

# COLUMBIA MIDDLE SCHOOL

## *Home of the Coyotes*

835 Maple Street  
Burbank, WA 99323  
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<http://www.csd400.org>

**2018 - 2019**

**Todd Hilberg**  
Superintendent

**Mike Taylor**  
Principal

### **2018/2019 ASB OFFICERS**

***Brogan Young***  
President

***Daisy Morales***  
Vice President

***Lizeth Morales***  
Treasurer

***Naomi Licon***  
Secretary

***Rose Setzer***  
Spirit  
Commissioner



Columbia 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. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Joan Dove or Section 504/ADA Coordinator, Zac Carpenter at Columbia School District, Maple Street, Burbank WA 99323, (509) 547-2136.

### MIDDLE SCHOOL CAMPUS

The middle school campus is a "closed campus", which means once a student arrives at school the student is not permitted to leave until the end of the school day. The following reasons are exceptions:

1. students who regularly go home for lunch and have a note on file in the middle school office signed by a parent requesting that they be permitted to go home for lunch
2. students who have a note in the office that was delivered by a parent to leave at a specified time
3. school sponsored and supervised activities

### OUR SCHOOL DAY

Our school hours are 7:55 a.m. to 2:30 p.m. The school building will be open for students at 7:30 a.m.

### ARRIVAL AND DISMISSAL

Students who do not arrive by bus should arrive on campus no earlier than 7:30 a.m. unless they are involved in a school-sponsored activity or by staff request. Students are not to remain on school grounds after school has been dismissed unless they are involved in a school sponsored activity or are asked by a staff member to stay.

### VISITING SCHOOL

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

- A. **All visitors must register at the office upon their arrival at school.**
- B. Students who want to have another school aged child visit must have this approved by their teachers and principal at least a week in advance. Forms available in the office.
- C. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the district. Military recruiters will be provided the same opportunities to meet with students as higher education and employer representatives.
- D. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.
- E. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.
- F. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.
- G. If a dispute arises regarding limitations upon or withholding of approval for visits:
  1. The visitor shall first discuss the matter with the principal;
  2. If it is not resolved, the visitor may request a meeting with the superintendent.

The latter shall promptly meet with the visitor, investigate the dispute and render a written decision, which shall be final, subject only to the citizen's right to raise an issue at a regular session of the board.

### COLUMBIA MIDDLE SCHOOL 18-19 FEE SCHEDULE

The **ASB card** is \$25.00 and allows the student to participate in a variety of activities:

1. entrance into all athletic contests (excluding playoffs)
2. participation in all extracurricular activities
3. reduced entry price to school dances
4. participation in all student body offices
5. attendance to all school assemblies

Please make checks payable to Columbia Middle School.

### SCHOOL LUNCH

School meals are priced as follows: Breakfast \$1.90, Lunch \$3.05, and Milk \$.55.

The school breakfast and lunch program is open to all students enrolled in Columbia Middle School. Applications for free or reduced price breakfast and lunch may be picked up at the middle school office. Breakfast will be served to middle level students between 7:35 and 7:50 a.m. Checks to be deposited in your child's pro-lunch account should be made payable to Columbia School District.

### SCHOOL INSURANCE

School time or full time insurance and/or dental insurance are available. Forms will be distributed from the Middle School office.

### INTERSCHOLASTIC SPORTS

Interscholastic sports programs are open to students in the seventh and eighth grades. Columbia Middle School offers a four sport season which includes the following: Fall - Volleyball and Football, Winter I - Boys' Basketball, Winter II - Girls' Basketball and Wrestling, Spring - Softball and Baseball.

Before a student is eligible to participate in the above activities, he/she must have the following on file with the Athletic Director:

1. current physical form signed by a physician
2. emergency treatment consent card
3. parent permission form
4. school insurance purchased or signed medical waiver

### STUDENT LOCKERS

All lockers made available for student use on school premises, including lockers located in the hallways, physical education and athletic dressing rooms are the property of the school district. These lockers are made available for student use for storing school supplies and personal items necessary for success at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state laws or school rules.

The student use of the locker does not diminish the school district's ownership or control of the locker. The school district retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

Students are to keep lockers locked at all times and keep lock combinations confidential. Money or other valuables are not to be kept in lockers. Columbia Middle School is not responsible for lost or stolen materials.

Hallway lockers will be issued to seventh and eighth grade students only. Sixth grade students will be provided storage space in each classroom.

