

Woodland Middle School
Student/Parent Handbook 2020-2021



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

James Johnston, Principal
Angela Campbell, Assistant Principal/Athletic Director

**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 'T' is particularly large and prominent.

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 | 2020-21

Updated - 1.28.21

Staff Person	Room Number	Position
Anderson, Stefani	350	Psychologist
Beasley, Kelly	Gym/471	PE/Health/Pre Alg
Beassie, Christina	423	Parapro -- DSP
Bejcek, Wade	429	Math 8/Algebra
Blanshan, Rebecca	323	RR 5/6
Booker, Amy	465	Parapro -- ELL
Campbell, Angela	Office	Assistant Principal
Caulfield, Nicole	419	Art 5-8
Claycamp, Cindee	318	Parapro -- Title
Cline, Cheryl	Library	Parapro -- Library
DeGraff, Garrett	Office	7/8 Counselor
Dietrich, Pam	465	ELL
Duling, Cyndi	318	Parapro -- Title
Duling, Kye Lea	312	Math 5/6
Eilts, Tara	318	Instructional Coach
Estes, Selena	318	Parapro -- Title
Falk, Michelle	323	Parapro -- 5/6 RR
Finn, Heather	Office	Bldg Secretary
Flanagan, Glen	Gym/415	PE/Health
Flanagan, Jeff	319	Technology
Flanagan, Rob	Gym/319	PE/Health
Franco, Amanda	School Wide	Campus Supervisor
Fuller, Tammy	323	Parapro -- 5/6 RR
Gnade, Naomi	313	Math 5
Gomez, Jaema	307	ELA/SS 5
Gonzalez, Brynn	423	Parapro - DSP
Gordon, Kim	318	Parapro -- Title
Greenbaum, Laura	311	Math 5
Hall, Tammy	465	Parapro - ELL
Harrington, Zac	317	Math 6
Hathaway, Kelly	306	ELA 6
Helling, Karen	417	Parapro -- 7/8 RR
Horrocks, D'Ann	Partners in Transition	Teacher
Huwe, Brenna	305	ELA 5/Rdg
Ingraham, Ann	Partners in Transition	Parapro -- PIT

Johnson, Melyssa	425	Math 8
Johnston, James	Office	Principal
Jud, Britt	421	TECH/CTE
Kelsey, Erin	447	7 ELA/7/8 RD INT
Koivu, Anna	423	DSP
Kutzer, Emily	315	Science 7
LiaBraaten, Brent	470	Choir
Malinowski, DJ	Green Gym Mez/432	Science 6/PE Elec.
Mathis, Kim	308	Science 5
McLendon, Jodi	Office	Bldg Secretary
Moses, Dave	314	Math 6
Mosley, Pam	318	Parapro -- Title
Music, Sherri	Office	LPN
Nelson, Ben	Office	5/6 Counselor
Nelson, Geoff	316	Science 6
Netland, Sarah	450	Math 7
O'Haver, Ryan	326	SLP
Oathes, Ronda	448	ELA 7
Odin, Geoff	417	7/8 RR
Passanisi, Natasha	423	Parapro - DSP
Peasley, Dawn	423	Parapro -- DSP
Przedwojewski, Danielle	426	Science 7 / 8
Roskoski, Crystal	Office	Admin Secretary
Sanders, Gina	Gyms	Parapro - PE
Scott, Colleen	412	ELA 8
Shaeffer, Ronni	430	Science 8
Shaffer, Jamie	Office	Para Pro
Shepherd, Candice	Library	District Librarian
Smalley, Alyse	306	ELA/SS 5/ T3 Rdg
Sparks, Luke	449	Math 7/Pre Alg
Steck, Bryana	Stage	Band
Swett, Emily	415	Soc Stu 7/Lead 7/8
Thibodeaux, Nancy	Partners In Transition	Parapro - PIT
Thralls, Tyler	324	ELA/SS 6
Uhlenkott, Robin	413	Soc Stu 7
Wheatley, Gena	ISS Room	PBIS Specialist

