2	9:42 - 10:30
Period 3	10:35 - 11:23
Period 4	11:28 – 12:16
7 TH / 8 TH Lunch	12:16 – 12:46
Period 5	12:51 – 1:39
Period 6	1:44 – 2:32
Period 7	2:37 – 3:25

Academics @ Woodland Middle School

Grading Policy

The grading policy is a vital part of the school program. Grading provides a means of determining a student's progress during the school year and a final evaluation of the skills and knowledge displayed in a given class. Showing fairness to all students is of prime importance in grading. The student must be aware of each teacher's method of grading at the beginning of each course or when the student enters the course. Parents are also encouraged to use Skyward, an internet based system in which parents have access to assignments, grades, and attendance. The letter grade is the percentage of the earned accumulative points in relation to the possible points available through the quarter. ***The standard grading policy is 90% minimum for A, 80% minimum for a B, 70% for a C, and 60% for a D.***

A- Excellent

The student has completed required assignments in an outstanding way

B- Above Average

The student has completed the required work in an above average fashion

C- Average

The required work has been completed satisfactorily

D - Below Average

This is the lowest passing grade. Only minimum requirements have been fulfilled

F- Unsatisfactory

Report Cards

Students and parents are each given passwords to Skyward to access grades online, communicate with teachers, and access student information. Grades are updated by teachers on Skyward on a routine basis. If you do not currently have a Skyward password, please contact the WMS office for help accessing your family's account.

Homeroom Teacher

Each student at Woodland Middle School is assigned a homeroom teacher who will monitor his/her progress. Students will meet with their homeroom teacher each day during 1st period. The Homeroom teacher will help guide the conferences in the fall and spring with their homeroom students.

Conferences

Conferences will be held twice a year at Woodland Middle School.

Attendance @ Woodland Middle School

Students are required to attend school regularly. If your child has been absent from school, or intends to be absent, please notify the school office by telephone or in writing. If absent, for any reason, all work is required to be completed. Parents must excuse absences within 3 school days otherwise it will be considered unexcused. The Woodland School District permits excused absences for the following reasons

- Participation in a school-approved activity.
- Absence due to illness, health condition, family emergency or religious purposes.
- Absence for parental approved activities. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.
- Absence resulting from disciplinary actions, such as short-term suspension.

The "Becca Bill," is legislation that monitors truancy and requires school districts to respond to chronic truancy early. After each unexcused absence, the school is required to contact the parents by phone or letter. After two contacts, the school must schedule a conference with the parent and student to discuss solutions to the truancy problem. If a student has five unexcused absences in a 30 day period, the school may file a petition with Cowlitz County Juvenile Court, asking the court to order the student to attend school. The school is required to file a petition with the juvenile court if the student has seven unexcused absences in a 30 day period or ten unexcused absences in a school year. (RCW 28A.255 - Washington State Compulsory School Attendance and Admission Law).

Enrollment and attendance records shall be maintained in each school building. At the conclusion of the year, the enrollment and attendance information shall be recorded on the student's permanent record card. The attendance registers shall remain in the school building for a period of 5 years, after which time the registers shall be sent to the district office to be destroyed.

Tardies

The staff's primary duty is to educate your child. In order to do this, we need your student to be present and on time to class. All Woodland Middle School students have 5 minutes to transition between classes during the school day. During this time students can go to their locker and/or use the restroom. Tardies are counted EACH time you are late for a class.

1st Period Tardies: Woodland Middle School starts on Monday at 10:00AM and Tuesday-Friday at 8:45AM. Any student not in class when the **Start of school bell rings (10:00 AM-Mon and 8:45 AM-Tue-Fri)**, must check in through the office.

If a student receives ***3 unexcused tardies to 1st period***, they will be assigned lunch detention. Each subsequent tardy will result in additional lunch detention, contact to the family by the office, and /or further disciplinary action assigned by WMS Administration.

2nd-7th Period Tardies: For all other classes during the day, a student is considered tardy when he/she is ***NOT*** in the classroom by the time the bell is finished ringing. An excused tardy requires a hall pass from a teacher, secretary, counselor, or administrator.

If a student receives ***3 unexcused tardies in ANY class***, the teacher will write a minor referral, turn it into the Dean of Students, and students will serve time in the lunch detention room. ***Each subsequent tardy will result in additional discipline, contact to the family will be made by the teacher, and/or WMS Administration.***

Leaving Campus/Signing In and Out

If a student must leave school between the time he/she arrives for school and the time school is dismissed, the parent or guardian who is taking the student must sign the check-out form in the office before the student leaves the building. If the student returns to school before dismissal time, he/she must sign in at the office before returning to class.

Woodland Middle School has a closed campus policy. This means a student is not allowed to leave the school grounds without first signing out in the office. Students must present a note from home or verbal authorization must be received from a parent, the school nurse, a teacher, or from an administrator in order to check out and leave school grounds. If a student leaves without permission they will have discipline assigned to them.

Emergency Contact Information

Each student has a **STUDENT INFORMATION RECORD** on file in the school office. This information must be kept current, as this is used to contact the parent or an authorized person in case of illness or emergency. Please contact the school office if the student information changes during the year.

Awards @ Woodland Middle School

Recognition Awards

Students will be recognized during the school year at grade level assemblies for Attendance, Trojan Educational Achievement Awards, and Scholarship Awards.

Attendance

There are two categories of attendance awards for students at Woodland Middle School. The “Perfect Attendance” award is presented to all students who are in school every day and on time. Remember, perfect means in school every day, every period! Our second award is called “Exemplary Attendance.” This award is presented to students who miss no more than one day of school, and have no more than 1 tardy.

Trojan Educational Achievement Award

This award is given at a staff member’s discretion based on the following criteria.

Students must:

- Model excellent PBIS traits
- Show outstanding educational commitment or intellectual development in his/her academic area throughout the quarter
- Demonstrate commitment to learning
- Achieve high scores in a certain subject but not necessarily all subjects
- Demonstrate achievement in the subject and/or demonstrate great behavior or growth in behavior
- Have not been assigned In School or Out of School Suspension

Scholarship

- Principal's Honor Roll-3.5 to 4.0 GPA
- Academic Achievement Honor Roll-3.0 to 3.49 GPA

Year End Recognition Award

Department Awards, Principal Achievement Awards, and Athletic Awards (Golden Trojan) will all be recognized at a grade level and/or all school assembly during the last week of school.

General Information @ Woodland Middle School

ASB Cards

Our school financially supports most of the student activities program through the sale of student body cards. The cost of the card provides students with free admittance to all Woodland Middle School home athletic events, as well as a reduced cost to Woodland High School home athletic events, and reduction of cost to Woodland Middle School dances, movies, and events. Students must have their ASB cards present to receive discounts.

