

Student/Parent Handbook 2026-2027



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

**Office Hours:
Monday 9:30-4:00 PM
Tuesday - Friday 8:15-4:00 PM**

**Dr. Nick Davies, Principal
Rushing Mayes, Assistant Principal**

WOODLAND SCHOOL DISTRICT VISION 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.

WOODLAND MIDDLE SCHOOL MISSION STATEMENT

Woodland Middle School is WSD's strong core, consistently finding positive ways to cultivate academic and behavioral growth in the entire learning community.

TABLE OF CONTENTS

<u>Staff Directory</u>
<u>Bell Schedule</u>
<u>Academics</u> Grading Policy Late Work Policy Report Cards Homeroom Teachers Conferences
<u>Attendance</u> Tardies Leaving Campus/Signing-in and out Emergency Contact Information
<u>Awards</u> Attendance Honor Roll Student of the Week PBIS

General Information

ASB Cards
Drills & Other Emergencies
Fines
After School Event Guidelines
Library Guidelines
Common Area Expectations
Lockers
Lost and Found
Office Telephone Use
Pick-up
School Closure/Delayed Opening
Walker/Bikes
Visitors
Athletic Code

School Breakfast/Lunch

Cafeteria Guidelines

Bus Procedures & Expectations

Bus Tickets/Discipline Referrals
Bus Rules

Student Health Services

Health Room
Injuries
Medication
Other Health Issues
State Health Regulations
Meningococcal Disease

Woodland Middle School Student Code

Cell Phone Policy
Use of Computer/Internet
Hall Passes
Prohibited Language

Major Discipline Infractions

Major Discipline Consequence Matrix
Tobacco Use
Drug-Free Schools

Woodland School District Information

Gender-Inclusive Schools
Insurance
Individuals with Disabilities Education Act
Legislation Regarding Military Recruiters

McKinney Vento Act Parents Right of Access to Student Records Public Records Video Surveillance Pupil Rights - PPRA Releasing Information
<u>Sexual Harassment & Discrimination</u>
<u>Targeted Assistance - Title One School Information</u>

Woodland Middle School Staff | 2026-27

Staff Person	Position	Staff Person	Position
Astle, Kimberley	ELA/Math/Science	Kopman, Dawn	ELA 7/8
Balch, Ashley	Parapro - Title	Kutzer, Emily	Science 7/8
Beasley, Kelly	PE/Health/Pre Alg	Larson, Alexandra	RR Para
Bejcek, Wade	Math 8/Geometry	Lindsay, Candice	District Librarian
Betancourt, Maria	Secretary	Lins, Patrice	Choir
Blanshan, Rebecca	RR 7/8	Macy, Kim	DSP
Booker, Amy	Parapro - ML	Malinowski, DJ	PE/Weights
Bourke, Bertha	Head Cook	Martynowicz, Margaret	Parapro - RR
Brassel, Anna	Spanish	Mathis, Kim	Science 5/6
Breier, Courtney	Parapro - DSP	Mayes, Rushing	Assistant Principal
Buck, Kathleen	Parapro - DSP	McDermott, Kara	Parapro - DSP
Campbell, Amanda	Parapro - DSP	Medina, Juan	Parapro - RR
Campbell, Tara	5/6 ELA INT/Inst Coach	Melton, Natalina	SLP
Dr. Nick Davies	Principal	Miller, Ryan	Parapro - DSP
Derscheid, Douglas	Geography/ELA	Miller, Shayla	LPN
Dickson, Amy	ELA 6	Mustion, Tayler	WA State History/Geography
Dietrich, Pam	ML	Netland, Sarah	Math 7 / Ldshp / YR Book
Doughty, Melissa	Math 6 (Harrington's LT Sub)	Oathes, Ronda	Adv. ELA 7 / ELA 7 / Drama
Duling, Kye Lea	Science 7	Orr, Megan	Parapro - PBIS
Eiseman, Josh	Math 5/6	Page, Jenne	Parapro - DSP
Ficco, Anna	Science 7/8	Pitner, Tia	Program Spec. - ISS Rm
Finn, Heather	Bldg Secretary	Poitra, Jenette	Parapro - DSP
Flanagan, Jeff	5 Tech & Fin/6-8 Lead	Riley, Madeline	Math 7
Flanagan, Rob	PE/Horticulture	Rinehart, Clarissa	Art 5-8
Fox, Caryn	Art 5-8 (Rineharts LT Sub)	Risley, Macey	Parapro - RR
Foyt, Kelley	Counselor	Roskoski, Crystal	Admin Secretary
Garrison, Sailor	ELA 5	Sanders, Adam	SLP
Gates, Melyssa	Algebra/Math 8	Saunders, Elena	Psychologist
Gnade, Naomi	Math 6	Schierscher, Adalie	Parapro - DSP
Gomez, Jose	Parapro - ML	Smalley, Alyse	ELA/SS 5
Greenbaum, Laura	Math 5	Smith, Selena	Parapro - Title
Griggs, Jaycee	Parapro - RR	Sparks, Luke	Pre-Alg 7/PE
Harrington, Zac	Math 6	Summers, Lyndsay	Parapro - RR
Harvey, Alyssa	7/8 RR ELA/ 7/8 RR Math	Toedtemeier, Melissa	Parapro - RR