TIME	MONDAY (Overview of Week)
8:15-9:00	Staff Meeting
10:00-10:15	1st Period (Live Overview of week)
10:20-10:35	2nd Period (Live Overview of week)
10:40-10:55	3rd Period (Live Overview of week)
11:00-11:15	4th Period (Live Overview of week)
11:15-11:45	Lunch
11:50-12:05	5th Period (Live Overview of week)
12:10-12:25	6th Period (Live Overview of week)
12:30-12:45	7th Period (Live Overview of week)
12:45-1:45	Teacher Prep
1:50-3:35	<p>*Assistance Time Students have a flexible schedule to</p> <ul style="list-style-type: none"> -meet as a group -learn online -complete class assignments -work with adaptive software -Independent work 1-7 -physical activity (Get Active) -utilize individual or small group support

TIME	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45-9:25	Homeroom/1st Period (Live Lesson unless otherwise noted)	2nd Period (Live Lesson unless otherwise noted)	Homeroom/1st Period (Live Lesson unless otherwise noted)	2nd Period (Live Lesson unless otherwise noted)
9:35-10:15	3rd Period (Live Lesson unless noted)	4th Period (Live Lesson unless noted)	3rd Period (Live Lesson unless noted)	4th Period (Live Lesson unless noted)
10:25-11:05	5th Period (Live Lesson unless noted)	6th Period (Live Lesson unless noted)	5th Period (Live Lesson unless noted)	6th Period (Live Lesson unless noted)
11:15-11:45	Lunch	Lunch	Lunch	Lunch
11:50-12:30	7th Period (Live Lesson unless noted)	Teachers "open" office hours	7th Period (Live Lesson unless noted)	Teachers "open" office hours
12:45-1:45	Teacher Prep Time/Student work/feedback	Teacher Prep Time/Student work/feedback	Teacher Prep Time/Student work/feedback	Teacher Prep Time/Student work/feedback
1:50-3:35	<p>*Assistance Time -meet as a group -learn online -complete assignments -work with adaptive software -independent work (2,4,6) -physical activity -utilize individual or small group supports</p>	<p>*Assistance Time -meet as a group -learn online -complete assignments -work with adaptive software -independent work (1,3,5,7) -physical activity -utilize individual or small group supports</p>	<p>*Assistance Time -meet as a group -learn online -complete assignments -work with adaptive software -independent work (2,4,6) -physical activity -utilize individual or small group supports</p>	<p>*Assistance Time -meet as a group -learn online -complete assignments -work with adaptive software -independent work (1,3,5,7) -physical activity -utilize individual or small group supports</p>

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. ***Hard copies of the report cards will only be sent home at the end of each semester.***

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. Fall Conferences will take place October 22- 25th, 2019 and Spring Conferences will take place March 24-27th, 2020.

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. 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**, a **Pause for WMS 4B's (See below)** will be written by the office and lunch detention will be assigned. 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**, a **Pause for WMS 4B's (See below)** will be written by the teacher and lunch detention will be assigned by the lunch detention room. Each subsequent tardy will result in additional lunch detention, contact to the family by the teacher, and/or further disciplinary action assigned by the 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 quarterly 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 everyday and on time.

Remember, perfect means in school everyday, 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 selected for this award will receive a certificate, t-shirt, and lunch with administrators.

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

Attendance, Scholarship, Trojan Educational Achievement, Department Awards, PrincipAAwarAaal 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

Lockers

Students will be assigned a locker and are expected to use only the assigned locker. 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 lockers or 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 not allowed in the classrooms. Please store them in your locker.

Planners

Each student at Woodland Middle School will be issued a planner at the beginning of each semester. The student is required to bring it to every class except for PE. All assignments including due dates and all school activities should be written in the planer. This daily planner also contains the student's hall passes for each quarter. The replacement cost is \$2.00 if it is lost or destroyed prior to the end of the semester. New planners may be bought in the office.

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.

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.

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: headphones, 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 turned off and stowed away from the time students enter the building until they leave the building each day. Students may not use the device during passing time.** 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 taken away from a student it is turned into the office. On the first offense a student may sign for it and pick it up at the end of the day. On the second offense, the parent or guardian must pick it up. On subsequent offenses, further administrative action will be taken.

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.

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

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.