### **INCLEMENT WEATHER**

If, in the opinion of the school administration, road conditions are such that normal bus operation cannot be conducted, local news broadcasting stations will state: "Columbia-Burbank Schools will operate one hour late", or whatever the situation might present. In the event that school is running late due to weather, please make sure your student does not arrive at the school more than 15 minutes before the scheduled start time. Students should arrive at school with appropriate clothing for the weather conditions. PLEASE DO NOT CALL THE MIDDLE SCHOOL OFFICE FOR CLOSURE OR DELAY INFORMATION. That information will be relayed to you via the local media (KONA 610am or local TV news stations), and district website.

### **HEALTH AND EMERGENCY TREATMENT**

If your child must receive oral medication of any kind, a medical authorization form signed by the physician and parent must accompany the medication. All medication will be kept in the middle school office. If medication is to be given on either a daily or emergency basis, obtain a form from the office to be signed by the parent/guardian and physician prescribing the medication. Parents are responsible for providing the medication in a container labeled with the student's name and which will identify the medication to be given along with specified time and dosage. Medication must be transported to and from school by the parent.

All medication will be kept by school personnel. Over the counter medication, such as, aspirin, ibuprofen, cough drops, cold medication, any herbal supplements, or energy pills should not be brought to school by students. In the event a student becomes ill at school, every effort will be made to contact the parent or person listed on the emergency card.

If your child has a condition, which might conceivably require emergency treatment such as diabetes, epilepsy, asthma, or severe allergies, please be sure the school is aware of the medical condition.

If a student bring medication or any of they above mentioned items to school without the proper paperwork they may be expelled from school.

### **DRESS AND APPEARANCE**

The wearing of clothing and/or accessories that disrupts the educational process is prohibited. Pants are to be worn at the waist, at the top of the buttocks and undergarments are not to be exposed. Clothing with inappropriate sayings or pictures cannot be worn to school. Spaghetti straps, non-straps, halter-tops, tube tops, midriff shirts or other tops that reveal the back are not permitted. Tank tops must have at least a two-inch strap and fit snug around the arms. Shirts and pants should meet at the belt line so that no skin is showing. Skirts/dresses/shorts should not be overly short and should extend at least to the fingertips when the arm is straight down. Shirts should not show excessive cleavage and the neckline is not allowed to fall below a straight line between the tops of the underarms. Wallet chains, hanging belts or straps, long duster/trench style coats and bandanas will not be allowed. Sleepwear, such as pajamas, and blankets are also not to be worn.

Students may not be in possession of clothing, or accessories (notebooks, binders, planners, papers) with writing or pictures suggesting or related to sex, drugs, alcohol, tobacco, gangs, violence, vulgarity, or ridicule of a particular person or group. In addition, clothes with excessive holes or rips will not be allowed. Exposed undergarments or any other clothing that may cause a disruption will not be allowed. Students will not be allowed to wear hats or sunglasses while in the school building and these items may be confiscated. Students will also not be

able to have the hoods on or coats pulled up over their heads while in the building.

Students who violate provisions of the dress code relating to the extracurricular activities may be excluded from the extracurricular activity until proper attire is worn.

Gang apparel is not to be worn on school grounds or at school functions. Gang apparel is defined as, **but not limited to:**

1. Any article of clothing with Kings, or White Sox logos. Items with the Homies, My Crazy Life, Player, or Players 69, MOB, MPS, or Rollin Hard logo are not allowed.
2. Anything that becomes the mark of a gang-type organization will be excluded.

If student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the parent shall be notified and requested to help their child make the necessary correction. If both the student and parent refuse, the principal shall take appropriate corrective action. Repeated dress code violations will result in step 4 conferences and suspension if circumstances so warrant.

### **ASSEMBLY BEHAVIOR**

Assemblies are an important part of the middle school experience. Student behavior at assemblies will determine how many we have. The following is a list of expected behaviors:

- Walk quietly to and from the assembly.
- Sit with your class.
- Participate in activities.
- Stand quietly and say the flag salute.
- Be silent and listen when someone steps to the microphone.
- Respond appropriately to the presentation.
- Booing is never allowed.

### **NONEDUCATIONAL ITEMS**

Students are allowed to bring cell phones to school, but they should not be used during the school day. If they are heard or seen during the day they will be taken away and a parent must pick them up in the office. Students are allowed to use their phones after they are released from their last class period of the day.

It is understandable that students will bring their electronic devices such as mp3 players, gaming devices, cameras, etc. to school. All of these type of electronic device must be put away prior to entering the school building. Students are then allowed to have them out once they have been released from their last class. If any of these items are being used at the appropriate times they must be with headphones and no sound through any external speakers is allowed.

If any of these items are taken away, they will be placed in the office until a parent retrieves them.

### **CAFETERIA INSTRUCTIONS**

Lunchtime is a fun and relaxing time for middle level students. To insure that all students are supervised properly, there are areas on campus designated as off limits during lunch. Hallways and lockers are off limits during this period. Students need to recognize all undesignated areas on campus.

