

# **McCleary School Student/Family Handbook**

## **2022-2023**

*Home of the Wildcats*



McCleary School District  
611 S. Main St.  
McCleary, WA 98557  
(360) 495-3204

# **Welcome to McCleary School – Home of the Wildcats!**

## **A message from John Heley, McCleary Principal**

We are excited to see the students again! We are looking forward to working with the kids, creating new memories, and reviving our McCleary School traditions. The past couple of years have seen changes, modifications, and adjustments as we dealt with the fall out of Covid 19. This year, however, we are looking forward to opening the school up for visitors, volunteers, and activities. We are definitely excited for all of the opportunities that our kids will have this school year!

We would like to extend a special thank you to everyone who has remained flexible and supportive during these challenging times. We feel as though we are ready to turn a corner—embracing our traditions and forging ahead with new opportunities. This will be a great year to be a McCleary Wildcat!

Despite all of the changes, our mission stays the same: We are committed to providing a safe, supportive, and nurturing environment for all learners. To that end, we have several safeguards in place to ensure student safety. Please review the handbook for checkout procedures, immunizations protocols, bullying/harassment reporting, and student support programs. While all distinct, collectively they work to make sure that we have a safe environment for all. After all, our kids are worth whatever it takes.

Thank you for all that you do to support the McCleary School District, where we will continue to honor the traditions of the past and work toward creating a better future.

The McCleary 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 or 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 employees are designated to handle questions and complaints of alleged discrimination: Civil Rights & Title IX Coordinator: Susan Zetty, (360) 495-3514, szetty@mccleary.wednet.edu; Section 504 Coordinator: John Heley, (360) 495-3204, jheley@mccleary.wednet.edu; Gender Inclusive Schools Coordinator: Teneille Carpenter, (360) 495-3512, tcarpenter@mccleary.wednet.edu

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**Office**

Mrs. Katey Cunningham  
Ms. Shawna Sturges

Office Secretary  
Special Education Secretary

**Transportation**

Mr. Caleb Bogar

Transportation Director

**Maintenance/Custodial Services**

Ms. Audra Price  
Mr. Matt Katzer  
Mr. Zach Peek

Maintenance/Custodial Services Lead  
Custodian  
Custodian

**Food Services**

Mrs. Lacey Madison  
Mrs. Sallie McCubbin

Head Cook  
Asst. Food Service

**Administration**

Mrs. Susan Zetty  
Mrs. Tiki Willey  
Mr. John Heley  
Ms. Teneille Carpenter  
Mrs. Angie Pesacreta  
Miss Hayley Mason  
Mrs. Amber Targus

Superintendent  
Business Manager  
Principal  
Systems & Implementation Coordinator  
Payroll  
Counselor  
Special Education Director

**Board of Directors**

Mrs. Nicole Skeem, President  
Mrs. Lynessa Sample  
Mr. Tom Moonan  
Mrs. Rebecca Scott  
Miss Quinn Carpenter, Student Representative

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## **McCLeary School's Mission**

**The mission of McCleary School is to provide educational opportunities that meet the individual needs of our students and provide them with the skills to be successful learners and productive citizens.**

## **McCLeary School's Vision**

**McCleary students are lifelong learners leading productive, healthy, and responsible lives.**

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# ***McCleary School Communication Systems***

## **Telephone**

The school office is open daily 8:00-4:00. Our phone number is (360) 495-3204. Voice mail is provided for classroom teachers to reduce disruptions to the learning process.

## **Website**

The McCleary School District website is: [www.mccleary.wednet.edu](http://www.mccleary.wednet.edu)

## **Internet Access**

McCleary students may have supervised access to the internet while at school. Use of the internet by students and staff of McCleary School District shall be in support of education and research that is consistent with the District's School Improvement Plan. In order for your student to have access to the internet while at school, it is necessary for you and your student to complete the ***Student User Internet Access Release Form*** and return it to his/her classroom teacher. Access to the internet may be revoked by a teacher or the principal if a student violates the standards of use described in the form.

## **Email**

Staff members may be reached by email. Use the first letter of the staff member's first name, followed by the last name @mccleary.wednet.edu (e.g., Principal John Heley's email is jheley@mccleary.wednet.edu).

## **Family Access**

Sign up to access your child's progress, absences and tardies on our Skyward (Family Access) student database system. Visit our website for steps on how to do this or contact the school for more information.

## **Language Access**

**[We can help you in your language!](#) Please let us know if you need an interpreter or a document translated into your language — at no cost to you**

**Por favor háganos saber si necesita un intérprete o un documento traducido a su idioma. Este servicio es gratuito**

## **FAX**

If you have information that you wish to FAX to us, the number is (360) 495-4589.

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## ***Important Parent/Guardian Information***

### **Parents/Guardians Contribute to School Success**

We believe the family is the child's first teacher and we want parents/guardians to be our educational partners. Parents/guardians contribute to their child's success in school by doing the following:

- Ensuring prompt and regular school attendance and complying with attendance rules and procedures.
- Talking with your child daily about school activities and showing an active interest in the assignments.
- **Providing a regular time and place for reading-AT LEAST 20 minutes EVERYDAY**
- Providing a place and quiet time to work on unfinished school assignments.
- Teaching the child about respect for school rules, having respect for those in authority, respecting the rights of others, and respecting private and public property.
- Working with the school in carrying out recommendations made in the best interests of the child.
- Reinforcing desirable, positive character traits.

### **Classroom Visitations**

Parents are encouraged to visit their child's classroom. For reasons of safety and building security, all visitors **MUST** check in and out at the office. All visitors will be issued a visitor pass or badge to wear while in the building.

We require that you notify us at least 24 hours in advance of classroom visitations. Mr. Heley (Principal) will confer with the classroom teacher and arrange a suitable day/time for the visitation. This process will allow us to schedule a time that will be the least disruptive to classroom learning.

### **Safety Measures**

For the safety of everyone in the building, and to keep disruptions to the educational process to a minimum:

- **All visitors must register at the school office when visiting or volunteering. Please be sure to wear the name tags or badges that are provided.**

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- Safety drills are done routinely during the year to practice for emergencies such as fire, earthquake, and lockdowns.
- Students must have written permission signed by a parent or guardian to participate in field trips.
- When it is necessary to change your student's normal routine, a note from the parent/guardian is necessary. The note is to give instructions as to staying after school for a special event, riding or walking to an address other than the child's own, being picked up when the student usually rides the bus, riding a different bus than usual, or when anyone other than the custodial parent is to pick up the child. A note giving the school directions about someone picking up a child or a change of destination for the child may be faxed to (360) 495-4589. If a change of plans occurs during the school day, please call and inform the office no later than 2:00 if at all possible.

### **Insurance**

McCleary School District does not carry insurance for individual student accidents. We have applications for student insurance through an independent agency should you be interested.

### **Parent/Guardian/Student/Teacher Conferences**

Two of the most important meetings that parents/guardians should attend during the school year are the Parent/Guardian/Student/Teacher Conferences or Student-Led conferences in Middle School and some other classes. Fall conferences are generally held during the last week of October for all students, and spring conferences during the last week of March for those students struggling in certain areas.

### **Discrimination Complaint and Appeal Procedures**

The McCleary 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 or 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 employees are designated to handle questions and complaints of alleged discrimination: Civil Rights & Title IX Coordinator: Susan Zetty, (360) 495-3514, szetty@mccleary.wednet.edu; Section 504 Coordinator: John Heley, (360) 495-3204, jheley@mccleary.wednet.edu; Gender Inclusive Schools Coordinator: Teneille Carpenter, (360) 495-3512, tcarpenter@mccleary.wednet.edu

WAC 392-190-065 through 392-190-075 provides the required complaint and appeal procedures for school districts to respond to allegations of discrimination based on the protected classes listed

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above. This procedure allows anyone to file a complaint of discrimination with a school district superintendent, appeal to the school board, and appeal to OSPI. These rules include strict timelines by which the district must investigate a complaint and the superintendent must respond. The link below outlines these complaint and appeal procedures, including timelines. The flyer will inform parents/guardians of this complaint process. **The flyer is available in [multiple languages](#) and located at the end of this handbook.**

### **McCleary Parent/Guardian-Teacher Organization (PTO)**

McCleary Parent/Guardian-Teacher Organization (PTO) plays a vital role in providing support and special programs for our students. All parents/guardians are encouraged to attend the monthly **PTO** meetings. The following is a list of PTO activities:

- Meetings are held monthly
- Book Fair
- Basket Bingo and Silent Auction
- Holiday House
- Carnival/Raffle
- AR Celebration
- Staff Appreciation Week

**PTO** provides assistance to the school with special activities. In some cases, teachers and their chosen room parents/guardians work with PTO to coordinate activities to best fit their particular classroom situation. PTO fundraising helps to pay for school assemblies, field trips, classroom supplies and equipment, as well as other activities.