Hathaway, Kelly	AVID/Instr. Coach		Torralba Morales, Blanca	Cook
Jewell, Brittany	DSP Para		Upson, Michele	Parapro - DSP
Johnson, Missy	Cook		Whitters, Kylie	Parapro - DSP
Johnson, Renee	Parapro - DSP		Wiemann, Lillian	Counselor
Jones, Lacey	Science 6		Wilkerson, Jaclyn	Parapro - DSP
Joy, Turner	7/8 PE		Williford, Gordon	Band Director
Jud, Britt	CTE Lego/Hi-C/Dig Creations		York, Tristan	Parapro - DSP
Kelsey, Erin	8 ELA/8 ADV ELA/AVID		Young, Wanda	RR 5/6 ELA / RR 7 ELA

BELL SCHEDULES

Woodland Middle School

Monday Bell Schedule

5TH & 6TH Grade

Period 1	10:00 – 10:40
Period 2	10:44 – 11:20
Period 3	11:24 – 12:00
6TH Lunch/Recess	12:04 – 12:39
5TH Recess/Lunch	12:04 – 12:39
Period 4	12:43– 1:25
Period 5	1:29 – 2:05
Period 6	2:09 – 2:45
Period 7	2:49 – 3:25

7TH & 8TH Grade

Period 1	10:00 – 10:40
Period 2	10:44 – 11:20
Period 3	11:24 – 12:00
Period 4	12:04 – 12:46
8TH Lunch/Recess	12:50 – 1:25
7TH Recess/Lunch	12:50 – 1:25
Period 5	1:29 – 2:05
Period 6	2:09 – 2:45
Period 7	2:49 – 3:25

Tuesday – Friday Bell Schedule

5TH & 6TH Grade

Period 1/HR	8:45 – 9:40
Period 2	9:44 – 10:31
Period 3	10:35 – 11:22
6TH Lunch/Recess	11:26 – 12:01
5TH Recess/Lunch	11:26 – 12:01
Period 4	12:05 – 12:52
Period 5	12:56 – 1:43
Period 6	1:47 – 2:34
Period 7	2:38 – 3:25

7TH & 8TH Grade

Period 1/HR	8:45 – 9:40
Period 2	9:44 – 10:31
Period 3	10:35 – 11:22
Period 4	11:26 – 12:13
8TH Lunch/Recess	12:17 – 12:52
7TH Recess/Lunch	12:17 – 12:52
Period 5	12:56 – 1:43
Period 6	1:47 – 2:34
Period 7	2:38 – 3:25

Academics @ Woodland Middle School

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 Qmlative, 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

WMS LATE WORK POLICY

This year, our teachers have asked to have different grade checkpoints for different grade levels. Grading checkpoints are points during the year when late work needs to be turned in. If late work is not turned in by a grading checkpoint, then students will not receive credit for it.

Teachers will be reminding students/families throughout the year. Here are the grading checkpoints:

[5th Grade](#)

[6th Grade](#)

[7th and 8th Grade](#)

REPORT CARDS

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

HOMEROOM/1ST PERIOD

We are making a significant investment this year in students' social-emotional well-being by utilizing the CharacterStrong curriculum to instill in our students core values that will serve them well throughout life.

One of the aims at our school is to equip young people for all the realities of today's world. With that in mind, we have partnered with CharacterStrong – an organization that provides training for educators and curricula for students. Their work in grades 6-12 focus on 3 main outcomes: increasing a sense of belonging for all students, improving skills that support student well-being, and deepening student engagement in their academics, in their school, and in their community. Here's what the data tells us:

- A sense of belonging in school is one of the most important conditions for learning and a fundamental support for social and emotional well-being. Nearly $\frac{1}{3}$ of all students report a weak sense of belonging in their schools. Roughly half of 6th – 12th grade students say they don't enjoy coming to school most of the time.
- Mental health challenges for teens have been increasing and 7 out of 10 teens in the U.S. (between 13 and 17 years old) have named anxiety or depression as a major problem among their peers.
- Student engagement drives learning and supports school success.