Cost → \$20 Each School Year

Classroom Conduct

Woodland Middle School follows the school wide expectations of the 4 B's. However, each teacher has prepared classroom expectations that may vary slightly from teacher to teacher, they are designed to ensure orderly conduct; therefore, it is essential that students comply willingly with these expectations. Classroom disruption is not an acceptable behavior. It detracts from the learning of others and infringes on a student's right to acquire an education.

Dress Code and Hat Policy

Hats will be allowed in the building during the school day. The only exception will be during planned **SPIRIT DAYS** at WMS when a hat **MUST** be a part of the students outfit. Students who choose not to follow the guidelines, will face consequences.



WOODLAND MIDDLE SCHOOL STUDENT DRESS CODE

Approved!

- An uninterrupted line of clothing covering the body from the top of the shoulders to the knees.
- Appropriate necklines and clothing that completely covers all underwear garments.
- School appropriate shirts/pants/accessories
- Appropriate footwear
- Ears exposed and not covered by a hood, bandana, ear buds, or headphones.

Not Approved

- Hoods or bandanas
- Thin straps, tube tops, bra straps showing
- Too revealing/low cut
- Earbuds/headphones visible
- Inappropriate graphics
- Midriff showing
- Sagging & undergarments/shorts visible
- Bracelets/belts with spikes/inappropriate graphics
- Cellphones
- Very short skirts/shorts, or excessively torn pants that show too much skin
- Slippers



WOODLAND MIDDLE SCHOOL STUDENT DRESS CODE

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- An uninterrupted line of clothing covering the body from the top of the shoulders to the knees.
- Appropriate necklines and clothing that completely covers all underwear garments.
- School appropriate shirts/pants/accessories
- Appropriate footwear
- Ears exposed and not covered by a hood, bandana, ear buds, or headphones.

Not Approved

- Hoods or bandanas
- Thin straps, muscle shirts, basketball jerseys
- Earbuds/headphones visible
- Inappropriate graphics
- Bracelets/belts with spikes/inappropriate graphics
- Sagging & undergarments/shorts visible
- Cellphones
- Chains or hanging belts
- Excessively torn pants that show too much skin
- Slippers

Drills & Other Emergencies

Periodically, emergency drills will be held at school. All students will leave the classroom/building by pre-assigned exits. Students are expected to clear the building in a quiet, orderly manner, so that further instruction from school personnel may be given. In case of an earthquake or extreme wind, students will take cover under desks away from windows.

IN AN EMERGENCY TAKE ACTION

HOLD! In your room or area. Clear the halls.
STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.
STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.
STUDENTS
Move away from sight
Lock the classroom door
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)
STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions




ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.
STUDENTS
Use appropriate safety strategy for the hazard

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard
Tornado
Earthquake
Tsunami

Safety Strategy
Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

EN CASO DE EMERGENCIA TOMEN MEDIDAS

HOLD! (¡ESPEREN!) En su salón o área. Despejen los pasillos.
ESTUDIANTES
Desplácese a un lugar hasta que se indique que la situación se ha resuelto
Continuar con la actividad rutinaria

ADULTOS
Cierren la puerta y echen la llave
Cuenten a los estudiantes y a los adultos
Continuar con la actividad rutinaria

SECURE! (¡PROTEJAN!) Vayan adentro. Echen llave a las puertas exteriores.
ESTUDIANTES
Regresen adentro
Continúen con la actividad rutinaria

ADULTOS
Lleven a todas las personas adentro
Echen llave a las puertas exteriores
Cuenten a los estudiantes y a los adultos
Continúen con la actividad rutinaria

LOCKDOWN! (¡CIERRE DE EMERGENCIA!) Echen llave, apaguen las luces, escóndanse.
ESTUDIANTES
Desplácese a un lugar donde no se les vea
Guarden silencio
No abran la puerta

ADULTOS
Lleven a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
Echen llave a las puertas interiores
Apaguen las luces
Desplácese a un lugar donde no se les vea
Guarden silencio
No abran la puerta
Prepárense para evadirse o defenderse

EVACUATE! (¡EVACUEN!) (Es posible que se especifique un lugar determinado)
ESTUDIANTES
Dejen sus cosas donde están si se les pide que lo hagan
Llévense sus teléfonos
Sigan instrucciones




ADULTOS
Dirijan la evacuación a un lugar determinado
Cuenten a los estudiantes y a los adultos
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos


SHELTER! (¡BUSCAR RESGUARDO!) Riesgo y estrategia de seguridad
ESTUDIANTES
Utilizar una estrategia de seguridad adecuada para el peligro

ADULTOS
Dirijan la estrategia de seguridad
Cuenten a los estudiantes y a los adultos
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos

Riesgo
Tornado
Terremoto
Materiales peligrosos
Tsunami

Estrategia de seguridad
Evacúen a un área resguardada
Agáchense, cubriéndose y agárrense
Sellen el salón
Diríjanse a terreno elevado



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS
Our school has adopted the "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE
The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure (Lockout), Lockdown, Evacuate, and Shelter.


HOLD
"In Your Room or Area. Clear the Halls."
Students are trained to:
• Clear the hallways and remain in their room or area until the "All Clear" is announced
• Do business as usual
Adults and staff are trained to:
• Close and lock the door
• Account for students and adults
• Do business as usual

SECURE
"Get Inside. Lock outside doors"
Students are trained to:
• Return to inside of building
• Do business as usual
Adults and staff are trained to:
• Bring everyone indoors
• Lock outside doors
• Increase situational awareness
• Account for students and adults
• Do business as usual

LOCKDOWN
"Locks, Lights, Out of Sight"
Students are trained to:
• Move away from sight
• Maintain silence
• Do not open the door
Adults and staff are trained to:
• Recover students from hallway if possible
• Lock the classroom door
• Turn out the lights
• Move away from sight
• Maintain silence
• Do not open the door
• Prepare to evade or defend

EVACUATE
"To a Location"
Students are trained to:
• Leave stuff behind if required to
• If possible, bring their phone
• Follow instructions
Adults and staff are trained to:
• Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation)
• Lead students to Evacuation location
• Account for students and adults
• Report injuries or problems using Red Card/Green Card method.

SHELTER
"State Hazard and Safety Strategy"
Hazards might include:
• Tornado
• Earthquake
• Tsunami
Safety Strategies might include:
• Evacuate to shelter area
• Seal the room
• Drop, cover and hold
• Get to high ground
Students are trained in:
• Appropriate Hazards and Safety Strategies
Adults and staff are trained in:
• Appropriate Hazards and Safety Strategies
• Accounting for students and adults
• Reporting injuries or problems using Red Card/Green Card method.



STANDARD RESPONSE PROTOCOL

INFORMACIÓN PARA PADRES/ MADRES DE FAMILIA Y TUTORES/AS LEGALES
Nuestra escuela ha adoptado el Protocolo de Respuesta Estándar (SRP por su sigla en inglés) desarrollado por "I Love U Guys" Foundation. Los/as estudiantes y el personal serán capacitados, practicarán y harán simulacros sobre el protocolo.