### **Volunteers**

**WE WANT YOU** on the **McCleary Team**. We need your help to give our students the best education possible. Our school welcomes family and community volunteers. General duties of volunteers include helping teachers and working with individual students. We are often in need of volunteers who would enjoy listening to students read, working in the library or on the playground. Please contact our Office if you would like to volunteer. We would love to have you part of the **McCleary Team**. An application needs to be on file, and you will be subject to a Washington State Patrol background check; the process helps to ensure the safety of each and every one of our students.

### **School Board**

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Visit our website for information about current school board members including contact information. School Board meetings are normally the 3<sup>rd</sup> Thursday of each month at 6:30 p.m. School Board elections are held in the fall and the filing dates are in July. The Washington State School Directors' Association offers a free brochure about what a school board does and how to become a school board member. You may contact them at (360) 493-9231 for more information.

### **Arrival and Departure Procedures**

***Students should arrive on the school grounds no earlier than 8:00 AM.*** Most students arrive on campus at 8:10 AM; this gives them sufficient time to prepare for the day.

### **Closed Campus**

McCleary School has a closed campus requiring all students to remain on the school grounds from the time of arrival until officially dismissed at the end of the day. Students who are participating in sports may not leave campus between the end of the school day and the beginning of sports practice. Failure to follow closed campus regulations will result in disciplinary action.

### **Early School Departure**

If it becomes necessary for your child to be excused early, please send a note of explanation to the teacher or school office as early as possible in the day. Also, please avoid calling at the end of the day.

When picking up your child from school, come to the office to sign out your child. ***DO NOT go directly to the classroom. Your child will meet you at the office.*** Following this procedure enables school staff to ensure that students are released to the proper persons.

### **End of Day Plans**

***The end of the school day is 2:35 for grades 4-8 and 2:38 for grades K-3.***

It is our expectation that students who regularly ride school buses will be riding their assigned bus home after school every day. Any changes to a student's end-of-the-day routine need to be communicated by a parent/guardian note submitted at the beginning of the school day. Students should not request to use a school telephone to seek parent/guardian permission to ride home with a friend on a different bus or get off at a different bus stop.

If your child does not ride the bus home, a yearly note must be submitted to the office indicating your child's end of the day plan (pick up by parent/guardian, walking, bike). This will be placed in the student's file.

The use of locks for the bicycle rack is recommended for the security of student's bikes. The school is not responsible for lost or stolen bikes, scooters or skateboards. Scooters and skateboards must be

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checked into the front office and not taken to classrooms. There is a bike rack available for students who ride bikes to school.

### **Bus Loading and Unloading Zone**

Buses will load and unload by the playshed.

### **Student Loading and Unloading Zone**

Parents/Guardians can stop along the yellow curb on the sidewalk in front of the school (nearest the school building) to drop off or pick-up their students. This is NOT a parking area. Please do not leave your car unattended in this area. There are two traffic lanes. The right side lane is for waiting to drop-off/pick-up. Do not block the left lane. That is an open lane for cars to drive through. Handicap parking spaces are for our friends with valid permits only. NO pulling in to park and run out to pick up or drop your kids off due to long traffic lines or late for work etc.

### **Parking**

Parking spaces are provided for parents/guardians and visitors in front of the school in the main parking lot. Additional parking is located at the East end of our school.

### **Withdrawing Your Child from McCleary School**

Please notify the office when you know you will be moving from our school service area. If you give us advance notice, we can help this transition go more smoothly for both you and your student.

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# ***Student Health***

## **Medications**

The following guidelines are for dispensing medication as recommended by the Attorney General of Washington State. Oral medication is defined as either prescription medication or over-the-counter medication; there is no distinction between them.

1. All oral medication must be accompanied by signed permission from both the parent/guardian and physician/dentist. It must accompany the medication on the day it is to be given.
2. All oral medication being given for longer than 15 days must have additional instructions from the physician/dentist.
3. All medications must be in the original container.
5. All medications are to be kept in a locked cabinet in the health room.

## **Communicable Diseases**

The McCleary School District reserves the right and responsibility to exclude from attendance any student suspected of being infectious with such conditions as hepatitis, impetigo, ringworm, scabies, eye infections, or other conditions which are considered contagious. In such cases, proof of medical treatment and/or lack of threat of contagion must be cleared with the school nurse or office staff before a child may return to class.

## **Health Screening**

Screenings for vision and hearing are given at school. Parents/Guardians are advised if the results show a need for additional follow up. Screening for scoliosis (curvature of the spine) is done during the 5<sup>th</sup> and 7<sup>th</sup> grades. These are screening services only and do not take the place of regular examinations performed by your eye specialist and family physician.

## **Immunizations**

Washington State law requires that all students, preschool through twelfth grade, must be fully immunized against DPT, polio, measles, Hepatitis B, and Varicella (chickenpox).

Immunization information must be recorded on a state form and filed with the school before the child's first day of attendance. The state forms are available in the main office.

If you are requesting an exemption for your student regarding immunization, please fill out the Immunization Exemption form. McCleary School reserves the right to exclude children without immunizations from school during the incubation period to prevent further exposure to staff and students.

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Vaccines<sup>1</sup> are listed under routinely recommended ages. The range of recommended ages for immunization is indicated by XXXX. Any dose not given at the recommended age should be given as a “catch-up” immunization at any subsequent visit when indicated and feasible. XXXX is used to indicate vaccines to be given if previously recommended doses were missed or given earlier than the recommended minimum age.

Age ▶ Vaccine ▼	Birth	1 mo	2 mos	4 mos	6 mos	12 mos	15 mos	18 mos	24 mos	4-6 yrs	11-12 yrs	14- 18 yrs
Hepatitis B <sup>2</sup>	Hep B #1											
		Hep B #2		Hep B #3							Hep B <sup>2</sup>	
Diphtheria, Tetanus, Pertussis <sup>3</sup>		DTaP	DTaP	DTaP		DTaP <sup>3</sup>			DTaP		Td	
H. influenzae type b <sup>4</sup>		Hib	Hib	Hib		Hib						
Inactivated Polio <sup>5</sup>		IPV	IPV	IPV <sup>5</sup>								
Pneumococcal Conjugate <sup>6</sup>		PCV	PCV	PCV	PCV							
Measles, Mumps, Rubella <sup>7</sup>						MMR			MMR		MMR <sup>7</sup>	
Varicella <sup>8</sup>						Var					Var <sup>8</sup>	
Hepatitis A <sup>9</sup>									Hep A — in selected areas <sup>9</sup>			

## Health Care

Parents/Guardians are notified to pick up their child when the child's temperature is above 100 degrees or when the child is experiencing continuous discomfort or pain.

Emergency contacts are kept on file in the office. Please update this information if you move or change your phone number to ensure prompt notification of your child's illness or injury.

## Nutrition

It is very important for growing students to have good nutrition. A nutritious breakfast helps students start their day ready to learn and better concentrate in their classes. A nutritious lunch

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helps them to get through afternoon classes, and is especially important if the student participates in after-school sports. **Energy or power drinks are not allowed at school at any time. Water is the only beverage allowed for students in the classroom.** Glass containers are not allowed on the bus or on the school campus.

### **Lunch Program**

McCleary School participates in the USDA food program. All students do receive free breakfast and lunch. Please contact the office with questions.

## ***Transportation***

### **McCleary Transportation Department**

If you have questions regarding transportation, please contact the main office at 360-495-3204. Schedule changes due to inclement weather are posted on the school's website, [www.mccleary.wednet.edu](http://www.mccleary.wednet.edu), and broadcast on local radio and television stations.