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. In addition to the W.S.D. website, www.woodlandschools.org, the following radio and television stations broadcast school closure announcements:

Radio Stations

KBPS 89.9 FM & 1450 AM	KNRK 94.7 FM	KOPB 91.5 FM & 550 AM
KBVM 88.3 FM (U of P)	KRSK 105.1 FM	KPAM 860 AM KGON 92.3 FM
KEX 1190 AM	KKCW 103.3	KVMX 107.5 FM KUPL 98.5 FM
KKRZ (Z100) 100.3 FM	KLTH 106.7 FM	KWBY 94 FM KUPL 1330 AM
KPOG 620 AM	KINK 101.9 FM	KWIP 880 AM
KFIS 104.1 FM	KUFO 101.1 FM	KXL 99.5 FM & 750 AM

T.V. Stations

KATU–Ch.2 KGW–Ch.8 KPTV–Ch.12 KOIN–Ch.6 PPS TV–Ch.28

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.

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.

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.

Visitors

Visitors to the school must report directly to the office. Parents and guardians wishing to attend their child's classes must request approval from the office to provide the teacher(s) 24-hour notice, and be fingerprinted through the district office. Brothers or sisters or 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 Bus Procedures

Buses will 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.

All field trips and activity excursions will be supervised by a faculty advisor and the bus driver. These trips are considered an integral part of the school program and therefore students on them are subject to school rules, regulations, and responsibilities.

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.

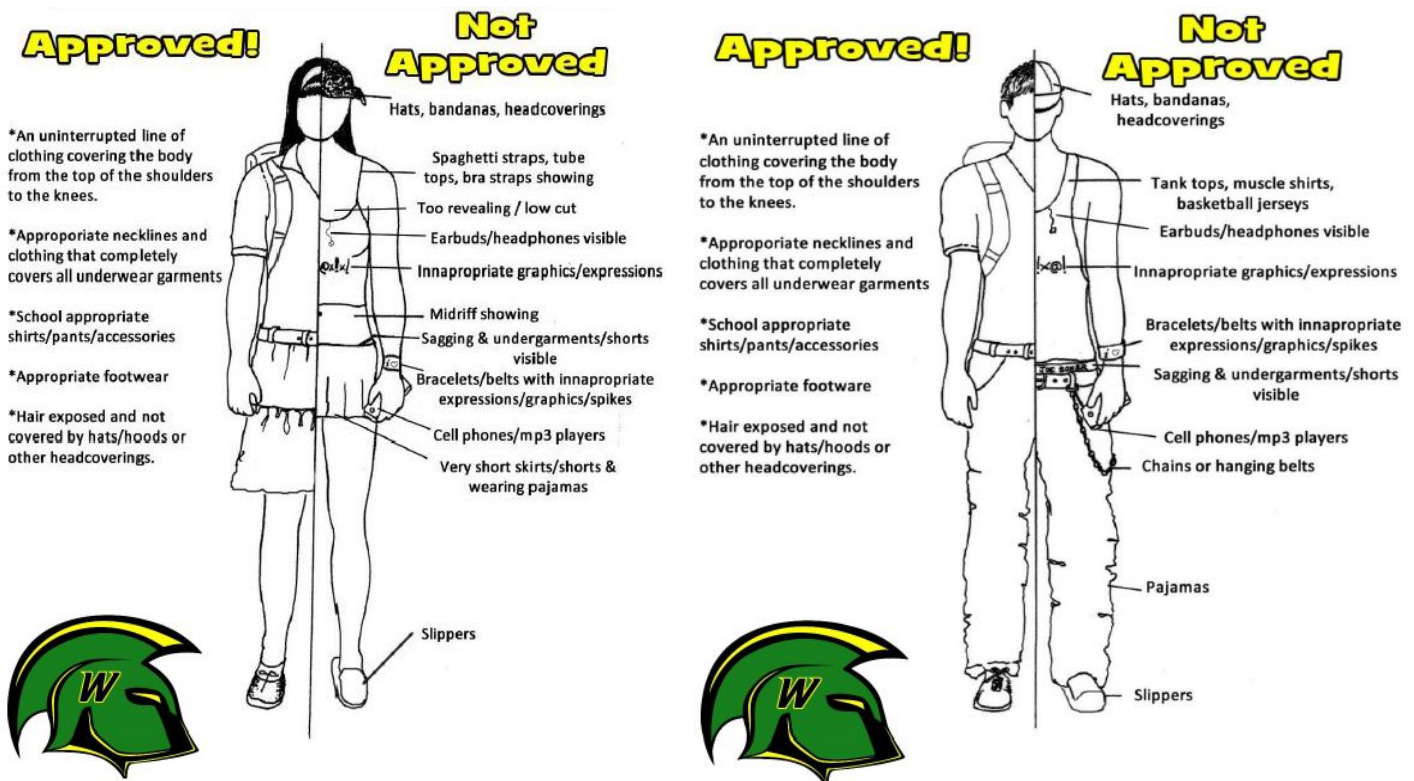
Students must bring a signed note from home to the office in order to ride a different bus, or to get off the bus at a stop other than the student's normal stop.