LENGUAJE COMÚN
El Protocolo de Respuesta Estándar (SRP por su sigla en inglés) se basa en un método para todo tipo de riesgos en vez de para situaciones particulares. Al igual que el Sistema de Comando de Incidentes (ICS por su sigla en inglés), el protocolo SRP utiliza un lenguaje común claro al mismo tiempo que posibilita la flexibilidad en el protocolo. La premisa es simple: durante un suceso se pueden activar cinco acciones específicas. Cuando se comunique, la acción usará un "término específico" que irá seguido de una "orden". Los participantes activos, incluidos estudiantes, empleados, docentes y personal de respuesta inmediata llevan a cabo la acción. El protocolo SRP se basa en las siguientes acciones: Hold (esperen), Secure (protejan), Lockdown (acceso bloqueado), Evacuate (evacúen) y Shelter (busquen resguardo).

LOCKDOWN! (¡CIERRE DE EMERGENCIA!) Echen llave, apaguen las luces, escóndanse.
Se capacita a los/as estudiantes en lo siguiente:
• Desplazarse a un lugar donde no se les vea
• Guardar silencio
• No abrir la puerta
Se capacita a las personas adultas en lo siguiente:
• Llevar a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
• Echar llave a las puertas interiores
• Apagar las luces
• Desplazarse a un lugar donde no se les vea
• No abrir la puerta
• Guardar silencio
• Contar a los estudiantes y a los adultos
• Prepararse para evadirse o defenderse

EVACUATE! (¡EVACUEN!) (Es posible que se especifique un lugar determinado)
Se capacita a los/as estudiantes en lo siguiente:
• Evacuar a un lugar determinado
• Llevarse sus teléfonos
• Cuando se proporcionen instrucciones sobre si deben llevarse o dejar sus pertenencias
Se capacita a las personas adultas en lo siguiente:
• Dirigir la evacuación a un lugar determinado
• Contar a los estudiantes y a los adultos
• Reporte lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde

SHELTER! (¡BUSQUEN RESGUARDO!) Riesgo y estrategia de seguridad. Los riesgos pueden incluir:
• Tornado
• Materiales peligrosos
• Terremoto
• Tsunami
Las estrategias de seguridad pueden incluir:
• Evacuar a un área resguardada
• Sellar el salón
• Agacharse, cubrirse, agarrarse
• Dirigirse a terreno elevado
Se capacita a las personas adultas en lo siguiente:
• Estrategias adecuadas de seguridad y para situaciones de riesgo
• Contar a los estudiantes y a los adultos
• Reporte de lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde

Field Trip Guidelines

Students should follow the 4 B's of Woodland Middle School, and should also follow directions from all attending adults and regular bus rules.

In order to attend WMS Field Trips students must meet the following requirements:

- Be passing all classes (No Fs)
- Maximum of one major referral for the semester the trip is taking place
- No ISS or OSS Suspensions during the semester the trip is taking place
- Less than 10% absences at the point of the year that the trip is taking place
- All fines and fees must be paid

Fines

Students may be assessed fines for lost library books, unpaid lunch loans, damaged textbooks, or failing to return athletic uniforms. Students who do not pay fines may not participate in PBIS rewards days. In addition, all students with fines will not be eligible for the end of the year activities.

Games, Dances and Other School Event Guidelines

In order to attend after school games, dance, movie, or other school events, Woodland Middle School students must be in attendance the entire day of the event. If the student has a doctor/dental appointment that day, it is the parent's responsibility to obtain a note from the health care provider verifying the appointment. Any other exception will be made by the building administration. **No guests (including students from other schools in the district) may attend WMS dances or movies; any exceptions must be approved through the building administration.**

Movie and Dance regulations are as follows:

- The number of dances to be held each year shall be determined by the ASB and Class Officers, and approved through the Administrators at WMS.
- Middle school dances are for **WMS 7th and 8th Grade students only**. The only exception will be the final dance of the year when 6th graders will be invited to attend. Dances are from 3:45 pm to 5:30 pm.
- Middle school movies are for **WMS 5th and 6th Grade students only**. Movies are from 3:45pm to 5:30pm.
- Students will not be permitted into the events after 4:00 pm
- WMS dress code is applicable at school sponsored events
- If you need to leave early a parent/guardian must check you out
- **Chaperones will be WMS Staff Only at dances and movie nights**

- From the time students arrive, they are not to leave the building. If there are exceptions to the rule, the adult in charge must give permission. Any student leaving without permission may not re-enter and is subject to school discipline
- Continuation of movies or dances for the rest of the year depends on the behavior of students at each of the events
- The WMS Staff member in charge will determine the movie being played and the lighting arrangement for the events
- Small Concessions will be available for purchase at both events
- The club or activity sponsoring the dance or movie will be responsible for cleanup

Hall Passes

Students should have a hall pass at all times to be in the halls during class periods. The only exception is if they are with a staff member.

Language

Students will not use or produce vulgar, obscene, negative, hateful, hurtful or demeaning language, writing, pictures, signs or acts.

Library Guidelines

The library at Woodland Middle School is a place for research, study, and reading. The following are procedures for our library:

- A maximum of five books may be checked out at a time (All lost books must be paid for)
- Return books on time; otherwise you will not be permitted to check out additional materials
- Return all checked-out books to the circulation desk
- During class time, students must have a pass to be allowed in the library
- Reference materials must remain in the library

Lockers

Each WMS Student will be assigned a locker. If they decide not to use a locker they must notify the office. Students are expected to use only the locker assigned to them. The assigned student is responsible and liable for the condition of the interior and the exterior of the locker.

The lockers are school property; therefore, the school retains the right to periodically conduct locker checks and to remove contents which do not belong to the student

or may be deemed unlawful or harmful in any way to the welfare of that student or other students. Students need not be present when the search is conducted.

If a student jams their locker to keep it open or misuses their locker, the student will be issued a warning. If there is a second occurrence, the contents of the locker will be bagged and stored in the middle school office and the locker privileges for the student may be revoked.

Students assume all risks for items not in their personal possession. Valuables may be checked in the office for safekeeping. Students are not to share their locker combinations with others. Students are issued lockers to keep their backpacks, purses, and school supplies enclosed. There is time between classes to access your locker. **Purses and backpacks are allowed in the classrooms.**

Lost and Found

The Lost and Found for valuables (ie. keys, phones, jewelry, money) is located in the office. Found items such as these, should be turned into the office. All other found items are placed in the designated “Lost and Found” area in the hall. Unclaimed items will be kept no longer than a month, and then donated to a non-profit organization.

Office Telephone Use

In the case of an emergency, students can be reached by calling the school office. During the school day, phone calls are to be made through the office, and not by way of cell phones. Students will not be allowed to phone home for such things as permission to go to a friend’s house or if they forgot a note for a bus pass. If a student feels it is necessary to call their parent/guardian (by office phone or cell phone) they must first check in to the office for permission.