### **School Bus Guidelines**

Many of our students ride a school bus to and from school. Students should be at their stop approximately five minutes before the scheduled arrival time of the bus. Once on the bus, all students are expected to follow the directions of the bus driver and all bus safety guidelines, which are made available to parents/guardians and students each school year. Please keep in mind that the primary concern of each driver is the safe transportation of your child to and from school. Continued misbehavior will result in suspension from riding the bus. See Discipline for detailed consequences for misbehavior.

If you want your child to ride one of our buses to another location other than his/her regular destination, please send a written note requesting this to the front office. The note signed by the parent or guardian should be given to the office. A secretary will issue a bus pass for the student to give to the bus driver at the end of the day.

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## ***Student Programs***

### **Title I Reading/Learning Assistance Program (LAP)**

The concept of Title service is to target specific students who need additional support. The school-wide concept allows our EA staff to work in classrooms more flexibly and support more students. Title I services focus on mathematics, school readiness, and other interventions that support academic needs. LAP services focus on improving reading skills and related ELA initiatives.

### **504 Coordinator**

Some students may need accommodations due to a medical disability that adversely impacts their learning or behavior. In the event a student qualifies, a 504 plan can be developed to identify and implement appropriate accommodations.

### **Special Education (Special Services)**

McCleary provides two special education service center teachers who are assisted by support EA staff as assigned. Special education services are available for students who qualify under state and federal guidelines for an Individual Education Plan (IEP). Parents/Guardians or school staff members may refer a student to the staff for evaluation. Students may also qualify for additional support in the areas of speech and/or oral language development, occupational, or physical therapy.

### **Library**

It is important for students to understand the necessity of returning books by the due date and in good condition. There are no fines for overdue books, but students are required to pay for lost or damaged books. Report cards will not be given to students until lost or damaged books are paid for.

### **Band/Choir**

General music is available in grades K-5. Students in grades 5-8 may also sign up for band. Choir is available for 2<sup>nd</sup> -8<sup>th</sup> graders and students are selected after tryouts.

Our music department conducts two public performances, the Winter Concert and Spring Concert. We encourage families to attend and support their students. We request that families be mindful of other concert goers by not attempting to get their child's attention during the performance, being considerate in taking photos, and remaining in their seats with a minimum amount of talk.

### **Fitness**

The fitness program is designed to get kids moving. Our goal is to increase student health and fitness awareness. We feel that kids should understand the importance of fun, physical activity, and

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other healthful behaviors that will help students be fit for life. Classroom teachers and EA support staff direct fitness activities. All students are encouraged to wear appropriate clothing for physical fitness classes. Athletic shoes are **REQUIRED**.

### **Technology Education**

Classroom teachers integrate technology into their instructional programs. Students learn keyboarding and other computer skills needed in project-based learning. Students in grades 6-8 may also participate in Yearbook and Computer Graphics.

The McCleary School District is committed to fostering digital literacy in all of our students. A digitally literate person:

- possesses the variety of skills, cognitive and technical, required to find, understand, evaluate, create, and communicate digital information in a wide variety of formats;
- is able to use diverse technologies appropriately and effectively to search for and retrieve information, interpret search results, and judge the quality of the information retrieved;
- understands the relationships among technology, lifelong learning, personal privacy, and appropriate stewardship of information;
- uses these skills and the appropriate technologies to communicate and collaborate with peers, colleagues, family, and on occasion the general public;
- uses these skills to participate actively in civic society and contribute to a vibrant, informed, and engaged community.

### **Middle School Summer School**

Summer school is meant to help fill academic gaps and to encourage students to be successful throughout the school year. There are three ways to enter summer school:

- (1) A parent/guardian request,
- (2) A failure to pass one core class all three trimesters,
- (3) A failure to pass more than 8 total core classes.

Students in summer school due to reason 2 or 3 above must attend and pass summer school or lose their next year's electives. In place of electives, they will have the opportunity to learn and gain core academic skills.

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## **Sports**

Students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades may participate in interscholastic sports competition. This fee may be waived in a financial hardship situation.

McCleary competes in the Tri-County Athletic Association with schools in Grays Harbor, Mason, and Thurston Counties. The seasons and sports include:

### **Fall**

Boys & Girls: Flag Football

Girls: Volleyball

### **Early Winter**

Boys: Basketball

### **Late Winter**

Girls: Basketball

### **Spring**

Boys and Girls Track

Coaches attempt to allow all members of the teams to participate in competitions. McCleary maintains a “no-cut” philosophy to allow all students who turn out to be part of a team. ***A sport physical is required for each student to participate in a sport. The physical is good for a period of one year (12 months).***

## **McCleary School District** **Athletic Guidelines**

### **Eligibility Policy and Procedure**

Athletic guidelines apply to all students participating in any extra-curricular athletic activity.

McCleary School feels that the athletic program is an extension of the total education program. Therefore, the administration, teachers, and coaches will constantly monitor the students’ performance in their classes to determine if they are eligible for participation in athletics.

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Eligibility criteria and procedures are as follows:

1. In order to be eligible to play sports at McCleary, a student must be passing in all their subjects with at least C. The grades at the end of each grading period will be used to determine eligibility. The third grading period grade will be used for eligibility for the fall season. If you attend summer school to retake a subject, that grade will be used to help determine your eligibility. Any student whose work in any regular grading period does not meet the above requirements will be ineligible to play sports at McCleary for that season.
2. Each player must have a physical to play any sport. **This needs to be completed before they can play or practice in any sport.** The physical must be completed on an approved form and done by a doctor.
3. You must maintain good behavior while at school as defined by the Student Handbook. If you receive an In-School Suspension or an Out-of-School Suspension, you will not be able to practice or play the day(s) you are serving the suspension. The Administration, Athletic Director, and/or the Coach will also determine if an athlete will stay on the team as a result behavior problems.

### **Attendance**

All team athletes are expected to attend all practices, team meetings, and events. In all cases of absence, a parent/guardian will need to contact the school, either by phone or by written note, unless the athlete is obviously ill. The following attendance procedures apply:

1. If a student is absent on the day of an event, that student is not eligible to play that day. Students must be in school by 11:30 am on the day of the event to be able to participate.
2. In order to play in a Saturday event, the athlete must be in attendance at school on Friday.
3. Exceptions to this rule are pre-arranged absences or school-sponsored events/trips, which are excused and considered the same as being in school.

### **Playing Time**

The amount of playing time for any individual athlete is at the discretion of the coaching staff. This is often determined by hard work, motivation, and positive attitude displayed during practice. Coaches will make every effort to maximize participation, but this might not be possible for every game. Athletes concerned about their amount of playing time should speak directly to the head coach.

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## **Practice**

Athletes are expected to attend all practices unless absent from school. Practice starts at the time set by the coach. Athletes are to report to the assigned area right after school to dress and be ready to board the bus, walk as a team to the field, or start practice at the school. Athletes should **NOT** be roaming the school.

### **8<sup>th</sup> Grade Promotion Ceremony**

It is the desire of the McCleary School District to include all students in the 8<sup>th</sup> grade Promotion Celebration. However, the ceremony is a privilege, not a right. Only those students who have successfully completed the promotion requirements and met minimum expectations of behavior may participate in the promotion ceremony. ***McCleary School administration has the right to deny participation in the promotion ceremony for any student who does not meet academic and behavioral expectations.***

### ***Promotion Attire and Behavior***

All regular school rules and dress code apply. We encourage dress that is casual, neat and clean. Promotion gowns will be provided.

### ***Suspensions/Behavior***

Students who are suspended the day of the ceremony will not be permitted to attend. Students who exhibit extreme behavior concerns and have excessive trancies and suspensions from school may be excluded from the ceremony and will be considered on an individual basis. The administrator or administrative designee shall have the option of removing any student from participation in the ceremony because of unacceptable behavior on campus before, during, or after the ceremony.

### ***Academic Requirements***

To receive a Certificate of Promotion and walk at the promotional ceremony, students must maintain an accumulative 60% in their core academic classes, which include Language Arts, Math, Social Studies, and Science.

### ***Parent/Guardian Notification***

Students who are at risk of not meeting the academic standards will be invited to conferences. They will also receive notification during the third trimester. Students who do not meet the academic requirements will be invited to attend the ceremony with their family.

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## ***Student Behavior***

### **Public Display of Affection (PDA)**

Students should be able to go about their school day without being embarrassed by the behavior of others. Kissing and other sexualized acts are not appropriate at school. Students who persist in this type of behavior after having been warned will receive disciplinary action.