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

Dress Code and Hat Policy

Hats will not be allowed during the school day at Woodland Middle School. They will need to be removed when entering the building and need to stay off until they exit the building at the end of 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 will be asked to remove them from the time they **enter the building until the time they leave @ 3:35.** Students who choose not to follow the guidelines, could face consequences.



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.

Language

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

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.

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.

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

We are always grateful to have adult volunteers and chaperones that are willing to share their time with the students and help the teachers. A volunteer application must be filled out **ANNUALLY** and submitted a minimum of two weeks before working with students in the classroom or chaperoning on a field trip.

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

8th Grade Trip Requirements

In order for 8th grade students to qualify for the 8th grade trip, they must meet the following requirements:

- Be passing all classes fourth quarter (No Fs)
- No Major referral for the fourth quarter
- No suspensions during the second semester (In School and/or Out of School)
- No suspensions during the academic year for drugs, alcohol, tobacco, or weapons.
- All fines and fees must be paid and library books returned
- ***No students who are chronically absent and/or miss 17 school days or more (excused or unexcused) will be allowed to attend the trip. In severe medical cases, this can be appealed to the principal.***

Parents are required to pay for the 8th Grade Trip. The exact fee is determined every year and communicated with parents/students via newsletters and flyers. If you have a financial hardship and wish for your child to attend the 8th grade trip, please call WMS. All refunds for the 8th grade trip will be issued the 30th of June.

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

- Return books on time; otherwise you will not be permitted to check out additional materials
- All lost books must be paid for
- Return all checked-out books to the circulation desk
- Return books to shelves only if you know exactly where they belong
- During class time, students must have a pass to be allowed in the library
- Checked out materials are good for two weeks and may be renewed
- Reference materials must remain in the library
- Food and beverages are not permitted in the library
- Students must follow library rules to continue library privileges and use

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.

Breakfast Prices: \$ 1.70	Lunch Prices: \$ 2.95	Extra Milk: \$0.75
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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 (the exception being if a student is working in a teacher's classroom during lunch). Students are expected to pick up their garbage and clean up their areas before leaving their lunch table.

A La Carte Guidelines

If you have a negative lunch balance you ***WILL NOT*** be allowed to purchase items from a la carte. These items include (but are not limited to) juice, water, chips, cookies, and other snacks.

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. ***Energy drinks are not allowed at school.*** Students who violate these rules will receive a disciplinary referral.

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 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.

Injuries

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

Medication

School personnel are not allowed to give students any medicine, including over the counter medication. Written permission by parent/guardian AND signature authorization by doctor is required when medicine is needed at school. Medicine must be transported to and/or picked up by parent/guardian. Students may not personally transport medicine to and from school. Medicine must be in the original container with physician's instructions. Forms for "Student Authorization for Administration of Medication at School" can be picked up in the office. This information is kept on file in the office.