Our lunch period is extremely busy. It is important for all students to take responsibility for picking up after themselves before leaving the commons. Students need to adhere to the following rules for the lunch break to run smoothly:

- Leave all books or book bag in the proper storage area.
- Be courteous and use proper table manners.
- Keep the cafeteria clean and orderly.

- All food must be eaten in the cafeteria or courtyard.
- Food or drinks will not be allowed on the playground.

### VENDING MACHINES

Water and snack machines are for student use under the following conditions:

1. Machines are used by the students at their own risk, refunds are not available from the office.
2. Any open cans or packages of pop, juice, or snacks in the halls will be thrown away.
3. Use of the vending machines is limited to after school. The water machines can be used prior to the start of school.

### SNACKS AND FOOD IN SCHOOL

Students are welcome to bring food and drinks to school for lunch or other snack times. Students are not to eat or drink in the hallways. Any pop or food that is open in the hall will be thrown away. If teachers have allowed students to have a designated snack time, students should bring healthy snacks that do not have high sugar content or contain caffeine. Energy drinks and other high caffeine substances will not be allowed at school and will be thrown away.

### FIRST AID AND ACCIDENTS

During the period of a school year we must expect a few accidents, although every precaution is taken to prevent such mishaps. It is very important that each student and parent know the procedure to follow if an accident occurs. The student must report the accident and what happened to a staff member. If medical attention is needed, the person in charge will bring the student to the office and necessary aid will be given. The staff offers only minimum first aid in case of injury. If the injury or illness appears serious enough to seek formal medical attention, the school will make every effort to contact the parent.

It is very important that the parent/guardian fill out and keep current the information on the school emergency card. WHEN PARENTS ARE AWAY, PLEASE NOTIFY THE SCHOOL AND INDICATE SOMEONE TO CONTACT IN THE EVENT OF AN EMERGENCY.

### PROGRESS REPORTS

Quarterly report cards will be mailed at the end of each nine-week period. Parent Conferences are held in the fall and spring and at any time during the year at the request of a parent or teacher. Each student will be responsible to maintain a daily and weekly planner. Students will receive their first planner free. If the planner is lost, the student will be responsible to replace it. We encourage parents to use the planner as a communication tool and to talk with their student about what is happening at school.

### TARDIES

Promptness to all classes and school activities is expected. The only exception for tardiness is detention by a teacher or the office. Repeated unexcused tardies will result in step 4 conferences with parents.

### STUDENT ATTENDANCE REGULATIONS

Regular attendance is required in all classes. In the event of absences, a parent or guardian is requested to call the school prior to 8:00 a.m. of each school day that the student will miss. If not, we will attempt to contact you at home as to your student's absence. Parents are requested to send a written excuse with the student on his/her return to school. It is the responsibility of the students and parents to inform the school if the absence should be excused. If that is not done within 5 school days the absences will stay as unexcused.

It is the responsibility of the parent to determine whether it is in the best interest of the student to be withdrawn for doctor or personal reasons at the expense of the school program. Students will be responsible for making up all work assigned.

All students must comply with state statutes regulating hourly and daily attendance. The Health District has established guidelines to protect each student from contagious diseases. If you suspect that your student has any of the following diseases, please do not send the student to school, but seek medical attention for diagnosis and treatment as needed: pink eye, diphtheria, impetigo, strep, whooping cough, or scabies. Students with chicken pox may not return to school until all fesciles (sores) have crusted over.

### EXCUSED ABSENCE

Definition: an absence caused by the following:

1. verified illness, or health condition (the principal may require a physician's note)
2. family or district emergency (family crisis, late bus)
3. prearranged absence (good academic standing and principal approved)
4. school approved activities
5. school initiated disciplinary actions

The school will allow the student to make up all assignments without penalty for excused absences. It is the responsibility of the student to ask for missed assignments. The teachers will provide work needed to make up as well as a time line for completion by the student. When a student is absent for one day the office will not send a homework request to the teachers. The student is responsible either prior to leaving or on their return to ask the teachers for missed work.

### UNEXCUSED ABSENCE

Absences which do not meet with the stated excused criteria are treated as unexcused absences subject to discipline.

1. After one unexcused absence in a month parents will receive a building letter.
2. After two unexcused absences in a month, the student and parents are scheduled for a conference. A Principal letter is sent to inform the parents.
3. After the third unexcused absence in a month, or the eighth in a year a superintendent's letter is sent to inform the parents.
4. At the fourth unexcused absence in the same month or the ninth unexcused absence in a school year, the school district is required to have the prosecuting attorney send a letter to inform the parents and outline possible outcomes in the future. We will also meet with the parents and create an attendance contract.
5. At the fifth unexcused absence in a month or tenth in a year, the school is required by law to petition the court to take jurisdiction of that student.