### **Electronic Devices**

Cell phones, Apple watches, CD players, iPods, MP3 players, and other electronic devices including electronic games and toys are to be turned off and in a student's backpack or pocket. They are not to be in use on school property. Exceptions may be made by coaches/supervising adults on field trips or when traveling to and from athletic events. Classroom teachers who want to allow listening devices in class or on field trips may allow them. Electronic games may be allowed in class for special reward activities (i.e. PBIS class ticket choice).

**In an emergency and in special situations with adult supervision, a student may be given permission to use their cell phone to call a parent/guardian.**

**Use of such devices by a student without school staff permission will lead to confiscation of the device. It will be stored in the office. It is the student's responsibility to claim the device at the end of the school day. After the 1<sup>st</sup> incident, the device will ONLY be returned to the parent/guardian. The school district is not responsible for any loss or damage to these items.**

### **Toys**

Toys brought from home can be distracting to the learning environment. We encourage students to leave them at home and/or in their backpacks. Parents/Guardians are encouraged to make sure that students do not bring toys to school in their pockets and/or backpacks.

Furthermore, toys are also attractive items for theft. While the district will do its best to retrieve these items, should they be taken by another student, it can be difficult to prove ownership. This is why it is best to keep these items at home.

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# Citizenship

**We are proud of all of our students. We expect them to participate in a positive way in our school and enjoy learning in a safe and positive school environment. We are proud when our students make good choices for themselves.**

Every person at McCleary School is expected to *"Do what is expected and do it the best that you can."*

## **STUDENT RIGHTS & RESPONSIBILITIES in MCCLEARY SCHOOL DISTRICT**

**This sets forth the written rules and regulations of McCleary School District regarding student conduct, discipline, corrective actions, and rights, and it indicates the types of misconduct for which discipline, suspension, and expulsion may be imposed.**

Teachers, school administrators, school bus drivers, and other designated school employees will have the authority to: (1) impose discipline on any student for misconduct in accordance with the procedures specified in this handbook (2) temporarily remove a student from a class, subject, or activity as provided for herein (See Part V below), and (3) make recommendations to appropriate school authorities for the suspension or expulsion of any student. Except as otherwise provided for, only a building administrator, the superintendent, or such person's designee may impose a suspension or expulsion.

This handbook is also compliance with Public Law 101-226, Drug-Free Schools and Communities Act Amendments. Compliance with standards of conduct is mandatory.

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It shall be the responsibility and the duty of each student to attend school as required by law and to be on time to all classes. Each student must identify himself/herself upon request of school district personnel in a school building, on school grounds, at school-sponsored events, or on school buses. Students must follow the reasonable request of school employees who are acting in the performance of their duties.

A student shall comply with school district policies, school rules, and with the directions of teachers, student teachers, substitute teachers, educational assistants, principals, or other authorized school personnel when he/she is properly under the authority of the school personnel. ***The frequency with which students violate various school policies, rules, and regulations, is often of equal or greater concern than single violations. The cumulative effects of these acts may determine the form of discipline, including suspension and /or expulsion.***

Any student who willfully performs any act that materially interferes with or is detrimental to the orderly operation of a school, a school activity, or any other aspect of the education process within the district, shall be subject to discipline, suspension, or expulsion. Such acts shall include but are not limited to those outlined in Part IV.

Parents or guardians of a student damaging school buses or property shall be responsible for proper reimbursement to the McCleary School District. Students are subject to suspension and corrective actions. Suspended students may not enter or ride any school bus until proper reimbursement has been made. (See RCW 28A.635.060)

### ***Cumulative Records***

Discipline files will be kept for each student throughout his/her school career. These files may be used as a reference in determining patterns of behavior for which corrective action is necessary. Progressive corrective action for inappropriate behavior patterns or similar cumulative violations may be assigned based upon these records.

## **PART III DEFINITIONS (SEE WAC 392-400-205 and 392-400-215)**

### ***Discipline***

“Discipline” means all forms of corrective action, including exclusion from a class for a period of time not exceeding the balance of the immediate class period, other than suspension, expulsion, or emergency removal from a class, subject, or activity. Discipline also means the exclusion of a student from any other type of activity conducted by or on behalf of a school district, including its athletic program and transportation.

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### ***Emergency Expulsion***

“Emergency expulsion” means the immediate denial of school attendance for up to ten (10) consecutive school days due to an immediate and continuing danger to other students or school staff, or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion will end or be converted to another form of corrective action within ten (10) school days of the emergency expulsion.

### ***Emergency Removal***

“Emergency removal” means the immediate removal of a student from a class, subject or activity when the student’s presence poses an immediate and continuing danger to the student, other students, or school staff, or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student’s school.

### ***Expulsion***

“Expulsion” means a denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period not to exceed one calendar year. An expulsion will also include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

### ***Suspension***

“Suspension” means denial of attendance, other than for the balance of the immediate class period for corrective action purposes, for any single subject or class, or for any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to a school-sponsored event or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

### ***Short-Term Suspension***

“Short-term suspension” means a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

### ***In-School Suspension***

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“In-school suspension” means removal of a student from the regular educational program in lieu of an out-of-school short-term or long-term suspension. The student is supervised in an alternate in-school setting.

### ***Long-Term Suspension***

“Long-term suspension” means a suspension that exceeds ten (10) consecutive school days and ends no later than the last day of school during which the student’s misconduct occurred.

### ***School Business Day***

“School business day” means a calendar day except Saturdays, Sundays and any state and school district holidays, upon which the office of the Superintendent of the District is open to the public. School business days will be concluded upon the closure of the Superintendent’s office for the calendar day.

### ***School Day***

“School day” means any calendar day except school holidays on which all students enrolled in the school district are afforded the opportunity to be engaged in the educational activity which is planned, supervised, and conducted by or under the supervision of the District’s certificated staff, and on which day all or any of the portion of the students enrolled in the program actually participate in such educational activity.

### ***Re-engagement Meeting***

“Reengagement meeting” means a meeting held between the District and the student and parent or guardian to discuss how to return a long-term suspended or expelled student to the educational setting as soon as possible.

### ***Re-engagement Plan***

“Re-engagement plan” means a written plan developed between the District and a student and his or her parent or guardian designed to aid the student in taking the necessary steps to remedy the

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6. **Disruptive Conduct** – Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, unsafe practices, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.
7. **Extortion/Robbery/Theft** – The wrongful taking of a person’s money or property with or without his/her consent by the use of threat, violence, or intimidation and/or stealth.
8. **False Accusations** – Untrue charges of wrongdoing.
9. **False Alarm** – Activating a fire alarm for other than the intended purpose of the alarm.
10. **Falsification/Forgery of Documents** – Altering or falsifying times, names, dates, grades, addresses, or other data, including electronic data.
11. **Fighting** – Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person.
12. **Harassment and/or Discrimination** – Harassing or discriminating against an individual(s) in writing, by gestures, by electronic means, or by actions, on the basis of any of the following, (as defined in RCW 49.60.040 and WAC 392-190-005).
  - a. Age
  - b. Creed
  - c. Religion
  - d. Color
  - e. Family with children status, including a person who is pregnant
  - f. Marital status
  - g. National origin
  - h. Presence of any sensory, mental or physical disability
  - i. Race
  - j. Sex (gender) including gender expression or identity
  - k. Sexual orientation
  - l. Use of trained guide dog or service animal by a person with a disability
  - m. Military affiliation
13. **Harassment, Intimidation, Bullying (HIB)** – Electronic, written, and/or verbal communication or physical act that physically harms a student or student’s property or substantially interferes with a student’s education or creates an intimidating or threatening

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educational environment or substantially disrupts the orderly operation of the school. See page 54 for information on consequences and corrective action for harassment.

14. **Inappropriate Language/ Verbal Abuse** – Using vulgar or profane language by students on school property, whether spoken, written, or gestured.

15. **Information Systems Access/ Use** – Inappropriate use of internet/web access.

16. **Intentional Misuse of School Equipment/Supplies/Facilities** – Deliberately abusing and/or misusing school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.

17. **Lewd Behavior/Sexual Misconduct** – Expressing, transmitting by electronic media, displaying and/or exhibiting indecent or obscene sexual behavior, including pornography.