Other Health Issues

Students will receive vision and hearing screenings yearly. 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 uncrusted.
Cold & Flu	Children with acute colds or stomach flu should not come to school.
Conjunctivitis (Pink Eye)	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 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, see the following website: National Meningitis Association <http://www.nmaus.org/programs/pta/index.htm>

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 (Yellow Grades 5/6th and Green Grades 7/8th)**

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

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

***Quarterly 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 all lost library books paid/turned in
- Have not received ISS or OSS during the quarter
- Have not received 2 or more minor and/or major referrals during the quarter
- Have not missed more than 10% of the school days currently (Excused or Unexcused)
- Permission slips and information will be sent home before the events each quarter and must be returned to participate
- Alternative Rewards will be offered for anyone who is unable to attend

Woodland Middle School Wide Behavior Expectations Matrix

	Be Safe	Be Respectful	Be Responsible	Be Involved
School-Wide	<ul style="list-style-type: none"> ● Walk throughout campus ● Hands & feet to self ● Stand appropriately ● Walk facing forward 	<ul style="list-style-type: none"> ● Voice Levels - 0 = No Talking 1 = Whisper Voice 2 = Two Person Voice 3 = Large Group Voice 4 = Outside Voice ● Follow all staff directions ● Follow School-Wide Expectations (4 B's) ● Respect hallway displays ● Avoid passive bullying 	<ul style="list-style-type: none"> ● Walk directly to class ● Arrive on time ● Report concerns to staff ● Respect others property ● Follow directions promptly 	<ul style="list-style-type: none"> ● Participate ● Share ideas ● Collaborate ● Volunteer to help ● Lead by example ● Be a LEADER
Office	<ul style="list-style-type: none"> ● Be aware of emergency situations and stay clear of responding adults 	<ul style="list-style-type: none"> ● Wait patiently, orderly and quietly ● Use polite, considerate conversations and volume ● Honor privacy of others ● Follow all staff directions ● You may come to the office before and after school, lunch, and/or passing time without a pass 	<ul style="list-style-type: none"> ● Ensure your teacher knows where you are ● Check in with office staff and follow their directions ● Schedule appointments to see the counselors ● Only come in during designated office hours ● You must bring a pass with you to the office if it is during class time 	<ul style="list-style-type: none"> ● Respond appropriately to all expectations ● Lead by example ● Encourage others to follow rules and expectations
Morning Arrival	<ul style="list-style-type: none"> ● Use sidewalks and crosswalks ● Go directly to designated areas <ul style="list-style-type: none"> ● Commons ● Yellow Gym ● Covered Area ● Walk in the halls when going to your locker. 	<p>Follow all staff directions</p> <p>Enter the building quietly Commons opens at.... 9:15 AM Monday 8:00 AM Tue-Fri</p> <p>Enter the building from the commons, office, or front black gates: Hallways and designated areas open at..... 9:45 AM Monday 8:30 AM Tue-Fri</p> <p>Remove hats and hoods when entering the building</p> <p>*Turn off all electronics and store them until the school day dismissal.</p>	<ul style="list-style-type: none"> ● Walk bikes and skateboard on school grounds ● Go directly to supervised areas ● If you arrive before supervised time go to the commons ● Be on time 	<ul style="list-style-type: none"> ● Respond appropriately to all expectations ● Lead by example ● Encourage others to follow rules and expectations