This curriculum was created to support school communities as they engage in the work of preparing young people to thrive in the 21st century. The research supports the effectiveness of this content to increase student's academic success and college & career readiness. The lessons focus on developing skills and mindsets around building positive habits, understanding our emotions, improving teamwork, and increasing empathy.

FALL AND SPRING CONFERENCES

Conferences are held twice a year at Woodland Middle School.

- Fall - October 27th - October 29th
- Spring - March 30th- April 1st

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 5 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 or 15 total absences within a school year (excused and unexcused), 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

At Woodland Middle School, our primary responsibility is to educate your child. To ensure effective learning, we need all students to be present and on time for every class. Students have 4 minutes to transition between classes during the school day, which includes time to visit lockers and use the restroom. Tardies are recorded **each time** a student is late to class. If a student is **10 or more minutes late** to class without an excuse, it will be counted as an **absence** for that period.

Adjustment Period

At the start of each semester, students will be given an adjustment period to familiarize themselves with their schedule and routines. During the first two weeks of Semester 1, students will have extra time to practice transitioning between classes, visiting lockers, and using the restroom.

1st Period Tardies

School begins at 10:00 AM on Mondays and 8:45 AM Tuesday through Friday. Any student who is not in class when the start bell rings (10:00 AM on Mondays and 8:45 AM Tuesday-Friday) must check in at the office.

- Admin will be reaching out to work with the families of students who are struggling to get to school on time regularly.

2nd-7th Period Tardies

For all other periods, a student is considered tardy if they are not in the classroom by the time the bell finishes ringing. An excused tardy requires a hall pass from a staff member.

- If a student accumulates 3 tardies, they will receive a lunch detention.
- If a student receives 3 lunch detentions for tardies, a parent conference will be scheduled to address attendance concerns.
- Following the parent conference, for every 3 tardies a student receives, they will serve 1 day of in school suspension (ISS)
- If a student spends 3 days in ISS for tardies, a second parent conference will be scheduled with the addition of the District Truancy Coordinator. Additional consequences will be determined at that meeting.

LEAVING CAMPUS/SIGNING IN & 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.

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

ATTENDANCE

The ***“Perfect Attendance”*** award is presented to all students who are in school everyday and on time at the end of each semester. Remember, perfect means in school every day, every period!

HONOR ROLL

- Principal's Honor Roll 4.0 GPA
- Academic Achievement Honor Roll 3.5 - 3.9 GPA

CHARACTER STRONG STUDENT OF THE WEEK

- One student selected from each grade (5th-8th Grade)
- WMS Staff will nominate students and Admin will select from the nominations and present the awards.
- Recognition on Social Media and Newsletter

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

The main focus of Positive Behavior Interventions & Supports (PBIS) is to provide a clear system for our 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.

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

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. All school drills have been set on the WMS Calendar and Talking Points will be posted the day of a drill. In the event of a real emergency and/or an unexpected drill/alarm a Talking Points will also be the form of communication with families as soon as possible.

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 Maintain silence 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 Hazmat 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 Permanezcan en el área 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 Mantengan la alerta sobre lo que ocurre en su entorno 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 estén si se les pide que lo hagan Llévense sus teléfonos Seguir 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, cúbranse y agárrense Sellen el salón Dirijanse a terreno elevado
---	--



© Copyright 2019-2020. All Rights Reserved. The "I Love U Gear" Foundation, Conroe, TX. The Standard Response Protocol and Logo are trademarks of The "I Love U Gear" Foundation and may be registered in certain jurisdictions. This material may be reproduced for distribution only per "SRR" Terms of Use. SRR-K12-2020-2021 (Rev. 2021)



© Copyright 2019-2020. All Rights Reserved. The "I Love U Gear" Foundation, Conroe, TX. The Standard Response Protocol and Logo are trademarks of The "I Love U Gear" Foundation and may be registered in certain jurisdictions. This material may be reproduced for distribution only per "SRR" Terms of Use. SRR-K12-2020-2021 (Rev. 2021)

FINES

Students may be assessed fines for lost library books, unpaid lunch loans, damaged textbooks, or failing to return athletic uniforms. Unpaid fines will roll over to the next school year until paid. All fines will need to be resolved in order to participate in school athletics and clubs.