**Possession, Use Sale or Delivery of Drugs, Drug Paraphernalia, Alcoholic Beverages** – Possessing, selling, delivering, or using drugs or drug paraphernalia, or being under the influence of any narcotic drug(s), hallucinogenic drug(s), amphetamine, barbiturate, marijuana, alcoholic beverage, or any substance purported to be such. This includes over-the-counter and prescription drugs.

**Occupying Unauthorized Area/Trespass** – Being present on school property without permission of school authorities.

16. **Possession or Use of Explosives** – Possessing, claiming to possess, and/or using anything tending or serving to explode, such as firecrackers, bullets.

17. **Tobacco** – See “Issues of Special Note” (page 39)

18. **Weapons** – Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm, or a dangerous weapon; or possessing any exploding item or device that would be capable of producing bodily harm, damage to property, or disruption of the educational process. Violation of this rule is considered so serious to the safety and welfare of both the student who violates it and others in the school, and such a disruption to the educational process, that emergency expulsion could be immediately imposed (see page 46). It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school provided transportation, or areas of facilities while being used exclusively by public or private school:

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- a. Any component of a firearm, including live ammunition, an ammunition magazine, or a device for suppressing the noise of any firearm; and
  - b. Any air gun, including any air pistol or air rifle, designed to propel BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.
  - c. In the case of a firearm (as defined in RCW 9.41.010):
    - i. The student shall be expelled for no less than one calendar year, and the appropriate school authority shall notify law enforcement and the student’s parent or guardian regarding the allegation or indication of such violation.
    - ii. The expulsion may be modified on a case-by-case basis by the school district, superintendent, or designee.
19. **Gambling/Wagering** – Playing games of chance that lead to an exchange of item of value, including money.

**ISSUES OF SPECIAL NOTE**

***Possession, Use, Sale, or Delivery of Drugs, Drug Paraphernalia, or Alcoholic Beverages***

Possessing or using drugs, alcohol, or drug paraphernalia, or being under the influence of any drug(s), (however slight), or any substance purported to be such, is forbidden. For the purpose of the policy “drug” includes any narcotic, hallucinogen, amphetamine, barbiturate, marijuana, drug prescribed for another person, controlled substance, mood altering drug or substance, and over-the-counter drugs.

**Consequences for possessing or using drugs, alcohol, or drug paraphernalia:** being under the influence of any drug(s), alcohol (however slight), or any substance purported to be such, may result in:

**First Offense:**

ELEMENTARY SCHOOL	K-4th, 0-5 school day suspension 5 <sup>th</sup> grade, short term suspension of a least 10 days or long-term suspension
MIDDLE SCHOOL	Long-term suspension of at least 20 school days

**Second offense:**

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ELEMENTARY SCHOOL	Will be handled on an individual basis
MIDDLE SCHOOL	Suspension for up to 90 school days

**Third Offense:**

ELEMENTARY SCHOOL	Will be handled on an individual basis
MIDDLE SCHOOL	Expulsion

Possession, use, sale, delivery, or transfer, of alcohol, controlled substances, mood altering drugs, and/or drug paraphernalia, shall be reported to the local law enforcement agency.

***\*Alternate Corrective Action***

*Students who wish to be considered for re-entry to school prior to completion of the suspension must be assessed by a state-accredited substance abuse treatment agency at parent/guardian expense, and they must follow the treatment recommendations of that agency. If the parent/guardian and student choose the assessment option, a portion (all but a minimum of 5 days at middle school) of the suspension **may** be deferred.*

*In order for this option to apply, the parent/guardian must sign and agree to all of the conditions specified in the Alternative Corrective Action Agreement. In all cases, the treatment recommendations must be followed or the suspension will be reinstated. **(The parent/guardian will be responsible for verifying follow-up of prescribed treatment by providing documentation from the health care facility.)***

A student shall not sell, deliver, distribute, trade, and/or transfer alcohol or drugs (including over-the-counter drugs and prescribed drugs), or substance purported to be such, or drug paraphernalia.

**Consequences for selling, delivering/distributing, trading, transferring, and/or promoting/arranging the sale of any of the preceding:**

**First Offense:**

ELEMENTARY SCHOOL	K-4 <sup>th</sup> , 0-5 school day suspension
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5th grade, short-term suspension of at least 10 days

MIDDLE SCHOOL

Suspension for up to 90 school days

**Second Offense:**

ELEMENTARY SCHOOL

Expulsion

MIDDLE SCHOOL

Expulsion

***Alternative Corrective Action and reporting to law enforcement shall be the same as indicated above.***

*\*In other disciplinary matters where staff notes a pattern of school performance representing a change in an unacceptable direction and which usual and customary corrective measures have failed to remedy, and the pattern has led to further disciplinary sanctions, school administrators may opt to employ the Alternative Corrective Action process when imposing the prescribed sanction of long-term suspension or expulsion*

Parent(s)/guardian(s) will be notified by telephone of all drug and alcohol violations as soon as reasonably possible.

***Tobacco***

McCleary School has been designated tobacco free. Students shall not carry or use any kind of pipe, cigar, cigarette, e-cigarette, or any other smoking or vapor equipment or material, nor shall students chew or sniff tobacco products.

***Personal Protection Spray Devices (PPSD)***

Personal Protection Spray Device(s) (PPSD) may not be used other than in self-defense as defined by Washington State Law (RCW 9.91.160). State law requires students ages 14 and older have parent/guardian permission to carry PPSD(s). No one under eighteen years of age may deliver such devices to anyone under age fourteen. Students who unlawfully carry, discharge, or distribute a PPSD will be subject to disciplinary action.

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Prior to excluding a student, except in emergency circumstances, the teacher must attempt one (1) or more alternative corrective actions. In no case, without the consent of the teacher, will an excluded student return to the classroom for all or any part of the immediate class or activity period, or up to the following two (2) school days, or until the principal or his/her designee and the teacher has conferred.

### ***Special Education and Section 504 Students***

Students with disabilities are subject to the same rules of student conduct and corrective action procedures as other students. However, when proposed corrective action may constitute a disciplinary removal that is a change in placement, special procedures will be employed as required by law.

### ***Provisions Applicable to Short-Term and Long-Term Suspensions***

1. Students may be suspended for violation of District rules. The nature and circumstances of the violation must be considered and must reasonably warrant a suspension and the length of the suspension imposed.
2. Except for those rule violations that have been designated exceptional misconduct (see Part IV), no student will be suspended unless another form of corrective action reasonably calculated to modify his/her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature.
3. No student will be subject to short-term suspension for more than a total of ten (10) school days during any single trimester. No such student will be subject to long-term suspensions. No loss of academic grade or credit will be imposed by reason of suspensions of such student.
4. Suspension will include a denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by the District.
5. All suspensions and reasons therefore must be reported in writing to the superintendent or designee within 24 hours after the imposition of the suspension.
6. Any student who has been suspended will be allowed to make application for readmission at any time. (See Section VIII)

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### ***Provisions Applicable to Short-Term Suspensions Only***

1. Prior to the short-term suspension of any student, a conference must be conducted with the student. At this conference, the student must be given: (1) an explanation of the alleged misconduct and rule violations; (2) an explanation of the evidence in support of the allegations; (3) an explanation of the corrective action that may be imposed; and (4) an opportunity to present an explanation regarding the alleged misconduct.
2. In the event a short-term suspension is to exceed one (1) calendar day, the parent(s)/guardian(s) of the student must be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the mail as soon as reasonably possible. This notice will also inform the parent(s)/guardian(s) of the right to an informal conference and that the suspension may possibly be reduced as a result of such a conference.
3. Any student subject to short-term suspension will be provided the opportunity, upon return to school, to make up assignments or tests missed by reason of the suspension if such assignments or tests have a substantial effect on the student's grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

### ***Provisions Applicable to In-School (Short-Term) Suspension***

1. A student who is afforded the opportunity to be assigned to the in-school suspension program as an alternative to out-of-school suspension will agree to the conditions specified by the school principal.
2. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times during in-school suspension.
3. Any act of inappropriate conduct during the in-school suspension may result in denial of this alternative to other corrective actions.
4. A student will remain isolated from other students throughout the school day and will be denied the opportunity to participate in any school activities while in the in-school suspension program.

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5. After a student is placed back into the regular classroom, the principal or designee will monitor the student's progress daily for a period of time established by the principal. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.