Hallway	<ul style="list-style-type: none"> ● Opens doors slowly ● Walk in the halls on the right hand side always ● Speak in a civil tone ● No jumping up to touch items on the walls or ceiling ● Eyes and bodies forward at all times 	<ul style="list-style-type: none"> ● Close Lockers gently ● Use Polite Language ● Use conversational volume ● Positivity acknowledge those who address you 	<ul style="list-style-type: none"> ● Move to class on time ● Use indoor voice levels ● Stay in designated areas ● Keep the hallways clean ● No Food in the halls 	<ul style="list-style-type: none"> ● Respond appropriately to all expectations ● Lead by example ● Encourage others to follow rules and expectations
Assembly -	<ul style="list-style-type: none"> ● Walk quietly with your class to the gym ● Go directly to your assigned area ● Wait to be dismissed by an adult before leaving ● Walk quietly while exiting 	<ul style="list-style-type: none"> ● Be positive to presenter (attitude and feedback) ● Follow all staff directions ● Stay seated during the assembly ● Pay attention during the entire assembly ● Respect the personal space of those around you ● Respond appropriately, at the appropriate time 	<ul style="list-style-type: none"> ● Be seated in your assigned area ● Turn off all phones and other electronic devices ● Use voice level 0 ● Leave backpacks in lockers 	<ul style="list-style-type: none"> ● Be attentive to the message of the assembly ● Be an “active listener”
Assembly - Fun	<ul style="list-style-type: none"> ● Walk quietly with your class to the gym ● Go directly to your assigned area ● Wait to be dismissed by an adult before leaving ● Walk quietly while exiting 	<ul style="list-style-type: none"> ● Follow all staff directions ● Respect the personal space of those around you ● Be positive and supportive of participants 	<ul style="list-style-type: none"> ● Sit in your assigned area ● Leave backpacks in lockers 	<ul style="list-style-type: none"> ● Volunteer to participate ● Cheer on your homeroom ● Be a part of the positive atmosphere
Bus Loading	<ul style="list-style-type: none"> ● Stay seated until the bus is stopped ● Follow directions of the bus driver ● Walk on and off bus ● Wait to approach the bus until it is stopped and doors are open ● Wait in your bus line ● Keep aisle clear ● Keep all items in the bus 	<ul style="list-style-type: none"> ● Exit only at your normal stop ● Report any concerns to driver ● Keep hands, feet, and objects to self ● Respect private and public property ● Use school- appropriate language and topics 	<ul style="list-style-type: none"> ● Maintain a level 0-2 classroom voice ● Practice courtesy when entering and exiting the bus ● Greet/Thank the driver 	<ul style="list-style-type: none"> ● Practice cooperation and citizenship ● Use ride time for academic work ● Report issues to the driver

Commons	<ul style="list-style-type: none"> ● Stay in a single file lunch line ● Wait patiently ● All items stay on table ● Keep your hands to yourself ● No Horseplay ● Alert adult if a mess is seen ● Sit properly 	<ul style="list-style-type: none"> ● Follow staff directions ● Monitor Voice Level and Language ● Open seats and tables are open to everyone (unless assigned seats and/or school wide activity) ● First come/first served ● Sit in a seat while eating/drinking ● Avoid passive bullying ● Keep commons trash free ● Wait to be dismissed by and adult ● Active listening to announcements 	<ul style="list-style-type: none"> ● Clean up after yourself ● Report/clean up spills to and adult ● Use hall passes from a staff member to leave the commons ● Use your own money ● Eat your own food ● Use your own lunch ID 	<ul style="list-style-type: none"> ● Respond appropriately to “The commons expectations...” ● Lead by example ● Encourage others to follow rules and expectations
Classrooms	<ul style="list-style-type: none"> ● Walk quietly into class ● Go to assigned area/seat ● Keep hands & feet, and objects to self ● Use materials for their intended purposes 	<ul style="list-style-type: none"> ● Use appropriate voice levels ● Quietly raise hand when help is needed and keep working ● Respect others property and personal space 	<ul style="list-style-type: none"> ● Come prepared, with materials to work and learn ● Use materials appropriately 	<ul style="list-style-type: none"> ● Participate actively in the activity ● When the bell rings, be ready to engage in class ● Meet teachers' expectations
Computers	<ul style="list-style-type: none"> ● Access school-appropriate sights ● Leave all food and beverages away 	<ul style="list-style-type: none"> ● Respect learning of others ● Follow adult directions ● Leave the computer the way you found it 	<ul style="list-style-type: none"> ● Return Internet permission form (AUP Forms) ● Sit at appropriate computer area ● Be prepared with login info 	<ul style="list-style-type: none"> ● Utilize technology for academic purpose
Library	<ul style="list-style-type: none"> ● Walk in and out of the library quietly ● Keep hands, feet, and materials to self ● Push chairs in when leaving tables and/or computers ● Be aware of your surroundings; watch for cords, laptops, carts, etc.... 	<ul style="list-style-type: none"> ● Voice level 0-2 ● Follow directions from all staff ● Be respectful of classes/others using the library ● Treat books and computers with care ● Ask before you use the computers ● Wait your Turn 	<ul style="list-style-type: none"> ● Be prepared with student ID/Number ● Use books and materials for their intended use ● Leave computer setting as you found it ● Be efficient with your time ● Follow all Library procedures ● Library Hours: 15 Minutes before school begins, Free 15, and with your class during the day ● If you come to the library during the day without your class you must have a signed pass from a WMS Staff Member 	<ul style="list-style-type: none"> ● Ask for help appropriately ● Utilize library technology and resources appropriately
Restroom	<ul style="list-style-type: none"> ● Quietly walk to and from the restroom ● Wash hands thoroughly with soap/practice personal hygiene ● Report problems promptly to an adult 	<ul style="list-style-type: none"> ● Keep bathrooms clean and neat ● Dispose of trash in the trash can ● Respect others' privacy ● Return promptly to class 	<ul style="list-style-type: none"> ● Use hall pass for during class time ● Use passing time to use the restroom ● Go to the closest bathroom ● Use supplies appropriately 	<ul style="list-style-type: none"> ● Make good choices