### TRANSPORTATION

During the year we receive requests from students to get off the bus at stops other than their own. Also, walkers request to ride the bus for visitation purposes. This privilege is subject to the amount of seating space available. Some routes do use all available seating space. To insure that both families concerned are in accord with the arrangement, we request that both students involved bring a note from home giving permission. A bus pass must be picked up in the office the day the student wishes to make special arrangement. In the event of a regularly scheduled non-school activity that requires transportation, the parent may write one note giving permission to ride on a specific day for the entire year. If a student who rides the bus does not arrive at

home when he/she is expected, please call the school immediately.

Any misconduct by a student which, in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus shall be sufficient cause for the bus supervisor to suspend the transportation privilege.

### **Columbia School District Bus Rules**

Students shall:

1. obey the driver and/or any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed
2. sit in their assigned seats if so assigned, and shall use only that seat unless permission to change is authorized by the driver
3. use ordinary conversation voices and observe acceptable classroom behavior
4. help keep the bus clean, and not eat or drink on the bus without driver permission
5. not extend anything out of the bus such as arms, books, papers, etc.
6. remain seated while the bus is in motion and get on or off the bus only when the bus has come to a full stop
7. leave the bus in an orderly manner and obey the orders of the bus driver. Cross the highway only in front of the bus.
10. stand away from the roadway, curb, or sidewalk when any bus is approaching or leaving a stop

### **BUS DISCIPLINE PROCEDURES**

Disruptive behavior on the part of a student riding the bus will result in a written report based upon the following guidelines. The written incident report is the primary means by which a driver communicates a student's conduct to the school and transportation department. When investigating the incident, the primary concern must be with respect to the safe transport of students.

If a student interferes with the safety, learning or well-being of another while on the bus, they will not be allowed back on the bus until a meeting with the parent, student and transportation department has occurred.

Any misconduct by a student which, in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus shall be sufficient cause for the bus supervisor to suspend the transportation privilege.

The student or parent/guardian of the student who has been suspended from receiving transportation entitlements may appeal the supervisor's decision through the appeals process outlined in district procedure.

**\*\*Severity Clause:** The supervisor, in consultation with the bus driver, will enact the severity clause anytime a student willfully disregards a consequence or commits an act so severe that it requires the administrator/driver to advance the student on the consequence progression.

### **ACCEPTABLE USE OF TECHNOLOGY**

Use the network for school business only. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee. Don't try to sell stuff using the mass e-mail capabilities of the system. Don't use programs that will degrade the performance of the network for others (e.g. Network gaming, Peer-to-Peer music sharing, streaming Media, large file downloads). Don't mess with the computer hardware. Don't use our system to cause havoc for other users or to hack into our or other systems. Don't try to get into files you are not authorized to

have access to. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are prohibited. Use of the system to access, store or distribute obscene or pornographic material is prohibited. No chat, instant messaging, or bulletin boards w/o teacher, and building principal approval. You are responsible for your account. Do NOT give your passwords to anyone. Always log off before leaving a machine unattended. The district reserves the right to review your e-mail and logs of your Internet use. You may not encrypt or use programs to try to cover your tracks. Users should change passwords regularly and avoid easily guessed passwords. Personal information such as addresses and telephone numbers should remain confidential. Students should never reveal such information without permission from their teacher or other adult. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable. Don't bring your games, music, etc. from home and install on school computers. Please delete old mail and empty it from the deleted file folder. No person shall have access to the system without having received appropriate instruction on the Acceptable Use Agreement and basic computer and network/Internet skills. Your responsible use of the system will guarantee continued access to it. Students receiving an individual student account through Columbia School District can access the e-mail system from home as well as at school. Supervision of student use at home will be the responsibility of the parent. All use of the electronic information system will be subject to monitoring by the provider of such services. If a parent does not want their Columbia School District student to have access to the school network/Internet they must communicate that fact by writing or calling the technology department.

### **The Columbia Middle School Make Your Day citizenship curriculum centers on one rule:**

**"NO ONE HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY, OR WELL-BEING OF OTHERS"**

The Make Your Day program provides a consistent total campus citizenship curriculum. It demonstrates that Columbia Middle School staff holds high expectations for all students and is a cooperative citizenship curriculum, not merely a discipline plan. Students are held responsible for their own actions and for coming to school ready to learn.

#### **The foundation of Make Your Day is threefold:**

1. All students are capable of success.
2. Parents must be directly involved in their student's academic process.
3. Making appropriate choices at school, coupled with open communication between home and school, will generate student success.