AFTER SCHOOL EVENT GUIDELINES

In order to attend after school 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.

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.
- 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
- Small Concessions will be available for purchase at both events

LIBRARY GUIDELINES

The library at Woodland Middle School is a place to gather, study and read. The following are procedures for our library:

Library Checkout

- A maximum of five items may be checked out at a time.
- Items are due two weeks from the date of checkout. Students with an overdue item on their account will be limited to checking out one additional item until the overdue item is returned or renewed.
- Items that are not returned or renewed within four weeks from the date of checkout will be considered lost and result in a fine on the student's account. Students with a fine on their account will not be allowed to checkout additional items until the lost item is returned or paid for, or special arrangement has been made with a library staff member.

General Library Expectations

- During class time, students must have a pass to be in the library unless they are with a teacher.
- Additional general behavior expectations for the library can be found under the Common Area Expectations section of the Student Handbook.

Free 15 in the Library

- The library is open to students during Free 15 on a rotating schedule.
- During Free 15 students can check out books, read, play board games, draw/color, or participate in other activities as provided.

- Students are not allowed on Chromebooks or other electronic devices during this time.
- Students are expected to follow general behavior expectations for the library during Free 15. Students who repeatedly fail to follow expectations will lose the privilege of Free 15 in the library.

Common Area Expectations

Hallway Expectations Be Safe • Walk at all times. • Keep your hands and feet to yourself. • Use only your assigned locker. Be Respectful • Use a quiet, inside voice (Level 1). • Use school-appropriate language. • Keep personal displays of affection (PDA) for outside of school. Be Responsible • Walk on the right side of the hallway; no more than 2 side-by-side • Go directly to your destination without stopping or loitering. • Be aware of your surroundings. Be Involved • Offer help to others if you see they need it.	Cafeteria Expectations Be Safe • Walk at all times. • Stay seated while you are eating. • Use a conversational voice (Level 1-2). Be Respectful • Use polite language like "please" and "thank you." • Eat your own food. Be Responsible • Clean up your entire table and floor area before you leave. • Throw away all of your trash. • Help Mr. Frank by picking up any trash that you see lying around Be Involved • Include others in your conversation. • Report any large spills to a staff member.
Bus Expectations Be Safe	Library Expectations Be Safe

● Stay in your seat, facing forward. ● Keep the aisle completely clear. ● Keep all body parts and objects inside the bus. ● Enter and exit the bus calmly. Be Respectful ● Use a quiet, inside voice (Level 1). ● Follow all directions from the bus driver. ● Use kind and school-appropriate language. ● Thank your driver! Be Responsible ● No eating or drinking. ● Exercise self-control. ● Take all your belongings with you when you exit. Be Involved ● Help others if they need assistance. ● Keep your personal and shared space clean.	● Walk at all times. ● Use library supplies and technology correctly. ● Keep your hands and feet to yourself. Be Respectful ● Use a silent or whisper voice (Level 0-1). ● Do not disrupt others who are reading or working. ● No food or drinks. Be Responsible ● Arrive with a pass and a clear purpose. ● Use your time wisely to complete your work. ● Check out and return all materials properly. ● Make sure your Chromebook is charged and ready. Be Involved ● Stay on task by reading or working quietly. ● Clean your area completely before you leave.
Bathroom Expectations Be Safe ● Use the facilities for their intended purpose only. ● One person per stall. ● Flush the toilet and wash your hands with soap. Be Respectful	"Free 15" (Recess) Expectations Be Safe ● Keep your hands and feet to yourself. ● Be where you are supposed to be. ● Respect all school property and equipment. Be Respectful

● Respect the privacy of others. ● Keep walls clean and free of any writing or graffiti. Be Responsible ● Use the closest restroom and return to class in a timely manner. ● Only 2 people in a bathroom at a time during class time. ● Clean up after yourself. Be Involved ● Report any problems (like low supplies or messes) to a staff member.	● Treat all staff and fellow students with respect. ● Use kind and appropriate language. ● Respect the games and activities of others. Be Responsible ● Stay in your designated areas. ● Clean up after yourself. ● Go to your next class as soon as the break is over. Be Involved ● Participate in an activity. ● Invite others to join you in a game or conversation. ● Be a friend to someone who looks lonely.
--	---

SELLING/TRADING ITEMS:

The selling or trading of items on campus is strictly prohibited. Students should not be bringing outside items to sell on campus at any time. The first violation of this policy will result in a warning w/ communication to parents. Any further violation could result in disciplinary action.