Gym	<ul style="list-style-type: none"> Follow school-wide expectations Remain in supervised areas Follow Gym rules Move in the appropriate manner Use equipment properly Be cleared to participate 	<ul style="list-style-type: none"> Use school appropriate language Follow directions of staff Support others' efforts Display good sportsmanship Keep all PE lockers locked at all times Respect others property 	<ul style="list-style-type: none"> Use equipment for its intended purpose Play fair Avoid passive bullying Proceed to class when the bell rings Be a good citizen Dress appropriately for PE 	<ul style="list-style-type: none"> Make good choices Share the equipment and space/ take turns Be an active participant
Outside	<ul style="list-style-type: none"> Remain in approved areas Move in appropriate manner Let others have their space Move with the flow of traffic 	<ul style="list-style-type: none"> Follow directions of all staff Give everyone the opportunity to play Respect personal space Use positive/appropriate language Voice levels 0-3 Respect classes in session 	<ul style="list-style-type: none"> Play fair Avoid passive bullying Use polite language Proceed to class when the bell rings promptly 	<ul style="list-style-type: none"> Use equipment for its intended purpose Play fair Avoid passive bullying Proceed to class when the bell rings
Dress Code	<ul style="list-style-type: none"> Refrain from wearing safety pins, chains, spikes, and other items that could cause harm to you or others 	<ul style="list-style-type: none"> Keep it covered Hoods, hats, and sunglasses are not allowed inside WMS Dress for success 	<ul style="list-style-type: none"> Use the "Self-Check" rule for skirt/short length, tank tops, holes, sagging, etc... Appropriate messages and language on all clothing 	<ul style="list-style-type: none"> Respond appropriately to all expectations Lead by example Encourage others to follow rules and expectations

WMS Distance Learning Behavior Expectations Matrix

<u>WMS 4 B's</u>	<u>Safe</u>	<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<u>Distance Learning</u>	<p>Using Google Meet for school use only</p> <p>Always thinking before posting</p> <p>Wash hands before using the chromebook</p> <p>Supportive of my classmates and opinions</p>	<p>Taking turns to comment during Goggle Meet</p> <p>Honoring one voice</p> <p>Making respectful comments</p> <p>Respectful facial expressions</p> <p>Valuing school property</p> <p>Dressed appropriately for school</p>	<p>Attending all my assigned classes each day</p> <p>Following class procedures</p> <p>Checking my Google Classroom and email daily</p> <p>Always persevering and trying my best</p> <p>Turning in my own work</p>	<p>Have all the materials I need</p> <p>Attend all Google Meet online meetings on time</p> <p>Completing and turning in assignments on time</p> <p>Asking for help when I need it</p> <p>Actively participating</p>
<u>Technology</u>	<p>Avoiding eating or drinking while using the chromebook</p>	<p>Respectful of myself and others online</p> <p>Valuing school property and taking good care of my chromebook</p> <p>Using technology appropriately</p>	<p>Keeping login passwords private</p> <p>Avoid inappropriate sites and unsafe use of the chromebook</p>	<p>Coming to class with chromebook charged</p> <p>Staying on task when using technology</p>

Serious Rule Infractions @ Woodland Middle School

Consequences for an office referral for student misbehavior will oftentimes 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	Short term suspension to expulsion

	sexual nature made by a student to another student.	
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

Students must have passed a minimum of six full credit classes in the grading period previous to the sport in which they plan to participate (WIAA 18.7.6). Students are also expected to maintain this standard throughout the season. Any student who does not meet this standard during pre-season grade checks or subsequent grade checks will be placed on academic suspension.