#### **Columbia Middle School Expectation**

**"Do what is expected and do it the best that you can."**

This rule and these expectations summarize the philosophy of the Make Your Day school wide citizenship curriculum. Make Your Day is based on the premise that every person within the school environment has the right to complete their responsibilities without interference from others. From a student's point of view, this means that they can expect a school

environment that is enhanced by a focus on the importance of learning. The students are able to communicate directly with those persons who are interfering with their learning in order to affect a change.

Students are not penalized for learning difficulties and they learn to accept individual differences in themselves and their peers.

In order to take advantage of the powerful effect the peer group has on changing behavior, students are allowed to describe to another student how one of their behaviors has affected their own right to learn. A brief teacher-monitored, verbal conference takes place that allows students to communicate their feelings and perceptions while resolving the issue.

Each student will be held accountable by every staff member in order to provide consistency throughout the school environment. Consequences are clearly delineated and constantly enforced. If a student is interfering with the learning, safety or well-being of others, they are privately asked to take time away in order to process the consequences of their behavior and engage in problem solving in order to resolve the situation. After a few minutes, they are quietly asked to restate the behavior that resulted in their removal from the learning environment and asked if they are ready to return and participate appropriately. If their answer is an appropriate response, the student is allowed to return to the learning environment, whereas a negative response simply indicates that the student requires more time to reflect and/or gather self-control. At this point the student is given an opportunity to explain his/her side of the situation. If a student is unable to gain control of themselves, or engages in extreme behavior, they are choosing to call their parents for an immediate conference at school. This three way conference between the staff member, the student, and the parent is structured to give the student an opportunity to assess and take responsibility for their behavior, discover alternate choices for future situations, and indicate a readiness to return to the classroom. Throughout the school day, the student is aware of the fact that the consequences of their behavior, both positive and negative, are the results of their choices, not arbitrary decisions made by staff.

At the beginning of the school year, the classroom teacher and the students jointly review the rule and expectations for the year. This is accomplished through a guided examination of the underlying rationale of classroom structure and the consequences of disruptions to the learning process. The outcome of this process is that the students feel they have taken an active part in their classroom's organization, which results in students taking ownership of the classroom and its structure.

Another essential component of the Make Your Day citizenship curriculum is daily communication with the parents. Students who did not meet expectations are required to describe, on a written form, why they did not make their day. The students are expected to briefly discuss their behavior with their parents, ask their parents to sign the form, and the student returns the form the following day.

## **STEPS**

Inappropriate behavior will be dealt with in steps. The Make Your Day curriculum emphasizes student's decision making and responsibility. It is important for the student, parent and teacher to realize that progression through steps is **ENTIRELY THE STUDENT'S CHOICE. IT MUST BE NOTED THAT WHEN THE STUDENT IS ON STEPS, HE OR SHE IS NOT ALLOWED TO TALK, MOVE AROUND EXCESSIVELY OR MAKE NOISES.**

## **STEP 1**

When a problem occurs, the student will sit facing away from the learning environment. They will spend approximately three to five minutes quietly thinking about their choices. At this point, the student will have time to discuss their side of the situation. The teacher then gives the student the opportunity to decide if he/she is ready to return to the learning environment.

## **STEP 2**

If the student fails to sit appropriately on Step 1, they have chosen to move to Step 2. Here the student forfeits their chair and stands facing away from the learning environment for approximately three to five minutes quietly thinking about the situation before being given the opportunity to return to Step 1.

## **STEP 3**

If the student fails to stand appropriately on Step 2, they are then given the choice to focus on a sign with the Make Your Day rule written on it for approximately three to five minutes or advance to Step 4. The purpose of this is to help the student refocus on appropriate behaviors. After approximately 3-5 minutes the teacher will give the student an opportunity to return to Step 2.

**STEPS 1-3** allow the student to remain in the classroom and receive instruction as they attempt to correct their behavior.

***AUTOMATIC STEP 4 placements may occur on rare occasions for flagrant violation of school policy or extreme intentional unsafe actions. All automatic Step 4's will be reviewed by an administrator.***

## **STEP 4 CONFERENCE**

When a student chooses Step 4, he/she has chosen to have a conference between the staff member involved, their parent(s) and themselves to discuss the situation at hand. Upon arrival, the parent will meet briefly with the staff member to discuss the choices made by the student. While waiting for parents to arrive, students will be placed in an alternate classroom. The student is then asked to join the conference. The teacher/staff member returns to the classroom and leaves the parent and student to discuss the situation.

The student will discuss the following points:

1. State how they chose Step 4.
2. Express that it is his/her responsibility to manage their behavior.
3. Offer alternative methods of managing his/her behavior.
4. Exhibit a willingness to accept responsibility.
5. Express a desire to return to class.