LOCKERS

Each WMS Student may be assigned a locker if they want one. 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. **We ask that NO wallpaper, contact paper, stickers or adhesives of any kind is used inside or outside of the lockers at Woodland Middle School.**

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.

LOST & 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.

SCHOOL CLOSURE/DELAYED OPENING

Emergency Closures: Emergency school closures may require your child to arrive home before the regularly scheduled time. 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.

Alerts: We have added an alert feature to our website. Alerts will show up in a pink bar for urgent news, such as school closures, and a yellow bar for information only, such as changes to game times, and schedules. The alert bars will be displayed across the top of any page.

Talking Points: On mornings with school delays, or closures, parents will receive Talking Points communication from the district.

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

ATHLETIC HANDBOOK

An Athletic [Handbook](#) specifying academic requirements, training rules, fees for athletics and special requirements will be given to each athlete who participates in a sport. Each athlete and his/her parents are asked to read, and are required to sign the Handbook, completing all appropriate information. This must be turned in before an athlete may participate in a practice, game or match. General and specific rules and expectations are contained in the Athletic Handbook.

WMS SCHOOL BREAKFAST AND LUNCH

Breakfast and Lunch is purchased through the school office or online. 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 in Skyward to check balances or verify purchases. Deposits can be made using the online payment system (the link is on the District or WMS School website under Quicklinks in the upper right hand corner) A link to your student's Skyward account and password information can be emailed to you at your request by calling the WMS school office.

Please make sure to complete the Free/Reduced application to see if your student(s) qualifies for this program at Woodland Middle School. Eligibility for free and reduced meals must be updated annually, however, if your student qualified for free or reduced meals last school year, their eligibility continues for 30 school days into the new year.

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. [Woodland Public Schools Menus](#)

NEGATIVE BALANCE PROCEDURES

Negative Food Service Balance and Collections Procedure 2026-27 School Year

Woodland Public Schools has adopted the following procedure for managing negative food service balances for all grade levels:

Meals will not be removed from or denied to students with negative food service account balances. Students with a negative food service balance who purchase breakfast and/or lunch will continue to be charged for their meals. No ala carte * items may be charged when a student's food service account balance is in the negative. No exceptions.

***A la carte** is any snack or menu item that does not meet the meal definition will be charged separately

- Example 1: milk
- Example 2: slice of pizza

A **meal** defined by the USDA is three food components with ½ cup of fruit and/or vegetables

- Example 1: Milk, Pizza and Apple
- Example 2: Chicken Caesar salad with a roll, Juice and milk

Communication Process

Based on the balance of the student, the following will occur:

-\$0.01 to -\$150

- Weekly Skyward emails home to parent/guardian

\$-150 - Higher

- Telephone calls will be made by the principal, assistant principal or school counselor to the parent/guardian to determine if there are household issues that may prevent the student from having sufficient funds for school meals. Appropriate assistance will be offered.

If you believe your family may qualify for free or reduced-price meals, please contact your school to obtain a paper application or complete the application online.

If you would like to request a payment plan or ask that your outstanding balance be reduced or waived due to financial hardship or other family circumstances, please contact the Executive

Director of Business Services Stacy Brown at (360) 841-2715 or brownst@woodlandschools.org.

Negative Food Service Balance Collections Process

A statement will be mailed to the parent/guardian of all students with negative balances between negative \$100.00 and negative \$250.00 as of June 30, 2027 a fine will be placed on your student's account. If the balance is greater than negative \$250 as of July 31, 2027 it will be sent to Fairway Collections.

WMS BUS PROCEDURES & 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.

If a student will be riding a different bus than normal, or getting off at a different stop, the guardian of the student will need to contact the office prior to 2:15 so a KWRL pass can be filled out and delivered to the student. No changes will be accepted by bus drivers other than a KWRL pass.

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.

Windows:

- Windows may not be lowered beyond 50% open and may be directed to close windows during weather events. .

Riding home with friends:

- Students will only be allowed to ride home on their designated bus unless they have a pre-approved not from the school office that is stamped by the office and provided to the driver five minutes before departure..
- The only exception is if they are registered to a daycare and notify KWRL.

Bus Transportation and Behavior

Of the transportation offered by the school district, home-to-school and school-to-home have top priority and, therefore, receive the greatest consideration. It is the responsibility of the student to familiarize himself/herself and act in accordance with all bus regulations for students.

A faculty advisor will supervise all field trips and activity excursions when possible. 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. Bus transportation is a privilege, not a right. Abuse could result in the loss of the privilege. The driver reserves the right to assign a seat to a student at any time.