For the purpose of athletic eligibility, the grade point average (GPA) will include all classes and be calculated as follows: (A) 4.00; (A-) 3.70; (B+) 3.30; (B) 3.00; (B-) 2.70; (C+) 2.30; (C) 2.00; (C-) 1.7; (D+) 1.30; (D) 1.0; (F) 0.00; (P) not computed. Incomplete courses (I) will not be computed into the GPA. Athletes with “incompletes” will have two weeks to complete the course and receive a grade. Athletes are prohibited from falling below WIAA standards.

Pre-Season eligibility will be determined by the following during the school year:

Semester One

Quarter One

Quarter Two

Semester Two

Quarter Three

Quarter Four

Middle School Fall Sports -	Previous Year: 4th Quarter Grades (19-20 School Year) Girls Soccer, Volleyball, Football, Golf, Cross Country <u>Grade Check: First Day of Tryouts</u>
Middle School Winter I Sports -	Current Progress report: Quarter 1 Grades Girls Basketball and Wrestling <u>Grade Check: First Day of Tryouts</u>
Middle School Winter II Sports -	Current Progress report: Quarter 2 Grades Boys Basketball <u>Grade Check: First Day of Tryouts</u>
Middle School Knowledge Bowl-	Final Grades for Quarter 2 <u>Grade Check: First Day TBD</u>
Middle School Spring Sports -	Current Progress report: Quarter 3 Grades Track and Girls Golf <u>Grade Check: First Day of Tryouts</u>

In addition to a mid-season official grade check, athletes will be checked weekly to make sure they are meeting the WIAA standard of passing 6 out of 7 classes.

Athletes on academic suspension may participate in practice, but not compete in games. The length of the suspension will vary based on the situation:

- If a student does not pass six out of seven classes at the end of a semester, they will be placed on academic suspension for the first three weeks of the succeeding semester (WIAA 18.7.6)
- If a student is below a 2.0 they will be placed on academic suspension for the first three weeks of the season.
- If a student does not pass six out of seven classes at the pre season grade check for the sport in which they wish to participate (winter and spring), they will be placed on academic suspension for three weeks following the beginning of the season
- Athletes will remain on suspension for the duration of the suspension period and until they have met standard
- If a student is not passing six out of seven classes during weekly grade checks throughout the season, they will be placed on suspension until they are passing at least six out of seven classes

Requirements:

- Athletes must attend two tutoring sessions per week and a signed tutoring letter will be turned in each week.
- Athlete must have returned an academic suspension letter to the athletic director (signed by parent and player)
- Athlete's coach will monitor progress. If a coach believes the student is not making a valid effort to improve, participation time may be lost
- Athlete must continue to pass six out of seven classes
- Weekly Grade Checks by Athletic Director or Designee

- Once off Academic Suspension the Athlete will be placed on Academic Probation to monitor grades

Probation: Athletes that have met standard but are below a 2.5 gpa or have 1 F will be placed on Academic Probation. Athletes on academic probation may participate in practices and compete in the games, providing the following conditions are met:

Requirements:

- Athlete must attend two tutoring sessions per week and a signed tutoring letter will be turned in each week
- Athlete must have returned an academic probation letter to the athletic director (signed by parent and player)
- Athlete’s coach will monitor progress. If a coach believes the student is not making a valid effort to improve, participation time may be lost
- Athlete must continue to pass six out of seven classes with weekly grade checks by Athletic Director or Designee
- After two consecutive weeks of meeting the requirements the athlete may be released from probation

STUDENTS NEW TO THE WOODLAND SCHOOL DISTRICT, upon turning out for a sport, must meet the same academic requirements as listed above six out of seven classes, which will be verified by an official transcript from the transferring school. Fax verification will be acceptable academic verification

Participation Fees

- All participating athletes must purchase an associated student body card 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 (every Wednesday).

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

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 the 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 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

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, emails, 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 at this [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 Your 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 lengthy 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 receive 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 www.k12.wa.us/Equity/Complaints.aspx, 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 | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

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 at www.woodlandschools.org

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 (ADD THE UPDATED 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