Once the parent and student have discussed the situation, they will notify the teacher/staff member. When the parent believes their child is ready to return to the classroom, the student works his/her way back down through the steps (if applicable) and returns to class.

Please note: Step 4 conferences are to discuss the specific issue. Other issues should be addressed at another time.

## **SHADOWING**

A student is considered shadowing when they interfere, mock, make fun of, or become involved with a student already on step. When a student chooses to shadow they are making the choice to go to the same step as that student.

## **STEP OLYMPICS**

If a student chooses step more than two times in one class period, they will be informed that if they choose steps again during that class period they will stay on steps for the remainder of the class. If a student chooses to escalate steps during this time period they will remain on the last step until class ends.

## **TRUANCY**

When a student chooses to skip class, they are also choosing to sit on Step 1 for the entire class period the following day. Parents must be notified by phone as soon as the office is aware that the student is truant.

## **Suspensions from School**

### **STEP 5 or Out of School Suspension**

This step is only when a child is not functioning appropriately in a school setting. At this point, the principal or designee will contact the parent and indicate that the child needs to be picked up at school immediately. If that is not possible, an alternate room may be used for the remainder of the day. The student will remain at home until they have satisfied the sanction requirements appropriate for the infraction as outlined in the Columbia School District's policy and a successful conference has occurred.

If a student's behavior is such that it surpasses the parameters of the Make Your Day curriculum and violates the Columbia School District's discipline policy, the student will not participate in steps but will be immediately referred to the Columbia Middle School administration for disciplinary measures.

**STEP 5 SANCTIONS MAY INVOLVE SHORT AND LONG TERM SUSPENSION AND/OR EXPULSION FROM COLUMBIA MIDDLE SCHOOL.** Please note that even with a successful conference the student will be expected to fulfill the sanctions brought about by his or her choices.

## **Each new day offers CMS students a fresh opportunity to make their day.**

## **DISCIPLINARY ACTION**

### **Tobacco**

Tobacco products and delivery devices includes, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, vapor pens, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, or devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or tobacco innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by, or distribution of tobacco products to/by minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

First offense: When a student is discovered, using or possessing tobacco products on school premises or at school activities the first time in the school year, the student may be suspended for three (3) school days. If the violation occurred during a school-sponsored activity, the student may also be suspended from

participation in extracurricular activities for the rest of the semester.

Second offense: When a student is discovered, using or possessing tobacco products on school premises or at school activities a second time in the school year, the student may be suspended for three to five school days. Extracurricular activities may also be suspended.

Third offense: When a student is discovered, using or possessing tobacco products on school premises or at school activities a third and any ensuing time during the school year, the student may be suspended for not less than five school days and up to 10. Extracurricular activities may also be suspended.

Fourth offense: When a student is discovered, using or possessing tobacco products on school premises or at school activities a fourth time the student will be expelled from school.

## **Drugs and Alcohol**

The possession, use, delivery, transfer, or sale of alcoholic beverages or drugs (including over the counter medication) by students while in school or at school-sponsored activities is expressly forbidden. Parents and law enforcement personnel shall be contacted immediately upon verification of a student violation of district policies regarding alcohol and drug use. Penalties for the possession or use of illegal drugs and alcohol include:

First offense: The student is emergency expelled from school pending completion of a drug or alcohol assessment and urinalysis, and enrollment in appropriate program derived from the assessment results. Failure to maintain enrollment and progress in prescribed treatment plan will result in expulsion. Student will serve a minimum 3-5 day separation/suspension from school and all school activities.

Second offense: The student is expelled from school.

## **Fighting**

First offense: If a student becomes involved in a fight and makes physical contact with another student, the consequence is immediate one to three days suspension. Parent/guardian is contacted.

Second offense: If a student becomes involved in a fight and makes physical contact with another student for the second time during the school year, the student may be suspended for three to five days. Parent/guardian is contacted.

Third offense: If a student becomes involved in a fight and makes physical contact with another student for the third time during the school year, the student may be suspended for five to ten days. Parent/guardian is contacted.

Fourth offense: If a student becomes involved in a fight and makes physical contact with another student for the fourth time during the school year, the student is expelled from school. Parent/guardian is contacted.

In cases where a student has a history of other disciplinary actions, suspensions may be lengthened at any of the steps above.

## **Harassment, Intimidation, and Bullying**

Columbia Middle School is committed to a safe, civil learning environment where all students, employees, and patrons work, learn, and participate in an environment free from bullying, harassment, and intimidation. CMS prohibits bullying, harassment, and intimidation, based on actual or perceived race,

color, religion, ancestry, national origin, sexual orientation, gender, gender identity, disability or marital status, or other individual characteristics, including, but not limited to socioeconomic status and physical appearance.