A student who is cited for misconduct will be referred to the office for disciplinary action.

Consequences for misconduct on the bus generally are:

A . **Minor Misbehavior**: Bus driver handles the situation; the parent is contacted based on the situation.

b. **Minor Referral**: Meeting between administrator and student; discipline at the discretion of the administrator; seat assignment. Parents will be notified via email and provided with a copy of the minor referral. If necessary, a KWRL staff member or driver will contact the parent directly.

c. **Major Referral**: Representatives from KWRL (as needed), the student, and a school administrator will meet to discuss the matter. Disciplinary action will be determined jointly by KWRL and the school administrator.

d. **Repeated Major Referral**: A three- to five-day suspension, as determined by the administrator.

Representatives from KWRL (as needed), the student, and a school administrator will meet to discuss the matter. Disciplinary action will be determined jointly by KWRL and the school administrator.

e. **Persistent Non-Compliance or Misconduct During the Academic Year**: Long-Term suspension or expulsion from the bus as determined by the administrator.

If students fail to comply with established bus expectations at any time, KWRL reserves the right to suspend or revoke their riding privileges.

Students are to ride their assigned bus unless otherwise permitted. Students may ride home with their parents from activities provided that their parents personally contact the teacher or staff member in charge of the group. Students may ride home on a school bus with another student but must notify their school office and have an approved KWRL bus pass issued for the student to deliver to the driver to provide authorization. Students who arrive at a bus to ride as a

guest without an approved pass will not be allowed to board the bus and will be sent back to the school office. The right to ride as a guest can and will be denied for unacceptable behavior.

Restricted Items

- School projects that can not be placed in a backpack or safely secured may not be transported on the bus. Items that are breakable may pose a safety issue and are not allowed on school buses in the state of Washington.
- Objects such as athletic equipment and musical instruments are allowed, but the student must be able to get the instrument/equipment onto the bus unassisted. The student must be able to place the instrument/equipment in their lap or between their feet. The driver and students are not allowed to access under-bus storage during the operation of bus routes.

ELECTRONIC/SMART DEVICE USE POLICY

- Personal electronic devices are for each student's personal use only. Contents of personal electronic devices may not be shared visually, audibly, or through digital transmission with any other students while on a KWRL school bus. Using an electronic device for photography or recording video while on a KWRL school bus is strictly prohibited. Sharing content or use of an electronic device in violation of RCW 9.68A.011 will be reported to the respective school district and to local law enforcement.
- Use of an electronic device on a KWRL school bus that creates an unsafe condition or distraction to the driver is strictly prohibited. Distracting or unsafe conditions shall include any condition that distracts the driver's attention from their duties or encourages students to alter their safe seating orientation within their seat compartment.
- KWRL will not be responsible for managing lost, stolen, or damaged electronic devices brought onto a KWRL school bus.
- By bringing a cell phone onto a KWRL school bus, the students and parents consent to the search of the device when school officials have reasonable suspicion that such search will reveal a violation of school rules.

Student Health Services @ WMS

HEALTH ROOM

The health room is available for students who become ill during the school day or need care for a health concern or injury.

Students should stay home if they are feeling unwell or have a fever of 100.4°F or higher.

If a student becomes ill at school and needs to go home, the school will contact a parent or designated emergency contact. Please make arrangements to pick up your child as soon as possible once notified.

To help prevent the spread of illness, students must remain at home for at least 24 hours after:

- Their fever has resolved without the use of medication, **and/or**
- Their **last** episode of vomiting or diarrhea.

If a student is prescribed antibiotics, they may return to school 24 hours after the **first** dose has been administered.

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.

MEDICATIONS

Students are not permitted to carry medications while at school. The only exceptions are emergency medications such as inhalers or EpiPens—and only when accompanied by written authorization from the student's healthcare provider.

A signed physician's order must be on file in the school health room for any medication to be administered at school. School staff are not allowed to give students any medication, including over-the-counter drugs, without appropriate written documentation.

For **any** medication to be administered at school, the following must be on file:

- Written permission from a parent or guardian **and**
- A completed “**Authorization for Administration of Medication at School**” form, signed by a licensed healthcare provider.

Forms are available in the school office and on the district website. Many healthcare provider offices also have these forms or may provide their own version, which is acceptable.