Non-Compliance

Students should follow the requests and instructions of school personnel. Failure to do so is non-compliance toward school personnel or expectations. Non-compliance is defined as defying instructions of school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking school expectations. Students who choose to be non-compliant are choosing to have a consequence that follows the Woodland Middle School Infraction Levels of Discipline.

Pickup

Students being picked up by parents/guardians will meet them in the parking lot near the Green Gym next to the WMS Trojans sign.

Public Displays of Affection

Woodland Middle School's policy on displays of affection is "hands off." The "hands off" policy extends to all school events on or off campus. Disciplinary consequences will be assigned as needed if a student cannot adhere to this policy.

School Bus Procedures and Expectations

Buses will drop off and pick up students outside the WMS Commons Area. Bus lines will be supervised by WMS Staff until every bus has left the grounds. The School bus is considered an extension of the classroom. It is the responsibility of the student to familiarize himself/herself and act in accordance with all bus regulations pertaining to students.

School bus drivers have the authority to hold students accountable for their behavior while on school buses. Misconduct may result in suspension of bus riding privileges. A student that is cited for misconduct will be referred to the office for disciplinary action, and all bus infractions will be recorded in the student's disciplinary file.

Students must bring a signed note from home to the office first thing in the morning in order to ride a different bus, or to get off the bus at a stop other than the student's normal stop.

Bus Tickets - Cumulative Discipline Referrals

Number of Bus Tickets	Consequences
1	Bus Driver and Student Conference - Consequence at the discretion of the Administrator
2 (within 60 school days)	Administrator and Student Conference - 1-3 day bus suspension
3 (within 90 school days)	Administrator and Student Conference - 3-5 day bus suspension
4 (within a school year)	Administrator and Student Conference - 1-4 week bus suspension
5 (within a school year)	Administrator and Student Conference - Long-term suspension or expulsion from the bus

Food and Beverages:

Eating and drinking on the bus are no longer permissible because it encourages sharing and removing face coverings. KWRL staff will educate students on the expectations and enforce the **NO FOOD OR DRINK** policy on the bus to promote health and safety for all passengers.

Electronic Devices:

Students are NOT to share electronic devices. This will help with keeping social distances and avoid unnecessary exposure. This is already a policy

Loading:

- Drivers are responsible for directing students on where to sit and will have a seating chart for their bus.
- Drivers should develop and utilize an assigned seating plan for all students to the best of their ability **when possible**.
- Siblings are encouraged to sit together.

Unloading:

- At the school, the driver is responsible for instructing students to **remain seated** and to begin unloading students from front to back.
- The drivers will remind and reteach the expectation that students are to remain seated and wait to unload until the student in front of them has begun to exit and is at a respectful social distance.

Windows:

- Windows need to be opened to the first notch, if possible. Please ensure your child has dressed appropriately according to the weather.

Riding home with friends:

- Students will only be allowed to ride home on their designated bus. Regardless if their parents call or send a note to the school.
- The only exception is if they are registered to a daycare and notify KWRL.

School Closures/Delayed Opening

Each child should know an emergency plan. Emergency school closures may require your child to arrive home before regularly scheduled. Parents need to have a plan in place ahead of time in case of early closure. Emergency phone numbers, babysitters, nearest relatives, etc....should be current and on file in the school office. During severe weather, school may be canceled, start late, or be dismissed early. You can access this information through the WSD website, social media, radio, and television stations, and often a “Robo” call from the district.

Telephone Use & Electronic Devices

The district assumes no responsibility for loss or damage of a student’s personal property, and teachers and staff cannot be responsible for student property. For your own protection, please do not bring large sums of money or valuable personal property to school.

The following handheld electronic devices are allowed on campus, but are discouraged from being brought to school: AirPods, I-Pods, I-Pads, Cell phones, Electronic games, Cameras, and other items/devices of value.

Since these items have the potential to be a distraction to the educational process, **they must be silenced and stowed away from the time they enter the building to the final bell of the school day. Students may not use any devices (including student issued chromebooks) while walking in the halls.**

If a student needs to call home during the school day, they may do so in the **office during passing time.** Students who choose not to follow the guidelines could face consequences.

Consequences:

If an electronic device is turned into the office due to NOT following the rules and expectations the following consequences will take place.....

- 1st offense: The student may sign for the device and pick it up at the end of the day
- 2nd offense: The parent/guardian must pick it up from the office
- On subsequent offenses, further administrative action will be taken.

Use of Computer/Internet

Students are required to turn in a signed parent permission slip prior to accessing the internet. Unauthorized or inappropriate use of the internet and/or computer or printers will result in a consequence and a loss of access to the internet for a given period of time.

Unauthorized or inappropriate use of the internet and/or computer/chromebooks will result in consequences and loss of access for a given period of time.

Walkers/Bikes

Students who walk or ride bikes will go directly home or to their parent/guardian-approved after-school destination. For the purpose of student safety, it is important students go straight home and not loiter on campus.

Visitors

Visitors to the school must report directly to the office. Parents and/or guardians wishing to volunteer will need to complete an application and provide the necessary documents or they must be accompanied by an administrator. Brothers or sisters of school age friends are not permitted to visit during school hours unless they are accompanied by their parents. Non-students, not having an administratively determined valid purpose to be on school grounds will be requested to leave. Enforcement of this request, if necessary, will be by law enforcement authorities

School Breakfast/Lunch @ Woodland Middle School

Breakfast and Lunch is purchased through the school office or online through Skyward. Each student has an individual meal account to which families can make deposits of any amount. Meals are then debited from that account with a pin number. Families can access their student's

account to check balances, make a deposit or verify purchases through Skyward. A link to the web site and password information can be emailed to you at your request by calling the WMS school office.

Cafeteria Guidelines

The cafeteria strives to provide a variety of lunchtime choices. We encourage all students to eat a healthy breakfast and lunch. WMS students must take an entrée, milk and a fruit or vegetable. Money for your lunch account will only be accepted at the Woodland Middle School Office. The cashiers in the commons ***WILL NOT*** take money towards your lunch. Food purchased in the cafeteria, should be consumed in the cafeteria/commons. Students are expected to pick up their garbage and clean up their areas before leaving their lunch table.

Candy and Energy Drinks

Students who feel it is necessary to eat candy at school may do so only in the cafeteria at lunch time. ***All students should NOT have Energy drinks at school.***

Student Health Services @ WMS

Health Room

The health room is available for students who become ill while at school or who need care for a health problem or injury. A student should stay at home if he/she feels ill or has a fever of 100.3 or higher when it's time to leave for school. If a student needs to go home, the parent or emergency contact will be contacted by the school and arrangements should be made as soon as possible to pick up the student. Students must remain home for 24 hours after their fever has subsided without the use of medication, and/or their last episode of vomiting or diarrhea.

Injuries

When a student is injured at school, it should be reported to the teacher and/or staff and office on the same day the incident occurs. Students should report any unsafe conditions as soon as possible.