Bullying, harassment and intimidation can take many forms and can include slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, or other gestures, or written, oral, or physical acts relating to an individual or group which:

1. Have the effect of creating an intimidating, hostile or offensive working or learning environment;
2. Have the effect of unreasonably interfering with an individual's work performance or education;
3. Otherwise unreasonably affects an individual's employment or educational opportunities; or
4. Violates the civility standard of the district.

First offense: The student may receive one to three days suspension.

Second offense: The student may receive three to five days suspension.

Third offense: The student may receive five to ten days suspension.

Fourth offense: The student is expelled from school.

The frequency and severity of the conduct will determine whether intervention, counseling or discipline is used to remediate the impact on the victim and change the behavior of the perpetrator.

### **Vandalism or Theft of Property**

A student shall not intentionally or carelessly damage, or steal school or private property.

First and subsequent offenses: Notification of the parent/guardian, step 4 or step 5, and in some cases restitution and/or charges will be filed with the proper authorities.

### **Sexual Harassment**

Definition: Any verbal or physical conduct of a sexual nature, which creates an intimidating, hostile, or offensive environment. Examples include, but are not limited to: name calling, discussion of body parts, dirty jokes, and/or inappropriate touching.

First offense: The student will receive one to three days suspension.

Second offense: The student will receive three to five days suspension.

Third offense: The student will receive five to ten days suspension.

Fourth offense: The student is expelled from school.

### **Gang Activity**

Any behavior which emulates a gang such as dress or action will result in a full range of disciplinary actions.

Student behavior, dress, signing, or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. These symbols include such items as hats, bandanas of any color, chain ornaments, clothing colors and styles, gang colors, use of hand signals, and symbols of affiliation. Other attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming and tattoos.

### **Vulgar or Lewd Conduct**

Any lewd, indecent or obscene act or expression is prohibited and may result in a full range of disciplinary actions.

### **Insubordination**

The repeated refusal to comply with reasonable request from a staff member may result in a step 4 or step 5.

### **Dangerous Weapons**

Possession of any object that can reasonably be considered a firearm, air gun or a dangerous weapon will result in expulsion. **Possession of a firearm on school property will result in a one-year mandatory expulsion, subject to appeal with notification to parents and law enforcement.**

If a student inadvertently brings a knife and voluntarily gives it to a school authority it will result in confiscation of the knife and the student will be suspended until a parent conference is held. If this happens again the student is suspended until parent conference and the knife is not returned.

Materials are available in the middle school office giving information on students' rights and avenue of rebuttal if penalties are felt to be unfair or if the student feels she/he has been unjustly accused. All discipline penalties shall be administered in compliance with applicable state laws and district policy. In instances where the student has a history of disciplinary action, the consequence may be more severe.



# *Student Led Conferences*

## **Description of Student-Led Conferences (SLCs)**

Columbia Middle School considers the relationship between students' families and the school to be of paramount importance. Twice during the school year, the school invites students and their families to attend formal conferences during which report cards are given to families. At CMS, Student-Led Conferences replace the traditional parent/teacher conference. SLCs are attended by the student, parent/guardian, PACK advisor, and other adults the student would like present. The PACK advisor/ classroom teachers monitor the meeting, but the student is in charge. Every Friday during 5<sup>th</sup> hour, students will attend their assigned "HOWL PACK" to prepare for conferences. Once assigned, students will have the same PACK advisor for all three years attending CMS.

During the conference, students explain their progress toward and mastery of both academic (content/skill) and character (habits of work and learning) learning goals. Students justify their progress by leading their families through a portfolio of assignments from academic classes.

At CMS, we base our Habits of Work and Learning (HOWL) upon the standards set by the Make Your Day Program. The foundational standards include: do what is expected and do the best that you can. This means be prepared, prompt, present, responsible, respectful, and open minded.

Students justify quarter grades in each class by referencing specific assignments that show their mastery of learning goals. Students also complete self-evaluations of their performance in each class and share them with their families. Students are held accountable for their progress when they explain areas of strength and areas in need of improvement. The tone of the conference is positive with a focus on what can be done to ensure success as opposed to what has been done poorly.

## **Objectives of Student-Led Conferences:**

- To increase student accountability and autonomy
- concerning academics and their habits of work and learning (HOWLS).
- To hone student verbal communication and critical thinking skills.
- To emphasize CMS student centered philosophy.
- To build open relationships with families concerning student progress at CMS.
- To help students meet speaking standards.
- To teach students how to persuade by substantiating claims with evidence.