All medications must be transported to and from school by a parent or guardian. **Students are not allowed to carry or transport medication themselves.**

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>

WOODLAND MIDDLE SCHOOL STUDENT CODE

	Follow the 4 B's!! Be Safe Be Responsible Be Respectful Be Involved (Helpful Guidelines posted in all Main Areas)
	Cell Phones: Per District Policy: All Cell phones must be <u>off and away</u> during school hours. Devices may only be used before/after school, or in emergency situations/authorized by an administrator. Students will receive <u>ONE</u> reminder. After that, any use of a Cell phone during the day will result in the device being taken to the office, where it may be picked up at the end of the day (First offense: By student; All other offenses: By parent w/ other discipline possible)
	Dress Code: Dress and appearance should never be disruptive to the educational process and/or threaten the health and safety of students or others. Hoods should not be worn at any time. No student will wear apparel which exposes a bare midriff. No exposed undergarments will be allowed.
	10-10: For the first 10 minutes, and last 10 minutes of class, no students should be in the hallways unless there is a designated alternate passing time.
	1-1 Devices: Students should bring their Chromebooks to school charged and ready <u>Every Day!</u> Failure to do so, or other violations of the Device Contract may result in the Chromebook being kept on campus after school, to ensure proper usage and availability for the student's academic success.
	Hallways: Students must have a pass at <u>ALL TIMES</u> if in the hallway, during class time. Only two students will be allowed in the bathroom at a time Students must follow Hallway Flow expectations during all Passing Times (Walking on the right side)
	Ear Buds/Headphones: Ear buds & headphones are prohibited unless plugged into a Chromebook during teacher-directed work time. <u>Bluetooth Speakers are prohibited at all times!</u>
	Academic Language: During School hours, Academic Language will be practiced and reinforced. While on campus, derogatory language is not acceptable. This includes: swearing, slurs, etc. Any use of derogatory language will result in disciplinary actions being taken.

CELL PHONE POLICY

- **Phones are to be “off and away” during class periods: campus-wide and bell-to-bell.**
- Students will be made aware of this policy through the first three days of school.
- If a **parent/family member needs to reach their student** during class time, they will call the main offices and have a message delivered. Otherwise, the students can respond after school.
- If a student attempts to access their phone during the school day, it will be taken to the office, where it can be picked up at the end of the day.
 - The first time, the student will be able to retrieve their phone at the end of the day
 - Any violation after this, the parent will be required to pick up the phone
 - Persistent violations may result in further disciplinary actions
- If a student accesses their phone, and then refuses to surrender it to be taken to the office, there will be further disciplinary action taken in addition to the standard cell phone policy.

*Students who must access their devices to monitor health conditions will be granted permission from the administrator to use a phone for this purpose.

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.

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
- Students found to be without a pass will be returned to their current class

PROHIBITED LANGUAGE

- Students will not use or produce vulgar, obscene, negative, hateful, hurtful or demeaning language, writing, pictures, signs or acts.
- Any use of prohibited language will result in a lunch detention.
- Persistent use of prohibited language may result in further disciplinary action.

MAJOR DISCIPLINE INFRACTIONS

Woodland Middle School is committed to protecting the rights of all students to a free, appropriate education.

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.

These offenses 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.

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_pyWYk4hsEMEZ5UQ_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