### ***Provisions Applicable to Long-Term Suspensions and Expulsions***

1. Prior to the long-term suspension or expulsion of a student, a written notice of an opportunity for an appeal will be delivered in person or by certified mail to the student and parent(s)/guardian(s). It will:
  - a. Specify the student's alleged misconduct and the District rule alleged to have been violated;
  - b. Set forth the corrective action proposed by the District and the right of the student or parent(s)/guardian(s) to an appeal for the purpose of contesting the allegations;
  - c. Inform the student and parent(s)/guardian(s) that a written or oral request for such an appeal must be received by a designated District Employee on or before the expiration of the third (3<sup>rd</sup>) school business day after their receipt of the notice; and
  - d. Indicate that if such a timely request is not received, the right to an appeal may be deemed waived and the proposed corrective action may be imposed without further opportunity for the student or parent/guardian to contest the matter.

A schedule of "school business days" potentially applicable to the exercise of such an appeal right should be included with the notice.

2. The student or parent/guardian must request such an appeal in writing three (3) school business days after the date of their receipt of the notice imposing the corrective action.

If a timely request for an appeal is not received, the District may consider the student and parent(s)/guardian(s) to have waived the right to an appeal and the proposed corrective action may be imposed as of the fourth (4<sup>th</sup>) school business day following receipt of the notice imposing the corrective action.

3. Once a student is expelled or suspended for more than ten (10) school days in compliance with District policy, the principal/designee will make reasonable efforts to assist the

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student and parent(s)/guardian(s) in returning the student to an educational setting prior to and no later than the end date of the corrective action.

4. The principal/designee will convene a meeting with the student and the student's parent(s)/guardian(s) within twenty (20) days of the student's long-term suspension or non-emergency expulsion, regardless of whether the student appeals the action or requests readmission, and in any event no later than five (5) days before the student's return to school, to discuss a plan to reengage the student in a school program. Such reengagement plans do not replace petitions for readmission. (See Part VIII)

A re-engagement plan will be created that is tailored to the student's individual circumstances, including considerations of that incident that led to the student's long-term suspension or expulsion. The plan should also aid the student in taking the necessary steps to remedy the situation that led to the suspension or expulsion. In developing a re-engagement plan, shortening the length of time that the student is suspended or expelled, other forms of corrective action, and supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate should be considered.

5. Long-term suspensions and expulsions will not be for longer than one calendar year. Where warranted based on public health or safety, the principal initiating an expulsion may petition the superintendent for authorization to exceed the one calendar year limitation.

### ***Provisions Applicable to Expulsion Only***

1. Students may be expelled for violations of District rules. The nature and the circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No student will be expelled unless other forms of corrective action reasonably calculated to modify his/her conduct have failed, or unless there is good reason to believe that other forms of corrective action would fail if employed.
3. Expulsions will include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.
4. All expulsions and reason therefore must be reported in writing to the superintendent within 24 hours after the imposition of the expulsion.

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5. Any student who has been expelled will be allowed to make application for readmission at any time. (See Part VIII)
6. The building principal or designee may petition the superintendent to extend an expulsion beyond one calendar year, where such an extension is warranted because of risk to the public health and safety.
  - a. The petition may be submitted at any time between the final imposition of a one-year expulsion and last day of the expulsion.
  - b. The petition must include those elements listed in WAC 392-400-410.
  - c. A copy of the petition must be delivered in person or by certified mail to the student and his/her parent(s)/guardian(s).
  - d. The student and/or his/her parent(s)/guardian(s) may submit a written or verbal response to the petition to the superintendent's office within ten (10) school business days of recorded receipt of the petition.
  - e. The superintendent may exercise his/her discretion to grant the petition so long as there is evidence that if the student were to return to school at or after one calendar year, he or she would pose a risk to public health or safety. The superintendent will issue a written decision indicating whether the petition is granted or denied within eleven (11) school business days, but not later than twenty (20) school days of the date of the petition's recorded delivery to the student or his/her parent/guardian. The decision must include a description of all rights and procedures for appeal under WAC 392-400-310 and -315.
  - f. If the petition is granted, the student or his/her parent/guardian may appeal the decisions to the District Board of Directors within ten (10) school business days.

### ***Provisions Applicable to Emergency Removal***

1. A student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the designated school authority if there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school staff, or an immediate and continuing threat

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of substantial disruption of the class, subject, activity, or educational process of the student's school.

2. Such a removal will continue only until the danger or threat ceases or until the principal/designee acts to impose appropriate discipline.
3. The principal/designee will meet with the student as soon as reasonably possible following the student's removal and take appropriate corrective action. In no case will the student's opportunity for such a meeting be delayed beyond the commencement of the next school day.
4. Prior to or when any such student is returned to the class or activity from which the student was removed, the principal/designee will notify the teacher or administrator who removed the student of the action taken.

### ***Provisions Applicable to Emergency Expulsions***

1. A student may be expelled immediately by the principal/designee in emergency situations if the principal/designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff, or an immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion will end or be converted to another form of corrective action by the principal/designee within ten (10) school days from the date of the student's emergency expulsion.
2. The student and parent/guardian will be notified of the emergency expulsion of a student and of their opportunity for a hearing by hand delivering a written notice to the student's parent/guardian within 24 hours of the expulsion and by documenting the same with either a signed acknowledgement of receipt or a written certification by the person making the delivery, or by a certified letter deposited in the mail within 24 hours of the expulsion.
3. If the notice is by certified letter, reasonable attempts will be made to notify the student and parent/guardian by telephone or in person as soon as reasonably possible.
4. Such written and oral notice must be provided in the predominant language of the student or his/her parents/guardian and specify:

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- a. The reason that the students' presence poses an immediate and continuing danger to students or school staff, or an immediate and continuing threat of substantial disruption of the educational process;
- b. The date on which the emergency expulsion began and will end;
- c. The right of the student or his/her parent/guardian to a hearing for the purpose of contesting the allegation(s) as soon as reasonably possible;
- d. That a written or oral hearing request must be received by the designated District employee on or before the third (3<sup>rd</sup>) school business day after receipt of the notice;
- e. If a request is not received within three (3) school business days, the emergency expulsion may continue for up to a total of ten (10) school days; and
- f. The emergency expulsion may be converted to an expulsion, long-term, or short-term suspension, or other corrective action within (10) school days of the imposition of the emergency expulsion, and that notice of the converted action and an opportunity to request a hearing or grieve the converted action will be provided.

## **PART VI**

## **PROCEDURES FOR CONTESTING CORRECTIVE ACTIONS**

### ***Grievance Procedure for Disciplinary Action including Suspensions and Expulsions***

Any student or parent/guardian who disagrees with the imposition of discipline or short-term suspension has the right to an informal meeting with the principal/designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of such a grievance as soon as reasonably possible. During this meeting, the student and the parent/guardian shall be subject to questioning by the principal/designee and shall be entitled to question school staff involved in the matter being grieved.

After the school-level grievance meeting, if the issue is not resolved, the student or parent/guardian, upon giving two (2) school business days prior notice to the superintendent's office, will have the right to present a written and/or oral grievance to the superintendent/designee.

If the issue is not resolved at this level, the student or parent/guardian, upon two (2) school business days prior notice to the superintendent's office, will have the right to present a written and/or oral grievance to the Board of Directors. The Board will notify the student and parent/guardian of its

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response to the grievance within ten (10) school business days after the date of the next regular meeting.

The discipline or short-term suspension shall continue during the grievance procedure unless the principal or designee elects to postpone the action.

## **PART VII APPLICATION FOR RE-ADMISSION**

### ***Readmission after Expulsion or during Long-Term Suspension***

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

The letter will include:

- Reasons the student wants to return and why the request should be considered;
- Evidence to support the request; and
- A supporting statement from the parent/guardian, or other who may have assisted the student.

The principal will advise the parent/guardian and student of the decision in writing within seven (7) school days of the receipt of such application. The readmission process is separate and distinct from any reengagement meetings conducted by the school as required by state law, Chapter 28A.600 RCW.

## **PART VIII DISCIPLINARY PROCEDURE FOR SPECIAL EDUCATION AND SECTION 504 STUDENT**

### ***Discipline***

With the modification indicated below, any student with an identified disability as set forth in Chapter WAC 392-172 or under Section 504 is subject to the same treatment as the non-disabled student.