## **CMS Student-Led Conference Learning Goals**

### ***Habits of Work and Learning:***

- I can make consistent eye contact when speaking.
- I can speak clearly, audibly, and at an appropriate pace.
- I can use an appropriate and respectful tone.
- I can answer questions directly and honestly.
- I can communicate ideas in an organized and coherent manner with appropriate and precise vocabulary.
- I can take responsibility for progress, explaining how and why I have improved.
- I can take ownership of my failures and mistakes.
- I can reflect on my work habits.
- I can create and share a plan for improvement or continued success.

### ***Content Learning Goals:***

- I can explain the learning goals I met in each of my academic subjects.
- I can share examples and evidence from specific assignments in each of my academic subjects.
- I can use notes and outlines to help me present.
- I can include details and examples relative to the audience.
- I can conclude my presentation by reviewing the main points.
- I can synthesize and paraphrase information.
- I can make connections between sources of information.
- I can persuade my audience by substantiating claims with evidence.
- I can use language and grammar appropriate for purpose and audience.
- I can use grammatically correct sentences when speaking.
- I can use facial expressions and gestures that help in communicating my point.

### **Role of the Student**

Students continually self-assess their progress based on learning goals. Each student keeps graded assignments in the appropriate binder or the student work folder. Students do not throw away work. Students complete self-evaluation checklists for each academic class. They reflect on their progress and the areas in which they need to improve. Students are prepared to share strategies to obtain these goals with the important adults in their lives. They practice substantiating their grades with evidence from various assignments and their mastery of learning goals by taking part in mock conferences during "HOWL PACK." Students make sure that their parents fill out surveys and bring them to their crew advisors. Students write formal thank-you notes to their parents post SLCs.

**Columbia**  
**School District #400**  
 755 Maple Street, Burbank, WA 99323  
 Dr. Lou Gates, Superintendent 509-547-2136

**18/19 Academic Calendar**

August				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

<b>Columbia School</b> District #400 547-2136
<b>CHS (509) 545-8573</b> <b>CMS (509) 545-8571</b> <b>CES (509) 547-9393</b>
<b>Early Release Times</b> Elementary 11:10 Middle School 11:15 High School 11:20
<b>Regular Release Times</b> Elementary 2:25 Middle School 2:30 High School 2:35

- August** (3 days)  
 27 Staff Development – Schools Closed (District Per Diem Day)  
 28 Staff Development - Schools Closed - (District Per Diem Day)  
 29 Students First Day of School 1<sup>st</sup> – 12<sup>th</sup> (Full Day)
- September** (19 days)  
 3 Labor Day - Schools Closed
- October** (23 days)  
 12 State Board of Education Waiver Day\*\* – Schools Closed (All staff in-service)
- November** (19 days)  
 2 End of First Quarter –Early Release (47 days)  
 12 Observance of Veteran’s Day - Schools Closed  
 14 Elementary School Early Release – Conferences\*\*  
 15 Elementary & Middle School Closed – Conferences\*\*  
 16 Elementary & Middle School Closed – Conferences\*\*  
 21 Thanksgiving –Early Release  
 22 & 23 Thanksgiving - Schools Closed
- December** (14 days)  
 20 Winter Break – Early Release  
 21-31 Winter Break - Schools Closed
- January** (20 days)  
 1 & 2 Winter Break – Schools Closed  
 21 Martin L. King Jr. Day - Schools Closed  
 23 & 24 High School Semester Testing – Early Release  
 25 End of Second Quarter - Early Release (46 days)
- February** (19 days)  
 18 President’s Day – No School
- March** (21 days)  
 8 State Board of Education Waiver Day\*\* – Schools Closed (All staff in-service)  
 29 End of Third Quarter – Early Release (44 days)
- April** (17 days)  
 1-5 Spring Break – Schools Closed  
 11 Elementary & Middle School Early Release – Conferences\*\*  
 12 Elementary & Middle School Closed – Conferences\*\*
- May** (20 days)  
 17 Staff Development – Schools Closed (District Per Diem Day) (Student Transition Day & Senior Projects)  
 24 Make up Snow Day or No School  
 27 Memorial Day - Schools Closed  
 28 CHS Academic Awards Night  
 30 Baccalaureate  
 31 High School Commencement
- June** (5 days)  
 4 Kindergarten Graduation  
 5 & 6 High School Semester Testing – Early Release  
 6 8th Grade Moving-Up Ceremony  
 7 Last Day of School - Early Release End of Fourth Quarter (43 days)  
 10, 11 & 12 Make Up Snow Day or No School

February				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

School Closed
Early Release
Staff Development Schools Closed
Make up snow day or no school
Teacher Collaboration 1 hour late start
SBE Waiver Day Schools Closed