Medication

Students are not allowed to carry medications at school. The only exception to this would be for emergency inhalers and epipens with written approval from their healthcare provider. A signed physician order form is required to be on file in the school health room. School personnel are not allowed to give students any medicine, including over the counter medication without written orders on file in the health room. Written permission by parent/guardian AND a signed

“Authorization for Administration of Medication at School” must be on file for any and all medications at school. Forms may be picked up at the school office. Also, most provider offices have a copy of this or have their own version of this form, which is also acceptable. Medicine must be transported to and from school by a parent/guardian. Students may not personally transport medicine to and from school. **Prescribed medication must be provided in the container labeled by the pharmacist with the name of the child, the name of the medication, the dosage and frequency in which the medication is to be given. All medications must be transported to the school office by a parent. Over the counter medications must be a new, unopened supply. If medication samples are to be given, they must be labeled with the student’s name, dosage, and time to be given.**

Other Health Issues

Students in 5th and 7th grades will receive vision and hearing screenings each year. Staff members are legally responsible for reporting all suspected cases of child abuse and neglect.

State Health Regulations

The following chart shows the Washington State Department of Health Regulations for some of the more common diseases about which parents ask:

Chicken Pox (Varicella)	Excluded minimum of one week from appearance of eruption, and thereafter until all lesions have crusted over.
Cold & Flu	Children with acute colds or stomach flu should not come to school.
Conjunctivitis (Pink Eye)	Can be at school as long as there is no active drainage. Exclusion of children from school, and restriction to home until treated with prescribed medications.
Measles	Excluded for a minimum of seven days after appearance of rash, and until all abnormal mucus secretions have disappeared. All cases must be reported to the school office.
Mumps	Isolation for a minimum of seven days and until swelling of salivary glands has subsided.
Pediculosis (Head and body lice)	Treatment should be continued and sharing of personal articles prohibited until lice and nits are eliminated.

Ringworm	(Skin) Excluded unless adequately treated. (Scalp) Excluded until adequately treated by doctor and a statement from doctor is received at school.
Scabies	Excluded until adequately treated.
Scarlet Fever	Isolation until clinical recovery or until 24 hours after initiation of treatment.

Meningococcal Disease

State law RCW 28A.210.080 requires schools to provide meningococcal information to parents and students in grades 6-12. Meningococcal disease, commonly known as meningococcal meningitis, strikes up to 3,000 adolescents and adults in the U.S. each year. A vaccine is available and it can help protect against up to 83% of the disease cases occurring among adolescents and young adults. Vaccination is not required for school attendance. For additional information, visit the following website: National Meningitis Association <http://www.nmaus.org/programs/pta/index.htm>

Human Papillomavirus (HPV)

State law RCW 28A.210.080 requires schools to provide human papillomavirus (HPV) information to parents and students in grades 6-12. HPV is a common virus that infects teens and adults. About 1 million people, including teens, become infected with HPV each year. HPV infection can cause cervical, vaginal, and vulvar cancers in women and penile cancer in men. HPV can also cause anal cancer, cancer of the back of the throat (oropharynx), and genital warts in both men and women. The HPV vaccine protects against cancers caused by HPV infection. About 85% of people will get an HPV infection in their lifetime. Vaccinating all 11–12-year-olds can protect them long before they are ever exposed. The CDC recommends two doses of HPV vaccine for all adolescents at age 11 or 12 years. For additional information, visit the following website: <https://www.cdc.gov/hpv/index.html>

Positive Behavioral Interventions & Supports (PBIS)

The main focus of Positive Behavior Interventions & Supports (PBIS) is to provide a clear system for all expected behaviors at Woodland Middle School. The system places an emphasis on clear and consistent expectations, positive reinforcement, and follow through from all staff to ensure success for all WMS Students. WMS 4 B's are: Be Safe, Be Respectful, Be Responsible, Be Involved. These rules are broad categories and the matrix that follows in the next section shows the breakdown of location specific expected behaviors under these categories. The expectations are posted in designated areas to help reinforce lessons taught in the classroom.

Positive Reward System

This component of PBIS is a school-wide plan to **“catch students being good.”** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis.

Corrections

When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable. As a result, a school wide corrections program will be implemented. This will allow for consistency among staff and administration.

Infractions of behavior are split into two behaviors, minor and major. Minor violations will be handled with the teacher involved, and major violations will be handled by the administrators.

A minor violation on the first offense will result in documentation and problem/solving consequences. The second same minor offense will result in documentation, problem solving/consequences, and parent phone contact. The third same minor offense will be referred to an administrator. **Any major violation will be immediately referred to an administrator.**

Frequent Rewards

*** Trojan Tickets**

The Goal: Reward students for following expectations and showing good performance






Reward: Use the tickets to purchase items from the PBIS School Store

***Quarterly or Semester Rewards Afternoon**

Students are invited to participate in a reward afternoon once a quarter during the school year based on grade reports and lack of major disciplinary action. In order to participate in a rewards afternoon students must meet the following requirements:

- All passing grades (No F's)
- Have not received a suspension during the quarter(s)
- Have not received a major referral during the quarter(s)
- Have not received 2+ minor referrals during the quarter(s)
 - This does included tardies (1st-7th Period)
- Have not missed more than 10% of the school days currently (Excused or Unexcused)
- Alternative Rewards will be offered for anyone who is unable to attend