### ***Restitution***

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For minor infractions of school rules or regulations or for minor misconduct, staff may detain students after school hours for not more than 60 minutes on any given day. Preceding the assessment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Students detained for corrective action shall be under the direct supervision of the staff member or another member of the staff. Parents should be advised before a student is detained after school so that the parent can make suitable transportation arrangements for the student. A telephone contact with the parent or a written notice to the parent should precede actual detaining of the student by the staff member assigning the detention.

### ***Emergency Removal and Short-Term Suspensions***

Procedures outlined in the Statement of Student Rights and Responsibilities are applicable when the action proposed or taken does not exceed the short-term suspension timelines; provided, however, that where a special education or Section 504 student has been subject to a series of short-term suspensions that exceed a total of ten (10) days in a school year and may create pattern or exclusion, the procedure in paragraph three below shall be followed.

### ***Long-Term Suspensions***

When considering the imposition of a long-term suspension or expulsion totaling more than ten (10) school days for a special education student or a Section 504 student, an IEP team, including the parent/guardian, or a Section 504 meeting must be held prior to imposing the action, which complies with the following criteria:

*\*For Section 504 students with drug/alcohol violations only, see Part G, otherwise, please follow the procedures below:*

- A. Persons to be present must be members of the IEP Team, Section 504 Team, and/or other qualified personnel who are:
  1. Knowledgeable of the particular student who is the subject of the contemplated action;

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2. Knowledgeable of the meaning of the evaluation data regarding the student:
  3. Knowledgeable of the student's disability and the implications of that condition;
  4. Knowledgeable of the placement options.
- B. The purpose of the meeting will be to:
1. Determine if the misconduct is a manifestation of the disability. IEP or Section 504 goals must be considered and;
  2. Determine whether the student's behavior is the result of an inappropriate Special Education Placement or Section 504 program.
- C. This meeting must be fully documented.
- D. If the misconduct is neither a manifestation of the disability nor due to an inappropriate placement, the proposed disciplinary action may be implemented.
- E. If the behavior is a manifestation of the disability or an inappropriate placement, a different placement or revised program must be considered and offered except in the cases of emergency, drugs, or weapons. If necessary, a placement for evaluation purposes can be invoked during the period of time the new placement or program is being developed.
- F. Following the meeting, written notice will be provided to the parent/guardian which includes:
1. Date, time and place of IEP Team or Section 504 meeting;
  2. Members of the Team;
  3. Sources of information used in reaching the decision(s);
  4. The decision(s) regarding the relationship of the disability to the behavior, the appropriateness of the placement, and the proposed action or sanction; and
  5. A notice of rights.

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- G. A student under a Section 504 plan who uses or possesses illegal drugs or alcohol and/or who is currently engaging in the illegal use of drugs or alcohol is subject to the same disciplinary penalties for such use as students who are not individuals with disabilities. Further, the due process procedures set forth in Section III above shall not apply to such disciplinary actions.
- H. Should any long-term suspension or expulsion be implemented or should any series of short-term suspensions create a pattern of exclusion, the District must convene an IEP meeting for the purpose of developing an alternative education program for the special education student during suspension or expulsion.

### ***Emergency Expulsion***

Notwithstanding the aforementioned provision, if a special education student's behavior is such that his or her presence creates an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process, the student may be denied school attendance. When this action constitutes a significant change in placement (in excess of ten (10) consecutive school days), it requires the implementation of procedural safeguards set forth in the IDEA as amended) and in Section 504 of the Rehabilitation Act of 1973. This action requires the school to develop an alternative Individualized Education Program for a special education student, which may include off campus support and/or program monitoring.

### ***Obligations to the Student Pending Appeal***

During the time period from the initiation of a request for a due process hearing through the appeal process, the District is required to continue providing educational services to a special education student. However, depending upon the circumstances, these services may be provided outside the school setting.

### ***Individual Education Program Discipline Plans***

Within the IEP process, which includes a meeting of the parent/guardian, teacher, and district representative who is qualified to provide or supervise special education services, a plan may be established for the remediation of specified behaviors(s) in order to reach targeted behavior goals. This plan may include non-disciplinary removal from school for specified amounts of time as part of

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the IEP. The Statement of Student Rights and Responsibilities when following the IEP plan where, the ICP itself prescribes the appropriate procedures. Either school personnel or the parent/guardian may request a new IEP meeting if either finds that the plan is not satisfactory or is in need of revision.

## **PART IX ATTENDANCE**

Daily attendance and active participation in each class is a critical part of the learning process. Students and parents or guardians must accept equally shared responsibility for regular school attendance. Students are expected to attend all assigned classes each day. Teachers report absences and tardiness to the school office. The district reserves the right to verify excuses when there is sufficient evidence that an abuse of this policy exists.

### ***Elementary and Middle School (K-8)***

#### **Responsibility for Attendance**

Students are expected to attend all assigned classes each day. Teachers must keep a record of absence and tardiness.

The school office shall attempt to telephone the parent/guardian of any student absent from school at reporting time, unless there has been prior notification by the parent/guardian of the absence. Additionally, the school shall attempt to notify the parent/guardian by telephone as soon as possible whenever it is determined a student is absent from a class without valid excuse.

**All Parents/Guardians** can use Family Access, which allows parents/guardians to log onto their students' records and monitor attendance and grades. All parents/guardians are encouraged to do this at least weekly in order to be aware of any difficulties students might be experiencing.

#### **Tardiness/ Early Dismissal**

Students are expected to be in class on time and to stay throughout the instructional day until school is dismissed. When a student's tardiness or early dismissals become frequent or disruptive, the student's teacher shall notify the principal or designee. IF counseling, parent/guardian conferencing,

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or administrative staff intervention is ineffective in changing the student's attendance behavior, disciplinary action may follow.

Please notify the school by 9:00 am if your child will be tardy.

School starts at 8:20 am. Students tardy to school after the 8:20 bell will need to check in at the office for an admittance slip. ***Sleeping in late is not a valid excuse and the student will receive an unexcused tardy.*** Tardiness may affect a student's Make Your Day points (see page 25).

Students who must leave the school during the day MUST checkout through the office. A telephone call or note from a parent/guardian is required to leave during the day.

### **Excused Absences**

The following are valid excuses for absences and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

#### **A. ABSENCES DUE TO ILLNESS, HEALTH CONDITIONS, FAMILY EMERGENCY OR RELIGIOUS PURPOSES**

The parent/guardian is expected to notify the school office on the morning of the absence. For the absence to be excused, a phone call, note or email from the parent/guardian must be received within 24 hours to report the reason for the absence.

When a student is absent for more than three (3) consecutive days, the school nurse or other designated staff member may contact the home to verify the nature and anticipated duration of the illness or family emergency.

At the discretion of the principal/designee, health care providers' or school official's verification of illness may be required to excuse excessive absences.

#### **B. PARTICIPATION IN SCHOOL SPONSORED ACTIVITY**

To be excused, this absence must be authorized by the school principal or designee, who will inform the student's teacher.

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### C. ABSENCE FOR PARENTAL APPROVED ACTIVITIES/ OR PRE-ARRANGED

This category of absences shall be requested for a maximum of five (5) school days per school year through written request to the principal or designee at least ten days prior to the absence. Upon approval by the principal or designee arrangements for completion of assignments must be made with all teachers at least five days in advance of leaving. The student shall assume all responsibility for turning in work so assigned within the timelines set by the teacher. Requests for a longer period of absence under this category may require the approval of the Superintendent. In this instance, the request must be made in writing and submitted at least 10 days prior to the absence.

### D. EXTENDED ILLNESS OR CHRONIC HEALTH CONDITION

If a student is to be confined to home or hospital for an extended period, two (2) or more days, the school will arrange for the availability of assignments. The district will cooperate with private tutors parents/guardians may employ. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian shall apply to the principal or designee and a limited program shall be written following advice and recommendation of the student's medical advisor. The school principal or designee shall approve the recommended limited program. The staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's/guardian's request.

### E. ABSENCE RESULTING FROM DISCIPLINARY ACTIONS

As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

If a student is on a truancy petition (Becca Bill), the court considers out-of-school suspension as unexcused absences.

## **Process for Unexcused and Excessive Excused Absences/Tardiness**

### A. EXCUSED ABSENCES

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### ***Total Excused absences***

**Step 1: Five (5) days within the school year.** Identify student and monitor.

**Step 2: Nine (9) days within the school year.** Letter #1 sent home, reminding parent and guardian about the impact of absences on student's learning.