Behaviors	Range of Consequences						Additional Information	Minor Referral	Major Referral
	Lunch Detention - or equivalent	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion				
 Academic Dishonesty/Plagiarism	X	X							X
Accomplice Activity	X	X	X	X				X	X
Alcohol or Paraphernalia--Possession or use	X	X	X	X	X	• (Drug/Alcohol Mediation Eligible) • Law may be contacted			X
Alcohol - Sale or Delivery	X	X	X	X		• Law Enforcement may be contacted			X
Alcohol or Drugs- Solicitation	X		X		X	• Law Enforcement may be contacted			X
Arson/Reckless Burning	X	X	X	X	X	• Law Enforcement may be contacted			X
Assault/Threat of Assault	X	X	X	X	X	• Law Enforcement may be contacted			X
Attendance	X	X					X		X
Closed Campus Violation	X	X							X
Destruction of Property/Vandalism	X	X	X	X	X		X		X
Displays of Affection	X	X					X		X
Disruptive Conduct	X	X					X		X
Drugs or Paraphernalia-- Possession or use	X	X	X	X	X				X
Drugs - Sale or Delivery	X	X	X	X	X	• Eligible for behavioral agreement • Law enforcement required			X
Failure to Cooperate	X	X					X		X
False Accusations	X	X	X	X			X		X
False Alarm	X	X	X	X					X
Fighting	X	X	X	X	X	• Eligible for safety plan/agreement • Law enforcement may be contacted			X
			X	X	X	• Mandatory Expulsion for one calendar year • Superintendent may reduce School-based threat assessment referral • Law enforcement required			
Firearms									X
Fireworks, Explosives, and Incendiary Devices	X	X	X	X	X		X		X
Forgery/Falsification of Documents	X	X					X		X
Gangs, Intimidation/Gang Activity	X	X	X	X	X				X
Harassment/Intimidation/Bullying	X	X	X	X	X				X
Sexual Harassment	X	X	X	X	X	• Safety Plan • Law Enforcement may be contacted			X
Inappropriate Dress	X	X					X		X
Inappropriate Language	X	X					X		X
Inappropriate Sexual Conduct (Unconsensual)		X	X	X	X	• Safety Plan • Law Enforcement may be contacted			X
Inappropriate Sexual Conduct (Consensual)	X	X	X	X			X		X
Inciting a Fight/Assault	X	X	X	X	X				X
Interference with School Authorities	X	X	X	X	X				X
Intimidation of School Authorities	X	X	X	X	X				X
Exceptional Misconduct	X	X	X	X					X
Possession of Stolen Property	X	X	X	X			X		X
Physical Aggression	X	X	X						X
Robbery/Extortion	X	X	X	X	X				X
Minor Safety Concern	X	X	X	X	X		X		X
Major Safety Concern	X	X	X	X	X		X		X
Vape/Tobacco-Possession, Use or Distribution of Related Paraphernalia	X	X	X	X		• Substance Use & Dependency Program/Class Available	X		X
Dangerous Weapons Possession			X	X	X	• Threat Assessment • Law enforcement required			X

TOBACCO & 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 SCHOOL

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.

Woodland School District Information

GENDER INCLUSIVE SCHOOL

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 952 B 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: Mrs. Asha Riley, 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.

VIDEO SURVEILLANCE

Video surveillance may occur on district property. The district may use footage from video surveillance for student disciplinary action.

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

Harassment, Intimidation and Bullying, Sexual Harassment, Discrimination and Civil Rights Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school"

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. HIB is not allowed, by law, in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). Reports about HIB can be made in writing or verbally (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based **only** on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer Jake Hall, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2720 who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form ([link to Form](#)).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form [\[link\]](#), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days.

This response should include:

- A summary of the results of the investigation
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal. They will send you a written decision.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB Policy 3207 and Procedure 3207P.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P visit Policies and Procedures.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit Policies and Procedures.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve

your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:

Civil Rights Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

Concerns about disability discrimination: Section 504 Coordinator: Jake Hall, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2725

Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or designee, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (**3210P**) and Sexual Harassment Procedure (**3205P**).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they are accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit Policies and Procedures.

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Vicky Barnes, barnesv@woodlandschools.org, (360) 841-2702

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)

- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and

thrive in Washington’s K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Cross reference:	Board Policy 2020	Curriculum Development and Adoption of Instruction Materials
	Board Policy 2030	Service Animals in Schools
	Board Policy 2140	Guidance and Counseling
	Board Policy 2150	Co-Curricular Program
	Board Policy 2151	Interscholastic Activities
	Board Policy 3205	Sexual Harassment of Students Prohibited
	Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
	Board Policy 4217	Effective Communication
	Board Policy 4260	Use of School Facilities
Legal reference:	Chapter 28A.640 RCW	Sexual Equality
	Chapter 28A.642 RCW	Discrimination Prohibition
	Chapter 392-190 WAC	Equal Educational Opportunity—Unlawful Discrimination Prohibited
	Chapter 49.60 RCW	Discrimination—Human Rights Commission
	WAC 392-400-215	Student Rights
	20 U.S.C. § 7905	Boy Scouts of America Equal Access Act
	42 U.S.C. §§ 12101-12213	Americans with Disabilities Act
	Office of Superintendent	Instruction, Prohibiting Discrimination in Washington Public

Cross reference:	Board Policy 2020	Curriculum Development and Adoption of Instruction Materials
	Board Policy 2030	Service Animals in Schools
	Board Policy 2140	Guidance and Counseling
	of Public	Schools, dated February 2012

Management Resources:

2014 - December Issue

2013 - April Issue

2012 December Issue

2011 - June Issue Policy News, August

2007 Washington's Law Against Discrimination

Revision Date: 9/10/07, 12/19/11, 3/25/13, 11/12/13, 9/28/15, 6/9/16, 1/23/17

Adoption Date: October 8, 2003

Woodland School District #404

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.

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