School Wide Behavior Expectations

4 B's	Be Safe	Be Respectful	Be Responsible	Be Involved
<p>School-Wide</p>	<p>Walk throughout campus</p> <p>Hands & feet to self</p> <p>Stand appropriately</p> <p>Walk facing forward using the arrows</p> <p>“Tight to the Right” at all times....Follow the arrows in the hallway</p>	<p>Voice Levels 0 = No Talking 1 = Whisper Voice 2 = Two Person Voice 3 = Large Group Voice 4 = Outside Voice</p> <p>Follow all staff directions</p> <p>Follow School-Wide Expectations (4 B's)</p> <p>Respect hallway displays</p> <p>Avoid passive bullying</p>	<p>Walk directly to class</p> <p>Arrive on time</p> <p>Report concerns to staff</p> <p>Respect others property</p> <p>Follow directions promptly</p> <p>Turn off all electronics and store them until the school day dismissal</p> <p>Water bottles only in the halls, classrooms, gyms, and outside.</p> <p>Energy Drinks NOT allowed around campus during the day</p>	<p>Participate</p> <p>Share ideas</p> <p>Collaborate</p> <p>Volunteer to help</p> <p>Lead by example</p> <p>Be a LEADER</p>
<p>Office</p>	<p>Be aware of emergency situations and stay clear of responding adults</p> <div data-bbox="261 1388 553 1772" style="border: 1px solid black; padding: 5px;"> <p>IN AN EMERGENCY WHEN YOU HEAR IT, DO IT.</p> <p>LOCKOUT! Get inside, Lock outside doors.</p> <p>STUDENTS Return inside Business as usual</p> <p>TEACHER Bring everyone indoors Lock outside doors Increase situational awareness Business as usual Take attendance</p>  <p>LOCKDOWN! Locks, lights, out of sight.</p> <p>STUDENTS Mask and face right Minimize noise Do not open the door</p> <p>TEACHER Lock outside doors Turn off the lights Move away from sight Do not open the door Monitor noise Take attendance</p>  <p>EVACUATE! To the announced location.</p> <p>STUDENTS Grab your things Leave your stuff behind Follow instructions</p> <p>TEACHER Lead students to location Take attendance Monitor if missing, ailing or injured students</p>  <p>SHELTER! Hazard and safety strategy.</p> <p>STUDENTS Heads and Safety Strategy Tuck under Hunker Eyes closed and hold breath Turn away Get to high ground</p> <p>TEACHER Lead safety strategy Take attendance</p>  <p>HOLD! In your classroom. Clear the halls.</p> <p>STUDENTS Remain in the classroom until the fire alarm is announced</p> <p>TEACHER Close and lock classroom door Business as usual Take attendance</p>  </div>	<p>Wait patiently, orderly and quietly</p> <p>Use polite, considerate conversations and volume</p> <p>Honor privacy of others</p> <p>Follow all WMS Staff directions</p> <p>You may come to the office before and after school, lunch, and/or passing time without a pass</p>	<p>Ensure your teacher knows where you are</p> <p>Check in with office staff and follow their directions</p> <p>Schedule appointments to see the counselors</p> <p>You must bring a pass with you to the office if it is during class time</p>	<p>Respond appropriately to all expectations</p> <p>Lead by example</p> <p>Encourage others to follow rules and expectations</p>

<p>Morning Arrival</p>	<p>Use sidewalks and crosswalks</p> <p>Enter ONLY at the Commons</p> <p>Go directly to breakfast, lockers, and/or 1st period classrooms</p>	<p>Follow all staff directions</p> <p>Turn off all electronics and store them until the school day dismissal</p>	<p>Walk bikes and skateboard on school grounds</p> <p>Commons Doors will open at the following times.... 9:40 AM Mon 8:25 AM Tue-Fri</p> <p>Be On Time</p>	<p>Respond appropriately to all expectations</p> <p>Lead by example</p> <p>Encourage others to follow rules and expectations</p>
<p>Hallway</p>	<p>Walk in the halls on the right hand side always</p> <p>Speak in a civil tone</p> <p>No jumping up to touch items on the walls or ceiling</p> <p>Eyes and bodies forward at all times</p>	<p>Use Polite Language</p> <p>Use conversational volume</p> <p>Positivity acknowledge those who address you</p>	<p>Move to class on time....no extra time in the halls</p> <p>Use indoor voice levels</p> <p>Stay in designated areas</p> <p>Keep the hallways clean</p> <p>No Food in the halls</p>	<p>Respond appropriately to all expectations</p> <p>Lead by example</p> <p>Encourage others to follow rules and expectations</p> <p>Respect hallway displays</p>
<p>Bus Loading</p>	<p>Follow directions of the bus driver</p> <p>Walk on and off bus</p> <p>Wait to approach the bus until it is stopped and doors are open</p> <p>Wait in your bus line</p> <p>Keep all items in the bus</p>	<p>Exit only at your normal stop</p> <p>Report any concerns to driver</p> <p>Keep hands, feet, and objects to self</p> <p>Respect private and public property</p> <p>Use school-appropriate language and topics</p>	<p>Maintain a level 0-2 classroom voice</p> <p>Practice courtesy when entering and exiting the bus</p> <p>Greet/Thank the driver</p>	<p>Practice cooperation and citizenship</p> <p>Use ride time for academic work</p> <p>Report issues to the driver</p>
<p>Commons</p>	<p>Stay in a single file lunch line</p> <p>Alert adult if a mess/spill is seen</p>	<p>Follow staff directions</p> <p>Sit in a seat while eating/drinking</p> <p>Keep commons trash</p>	<p>Clean up after yourself</p> <p>Report/clean up spills to and adult</p> <p>Eat your own food</p>	<p>Respond appropriately to "The commons expectations..."</p> <p>Lead by example</p>

		free Wait to be dismissed by and adult		Encourage others to follow rules and expectations
<i>Classrooms</i>	Walk quietly into class Keep hands & feet, and objects to self Use materials for their intended purposes	Use appropriate voice levels Quietly raise hand when help is needed and keep working Respect others property and personal space	Come prepared, with materials to work and learn Use materials appropriately Clean area before leaving the classroom	Participate actively in the activity When the bell rings, be ready to engage in class Meet teacher's expectations
<i>Technology</i>	Avoiding eating or drinking while using the chromebook	Respectful of myself and others online Valuing school property and taking good care of my chromebook Using technology appropriately	Keeping login passwords private Avoid inappropriate sites and unsafe use of the chromebook	Coming to class with chromebook charged Staying on task when using technology
<i>Library</i>	Walk in and out of the library quietly Keep hands, feet, and materials to self Be aware of your surroundings; watch for cords, laptops, carts, etc....	Voice level 0-2 Follow directions from all staff Treat books with care Wait your Turn	Be prepared with student ID/Number Use books and materials for their intended use Be efficient with your time Follow all Library procedures	Ask for help appropriately Utilize library resources appropriately
<i>Restroom</i>	Quietly walk to and from the restroom Wash hands	Keep bathrooms clean and neat Dispose of trash in the	Use hall pass during class time Use passing time to	Make good choices

	<p>thoroughly with soap/practice personal hygiene</p> <p>Report problems promptly to an adult</p> <p>Sign in and out of the classroom (Name, Date, and Time)</p>	<p>trash can</p> <p>Respect others' privacy</p> <p>Return promptly to class</p>	<p>use the restroom</p> <p>Go to the closest bathroom</p> <p>Use supplies appropriately</p>	
<i>Gym</i>	<p>Follow school-wide expectations</p> <p>Use equipment properly</p> <p>Be cleared to participate</p>	<p>Use school appropriate language</p> <p>Support others' efforts</p> <p>Display good sportsmanship</p> <p>Respect others property</p>	<p>Use equipment for its intended purpose</p> <p>Play fair</p> <p>Avoid passive bullying</p> <p>Be a good citizen</p>	<p>Make good choices</p> <p>Share the equipment and space/ take turns</p> <p>Be an active participant</p>
<i>Outside</i>	<p>Remain in approved areas</p> <p>Let others have their space during a mask break outside</p> <p>Move with the flow of traffic</p>	<p>Follow directions of all WMS Staff</p> <p>Respect personal space</p> <p>Use positive/appropriate language Voice levels 0-3</p> <p>Respect classes in session</p>	<p>Avoid passive bullying</p> <p>Use polite language</p> <p>Proceed to class or lunch when the bell rings or you are dismissed</p>	<p>Use equipment for its intended purpose</p> <p>Proceed to class when the bell rings</p>
<i>Dress Code</i>	<p>Refrain from wearing safety pins, chains, spikes, and other items that could cause harm to you or others</p>	<p>Keep it covered</p> <p>Hoods and Sunglasses are not allowed inside WMS</p> <p>Dress for success</p>	<p>Use the "Self-Check" rule for skirt/short length, tank tops, holes, sagging, etc...</p> <p>Appropriate messages and language on all clothing</p>	<p>Respond appropriately to all expectations</p> <p>Lead by example</p> <p>Encourage others to follow rules/expectations</p>

Serious Rule Infractions @ Woodland Middle School

Consequences for an office referral for student misbehavior will often begin with a parent contact by phone, letter/email or conference. These rules violations will be handled by an administrator or dean. The student may be required to appear to meet with staff to address the issue in the presence of parents or guardians. In certain instances, appropriate community agencies, law enforcement, or the Board of Education may be involved as part of the process.