**Step 3: Twelve (12) days within the school year.** Letter #2 sent home. Parent or guardian is asked to come in for a conference. A letter of verification from a health care provider may be requested for additional absences. Parents or guardian is informed about truancy law in this letter.

### **B. UNEXCUSED ABSENCES**

If any student who is required to attend school under the laws of the State of Washington fails to attend school or classes without valid justification recurrently or for an extended period of time, the building administrator shall follow the procedure outlined below.

#### ***Total unexcused absences/tardiness***

*(Any absence without confirmation from a parent/guardian and not falling under the definition of excused absences, previously defined)*

**Step 1: One (1) unexcused absence.** The school must inform the parent/guardian when there is one unexcused absence. This is often done by phone.

**Step 2: Two (2) unexcused absence.** After the second unexcused absence, the school is required to schedule a meeting with the parent/guardian and student to discuss the causes of the unexcused absences and find solutions to prevent further absences. This is a team effort.

**Step 3: Five (5) unexcused absences within 30 days.** The school must enter into a written truancy agreement with the family, where the parent/guardian, student and school agree on the necessary steps to resolve the student's attendance problem.

**Step 4: Seven (7) unexcused absences during the month OR tenth (10) unexcused absence within a school year.** The district will file a petition in juvenile court to order the student to attend school. If the court order is violated, the court will call for a Contempt Hearing and the student could be ordered to do community service or spend time

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in juvenile detention. The parent/guardian may be fined up to \$25 for each day of the unexcused absence.

The school district will send the parent/guardian and student a notice of the truancy court petition by certified mail with return receipt or by in person delivery. The petition includes many important dates and deadlines that must not be missed by the student and the family. A student and/or parent/guardian can be represented by a lawyer in truancy court.

## **PART X HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free of harassment, intimidation or bullying (HIB).

HIB is any intentionally written message or image (including those that are electronically transmitted), verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

MSD School Board [Policy 3207 Prohibition of Harassment, Intimidation and Bullying](#)

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## ***HIB Complaint Procedure***

### **Filing a Complaint**

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, Section 504 Coordinator, Title IX Officer & Civil Rights Coordinator, or Gender Inclusive Schools Coordinator who are listed below. This is often the fastest way to resolve your concerns

Civil Rights & Title IX Coordinator: Susan Zetty, (360) 495-3514 [szetty@mcclary.wednet.edu](mailto:szetty@mcclary.wednet.edu)  
Section 504 Coordinator: John Heley, (360) 495-3204 [jheley@mcclary.wednet.edu](mailto:jheley@mcclary.wednet.edu)  
Gender Inclusive Schools Coordinator: Teneille Carpenter, (360) 495-3512  
[tcarpenter@mcclary.wednet.edu](mailto:tcarpenter@mcclary.wednet.edu)

### Complaint to the School District

#### ***Step 1: Write Out 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 Civil Rights & Title IX Coordinator: Susan Zetty, (360) 495-3514, [szetty@mcclary.wednet.edu](mailto:szetty@mcclary.wednet.edu)

#### ***Step 2: School District Investigates Your Complaint***

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

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

### **Complaint to OSPI**

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

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

*Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967*

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

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For more information, 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](mailto: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](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

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

REGULATION OF WEAPONS ON SCHOOL PREMISES

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MCCLEARY SCHOOL DISTRICT  
Harassment, Intimidation and Bullying  
Incident Reporting Form

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Victim of Bullying \_\_\_\_\_ Bully(ies) \_\_\_\_\_

Date(s) of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ Adult Reported To \_\_\_\_\_

Witnesses \_\_\_\_\_

**Location of Incident** (circle all that apply)

Classroom      Off School Grounds      Hallway      Restroom      Playground      Locker Room  
Lunchroom      Sport Field      Parking Lot      Bus      Internet/Cell Phone      To/From School  
Other (Please describe) \_\_\_\_\_

Please check the box that best describes what the bully did. Choose all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the victim
- Getting another person to hit or harm the victim
- Denying access to a location
- Taunting, teasing, name calling, putting the victim down and/or making the student the target of jokes
- Isolating, intentionally excluding or rejecting
- Making rude or threatening gestures
- Making another student fearful, demanding money or exploiting
- Spreading rumors or gossip that is harmful
- Cyber Bullying (bullying by calling, texting, emailing, web posting, etc)
- Sexual Harassment (specify...comments, jokes, touching, rumors, display of material, etc.)
- Other (Please explain) \_\_\_\_\_

Written Description of the Incident

For Office Use Only Date Received \_\_\_\_\_

Received by \_\_\_\_\_

Action Taken \_\_\_\_\_

Parent/Guardian Contact Date: \_\_\_\_\_ Method: \_\_\_\_\_

Circle One:    Resolved                      Unresolved                      Referred to: \_\_\_\_\_

## **McCleary School District Discipline Consequences Guidelines**

**Administrative Procedures** - The infractions listed below are not intended to be exclusive or all inclusive. All types of infractions may not be included. Modifications of consequences will be made based on a case-by-case basis ***at the discretion of the school administrator***. In all instances, discretion of the interpretation is left to the individual principal or administrative designee to modify penalties suggested whenever extenuating circumstances seem to be present. It should be noted that progressive discipline may occur as a result of offenses from prior academic years and/or offenses that occurred in other districts.

### **Elementary (grades k-5)**

In accordance to PBIS frameworks, student discipline will follow the District Tier 1 Positive Behavior Support Flow Chart. See Attachment 1 on Page 60. Incidents of behavior will be recorded on Minor Behavior Form (attachment 2 on Page 61) and/or Major Behavior Form (attachment 3 on Page 62).

Student will receive consequences appropriate to the severity of the actions. The consequences will be administered by the building principal or his/her designee.

### **Middle School (grades 6-8)**

The Middle School will follow the same guidelines as the elementary. See attachments described in the elementary section. The Middle School, however, practices progressive discipline. As a result, consequences can--and do--build from one another. See Page 58.

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## Middle School (grades 6-8)

### INFRACTIONS

#### STEP ONE 30 Minutes Restitution/After School Detention

1. Interference and/or disruption of the educational process.
2. Failure to check in or out.
3. Failure to comply with policy.
4. Fourth tardy.
5. Make-up time for being removed from class by the classroom teacher.
6. Failure to excuse absences in 3 days.

#### STEP TWO 60 Minutes Restitution/After School Detention

1. Failure to comply with reasonable and lawful request of school personnel – bus drivers, custodians, cooks, teachers, and administrators.
2. Obstruction of a school official in the performance of lawful duties.
3. Second referral for level one violation.

#### STEP THREE Out-of-School Suspension (1day) or Restitution (4 hours)

1. Unexcused absences – first offense = make up time missed, second offense = 1 day suspension/restitution, third offense = Suspension
2. Insubordination. (willful disregard of a directive by staff).
3. Use of profane, abusive, or obscene language, gestures, or drawings.
4. Wearing of obscene, sexual, drug related or otherwise inappropriate clothing – first offense = change clothing, second offense = restitution.
5. Using racial slurs or epithets toward another student or staff member.
6. Third referral for level one violation.
7. Second referral for level two violations.

#### STEP FOUR Out-of-School Suspension (2-3 days) or Restitution (6-12 hrs.)

1. Forging the signature of a school official.
2. Use or possession of tobacco and/or vaping products at school or at a school related activity – first offense = meeting with School Counselor.
3. Fighting or physical confrontations on campus or originating on campus.
4. Profanity or obscene language directed at a staff members.
5. Fourth referral for level one violation.
6. Third referral for level two violations.
7. Second referral for level three violations.

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Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> <li>● Sign in with your first and last name.</li> <li>● Join quietly (stay muted)</li> <li>● Use the "raise hand" feature to be called on to speak.</li> <li>● Keep your audio muted until it is your turn.</li> </ul>	<ul style="list-style-type: none"> <li>● Come prepared to our meeting.</li> <li>● The "Chat" is for questions or comments related to the topic.</li> <li>● Use the split-screen to see or work on the assignment we are discussing.</li> </ul>	<ul style="list-style-type: none"> <li>● Only join meetings your teacher invites you to.</li> <li>● Meet in a calm, distraction free environment.</li> <li>● Use positive talk when you speak and when you chat.</li> <li>● Follow the school dress code.</li> </ul>

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