These offenses are the most serious disruptions to the educational process and may result in short term suspension, long term suspension, or expulsion from school. Short term suspension means a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. Long term suspension means a suspension which exceeds a short term suspension.

The consequences of disruptive behavior are determined by the nature and circumstances of the behavior, as well as the severity, and the number of prior office referrals. While it is not possible to list all potential infractions, the following acts are specific infractions of rules that will lead to disciplinary action if such acts occur on school grounds, school transportation, and at school events on or off school premises.

Policy No. 3240 Student Conduct

<https://docs.google.com/document/d/1PaAb4GRwKP-qWMdEYVY5LMtPmM8JcKoI5daqZvGCR-A/edit>

Policy No. 3240 Procedure

https://docs.google.com/document/d/1e368rS1eme61oJeza_pyWYk4hsEMEZ5UO_2K7NXAwWk/edit

Policy No. 3241 Classroom Management, Corrective Actions, or Punishment

https://docs.google.com/document/d/1zeL0QhVVx_49tSJ65qzUXyq7hGnutEJsrafN0tN_ja4/edit

Policy No. 3241 Procedure

https://docs.google.com/document/d/19Re1MPcHFTqfj-2pE3MrqSf3ospHY5hb_8Zd5bOy6ls/edit

Problem Area	Definition	Actions
Continued Defiance of Authority	Refusal to follow the reasonable requests of school personnel	Parent conference. Discipline to expulsion
Alcohol or Drugs	The use, sale, possession, or under the influence of alcohol or any controlled substance including inhalants, or any controlled substance	Discipline to expulsion

Arson	Use of fire to destroy/damage or attempt to destroy/damage property	Long term suspension to expulsion
Assault/Threat	Physical attack by one or more individuals upon another individual. The threat of physical force against another person, including the use of a weapon for the purpose of inflicting injury	Short term suspension to Expulsion
Bomb Threat	Threats to bomb or damage any public school building facility or person	Long term suspension to expulsion
Closed Campus Violation	Leaving the school grounds at any time after arriving in the morning without the permission of school personnel	Discipline to long term suspension
Vandalism(including graffiti)	Willful or malicious injury of furniture equipment, buildings or other school property. This includes cutting, marking, writing on, or defacing in any manner	Discipline and restitution suspension to expulsion
Disruptive Conduct	Use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct to cause the substantial and material disruption of any lawful mission, function of the school process, or	Discipline to long term suspension
Disruptive Dress and Appearance	Dress and appearance which is disruptive to the educational process and/or threatens the health and safety of the students or others. No student will wear apparel which exposes a bare midriff.	Discipline to long term suspension
Extortion/Coercion	The wrongful taking of or demand for money or property without his/her consent through the use of threat or physical force	Short term suspension to expulsion
False Alarm	Activating a fire alarm for other than the intended purpose of the alarm	Long term suspension to expulsion
Fighting	Physical conflict with two or more aggressive person using actions that may cause physical harm	Discipline to long term suspension
Gangs/Gang Activity	Any activity of gangs or expression of gang membership likely to cause disruption of the school and/or present a threat to the health and welfare of students and school personnel	Discipline to expulsion
Threats, hazing, and verbal abuse	Intentional actions, physical threats, or intimidation. This also includes pushing/shoving and other unsafe behaviors.	Discipline to long term suspension
Bullying	Bullying is a series of repeated, intentionally cruel incidents, involving the same students, in the same bully and victim roles	Discipline to long term suspension

Inappropriate Language/ Lewd Conduct	The use of vulgar or profane language on school property whether spoken, written, or gestured	Discipline to short term suspension
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by a student to another student.	Short term suspension to expulsion
Obscene or Disruptive Material	Publishing or distributing on school grounds libelous, obscene, or disruptive materials	Discipline to expulsion
Weapons and Explosives	The possession, use, or transporting of any object that could reasonably be considered a firearm or dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property, or disruption of the educational process	Discipline to expulsion
Tobacco	The use, sale, possession or distribution of tobacco in any form and/or associated items (pipes, papers, lighters, etc.)	Discipline to long term suspension
Racial Harassment or Discrimination of any type	Discrimination or harassment of an individual on the basis of age disability, national origin, race, marital status, religion, or sex by verbal statements, written statements, gestures, or actions.	Discipline to expulsion
Theft	A student shall not carry away personal goods or property of another person or the school district	Short term to long term suspension
Forgery	Intentional falsification of materials. Falsification includes, but is not limited to school assignments, tests, cheating, and absence notes.	Discipline to short term suspension
Possession or use of Public Annoyances	Possession or use of items (such as iPods, radios, laser pointers, squirt guns, electronic devices) which cause or can cause a public annoyance.	Confiscate – Discipline to short term suspension
Trespass	Unauthorized entry into or upon the property of the school	Discipline to long term suspension
Truancy	Unauthorized or unexcused absences from school. This includes “skipping” individual classes.	Discipline to long term suspension
Multiple Minor Violations	Repeated violations of school policies, rules and violations	Discipline to long term suspension

Tobacco and Vape Use

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property and in any proximity to students.

Smoking or any other use of tobacco products shall be prohibited on school district property. In addition, smoking or any other use of tobacco products shall be prohibited off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. This prohibition applies to staff and all volunteers. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Drug-Free Schools

The Woodland School District supports and enforces drug-free schools. Use and/or possession of alcohol and illicit drugs is unlawful, wrong, and harmful. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used alcohol or any controlled illegal, addictive, or harmful substances of any kind (including anabolic steroids) while on school grounds or at a school activity, function, or event. Violation of this policy shall result in the following:

- The parent(s) will be notified to discuss appropriate treatment.
- The school administration may request the assistance of a law enforcement official investigating the source of the substance.
- Appropriate school disciplinary action will be taken.

To ensure the safety, health and well-being of all students, the district is committed to a program that emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. While the primary obligation to seek assistance rests with the student and his/her parent(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. The district shall seek the support and cooperation of public and private agencies as necessary.

Activities/Athletics @ Woodland Middle School

Participation Fees

- All participating athletes must purchase an associated student body card (ASB) and pay the seasonal participation fee prior to participation
- All student athletes must pay a participation fee of **\$50.00 per sport for WMS athletes.**

- This fee guarantees participation in the activity as long as the student meets the eligibility requirements. **Refunds will only be received if a student is cut from the program**
- Any athlete with outstanding fines (past due library books, textbooks, sports gear, etc.) will not be cleared for participation until the fines have been cleared

Registration Fees

An athlete and his/her parent/guardian must complete all required athletic registration forms using Family ID.

Physicals

All athletes must provide proof of a current physical examination by a doctor certified to perform physical examinations, or by a WIAA approved medical professional

Attendance to Participate

The intent of this policy is to reinforce the importance of school attendance for all students.

Athletes are expected to be in attendance the entire day in order to participate in athletic events.

An unexcused absence from one or more periods will result in a one game suspension from the first contest after an attendance check – which will occur on a weekly basis. It is recommended that whenever possible, absences are pre-arranged

Code of Conduct

All Woodland School District athletes will recognize that both as a team and as individuals, they have the responsibility to display the highest degree of good sportsmanship. An athlete who displays inappropriate conduct in practices, contests, or during travel time, will receive a minimum of a verbal warning to possible suspension from the activity. Woodland School District Code of Conduct outlines the following behavioral expectations for our student athletes at all athletic events:

- Accept and understand the seriousness of your responsibility and the privilege of representing your school and community
- Live up to the standards of sportsmanship established by the school administration and the coaching staff
- Treat opponents the way you would like to be treated as a guest or friend
- Refrain from taunting, trash talking, or making any kind of derogatory remarks to your opponents during the game, especially the comments of an ethnic, racial, or sexual nature
- Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat
- Respect the integrity and judgment of game officials.

Woodland School District Information

Gender-Inclusive Schools

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

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

Cross References: Board Policy 2145 Suicide Prevention

Board Policy 3207 Prohibition of Harassment, Intimidation, and
Bullying

Board Policy 3210 Nondiscrimination

Board Policy 3231 Student Records

Legal References: RCW 28A.642 Discrimination Prohibition

20 U.S.C. 1232g, 34 C.F.R., Part 99 - Family Education Rights and Privacy Act

Management Resources: 2014 - December Issue

2013 - December Issue

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

Adoption Date: September 23, 2019

Woodland Public Schools #404

Insurance

An insurance policy which covers the insured going to and from school, while in school or during a school activity, is available to all students. The Woodland School District assumes no responsibility concerning the insurance. The school merely provides students with the opportunity to purchase insurance coverage. The forms are available in the middle school office.

Individuals with Disabilities Education Act

Under IDEA, Woodland School District provides a copy of procedural disability safeguards upon request. Please contact the special services offices if you would like one.

Legislation Regarding Military Recruiters

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and institutes of higher education unless a parent has opted out of providing such information.

McKinney Vento Act

Woodland School District is required to provide notice of the education rights of homeless students. Please contact the district office for more information.

Parent's Right of Access to Student Records

Woodland School District No. 404, in order to protect the privacy of parents and students and to comply with the requirements of Section 438 of the General Privacy Act, as amended, designated the following categories of personally identifiable information from student records as directory information:

The student, address, telephone number, date and place of birth, course(s) of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates and awards received, and the most recent agency or institution attended by the student.

It is the right of the parent/guardian of a student, or of any student who has attained the age of 18, to refuse to permit the designation of any or all of the personally identifiable information with respect to that student as directory information. Such a student or parent must notify the school district in writing of such refusal. Such notice should be addressed to: Mr. Michael Green, Superintendent, 755 Park Street, Woodland, WA 98674.

RCW 26.44.030(11) - Upon receiving a report of alleged child abuse and neglect, the department or investigating law enforcement agency shall have access to all relevant records of the child in the possession of mandated reporters and their employees.

Public Records

Pursuant to Chapter 42.17 RCW, parents and other members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under state law.

Pupil Rights - PPRA

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the rights to:

- Consent before students participate in a survey that concerns one or more of the protected areas: political affiliations or beliefs; mental or psychological problems; sex behaviors or attitudes; illegal, anti-social or self-incriminating behavior; legally recognized privileged relationships; religious practices, affiliations or beliefs; and income, other than required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of any other protected information survey; any non-emergency, invasive physical exam or screening required as a condition of attendance, except for those required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing.
- Inspect upon request and before administration of use any protected information surveys of students; instruments used to collect personal information from students for any marketing, sales or distribution purposes; and instructional material used as part of the educational curriculum.

Releasing Information

Woodland School District is permitted by state and federal law to disclose student information without consent in the following cases:

- If a school official needs to review an education record to fulfill his or her professional responsibility;
- If information is requested by another school district in which a student seeks or intends to enroll; and
- If the information requested is directory information. Directory information includes data such as student's name, photograph (for use in public information), date and place birth, address, phone number, grade, dates of attendance, most recent previous school attended, diplomas and awards received and participation in recognized activities and sports.

Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties. Please note that under FERPA, parents have the right to request non-disclosures of any or all of the above information.

Sexual Harassment & Discrimination

DISCRIMINATION

Woodland Public School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Vicky Barnes, Title IX Officer, Civil Right Coordinator, and Affirmative Action Officer, 800 Second St. Woodland, WA 98674, barnesv@woodlandschools.org, (360) 841-2702
- Jake Hall, 504 Coordinator, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2720

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

SEXUAL HARASSMENT

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

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

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

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

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Targeted Assistance Title One School Information

Teacher Qualifications

Federal law permits parents of children in Title I Schools to request information on the professional qualifications of their child's teachers. Specifically, parents have the right to ask for the following information:

- Whether OSPI has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether OSPI has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to know if your child's school is a Title I School and/or receive any of this information, please call the district office

**Policy No. 4130 Community Relations
Title I Parental Involvement**

- I. The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:
 - A. Play an integral role in assisting their child's learning;
 - B. Are encouraged to be actively involved in their child's education at school; and
 - C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- II. The board of directors adopts as part of this policy the following guidance for parent involvement. The District shall:
 - A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
 - B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
 - C. Build the schools' and parents' capacity for strong parental involvement;
 - D. Coordinate and integrate Title 1 parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction, Preschool Youngsters, State-run preschools;
 - E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title AAUTEI-related activities, with particular attention to the participation of parents with

limited English proficiency, parents with disabilities and parents of migratory children;
and

- F. Involve the parents of children served in Title I schools in decisions about how the Title I, Part A funds reserved for parent involvement is spent.

WMS Parent Involvement Plan

Legal References: PL 107-110, Section 1118(a)

Management Resources:

Policy News, October 2008

Family Involvement Policy

Policy News, June 2005

Title 1 Parental Involvement Policy

Policy News, August 2003

No Child Left Behind Update