



Enterprise Middle School
Established 2005
5200 Paradise St, West Richland, WA 99353
509-967-6200



STUDENT HANDBOOK 2022-2023

Our mission is to cultivate an environment where students are creative and innovative, think critically and solve problems, communicate and collaborate with one another in order to be compassionate, contributing citizens in our world.

We are pleased that you are a student and member of our Wildcat Nation! Enterprise Middle School is a positive, productive school where learning is the focus. We have an excellent staff that is here to help and encourage you in any way possible. Please read this handbook and accompanying EMS School-Wide PBIS Matrix. It should answer most of your questions, but feel free to talk with any staff member or administrator if you have specific issues or concerns.

GENERAL SCHOOL POLICIES

The staff in the main office are here to help you address your specific needs when you visit EMS. A rough outline of the people you may need to interact with in any given situation is below:

- Mr. Sheldon Weddle, Principal: Overall building operation, policy appeals, general questions, community issues, etc.
- Mr. Nate Cummings, Assistant Principal: Student issues, ASB, Student Leadership, PBIS, Special Education
- Ms. Donelle Dorsett, Administrative Assistant
- Mr. Travis McClelland, Athletic Director
- Mrs. Allena McKenna, Lead Secretary: Appointment check-in, General School Operations
- Mrs. Jeannie Steiling, ASB Bookkeeper, Receptionist, Athletics
- Mrs. Karen Arbuckle, Secretary Attendance, Enrollment Student check-in/check-out and homework pick up
- Mrs. Breane Kays, Counselor (A-K)
- Mr. Hans Appel, Counselor (L-Z)
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ATTENDANCE: A student who will miss school will need their parent or guardian to contact our office at 967-6202. If parent prefers, please send a signed note explaining the absence when the student returns to school. An automated phone call will be made to the parent in the evening to report an absence for that day.

- **MAKE UP WORK POLICY:** Students with excused absences will have 2 days for each day missed to make up any assignments or projects that were assigned while out.
- **PRE-ARRANGED ABSENCE POLICY:** Parents or guardians should contact the Attendance Secretary at 967-6202 to request a pre-excused absence form. This is a planning tool to be used when a student knows he or she will be absent. Any planned absences of more than five days requires approval of the principal and must be requested at least 48 hours in advance of the beginning of the absence. In many cases the work that will be missed can be provided and possibly completed prior to the absence. However, no amount of homework or alternative assignment can truly equal the in-class experience
- **EXCESSIVE ABSENCES:** We are very concerned about students who miss a lot of school. In fact, Washington State Law requires that the school take legal action for excessive absences. Staff will work with families to develop a plan when needed to support improving attendance. Please communicate early so we can work together. Parents or guardian should communicate with the school in advance, when possible, if his or her child will be absent (see pre-arranged policy) from school for either an extended illness or other absence. Keep in mind, while it is possible to obtain homework for the absent student, it is virtually impossible to recreate the learning time missed (e.g., class discussions, laboratory experiences, and demonstrations).
- **TARDIES:** Students are to be in classrooms with proper materials ready to begin work when class begins. Students need to be seated *before* the bell rings for class, as passing time between classes is sufficient to get anywhere in the building. If the student is tardy due to an appointment with school personnel, that person will provide the student with an excused tardy pass. Students who receive an unexcused tardy are subject to school discipline. At Enterprise we expect that our students will be in class on time ready to learn.
- **TRUANCY:** Defined as "not being where you are supposed to be, when you are supposed to be there." Truancy is an absence from a class or classes without a legitimate excuse. We will make every effort to contact parents or guardians by phone as soon as we are aware that a student is truant. When students are truant, we may require a conference with parents or guardians and will take disciplinary steps according to our discipline plan.
- **ABSENCE DUE TO DISCIPLINARY ACTION:** Students who are absent from school due to discipline have the right to make up all work missed during the absence. This is considered an excused absence so for every one day missed two days will be given to make up the missing work. Work will be collected and sent to the Time Out supervisor if a student is assigned to Time Out. If a student is suspended at home, the work will be collected in the office for parents to pick up after school.

LUNCH OPTIONS: Our cafeteria serves three types of lunches: regular full lunch, pizza lunch, deli sandwiches, and a la carte. The a la carte lunch allows students to select single items for their lunch. Students may pay for their lunches with cash or may put money into their account. Enterprise participates in the federally subsidized free and reduced lunch program. Forms are available in the office.

CLOSED CAMPUS: Middle schools in the Richland School District are closed campuses. This means that we expect our students to stay on campus for the entire school day, including lunch. Parents or guardians must contact the office if they want their child excused from school for any reason. **This means that once a student arrives at campus, they cannot leave to go to local stores. Students who leave campus will be marked as truant.**

EMERGENCY CLOSURE OF BUILDING: In cases of severe weather, school may be delayed or cancelled. In order to determine the status families can listen to the radio, watch the news or check the RSD website in the morning. All delays or cancellations will be announced by the media after the district makes the decision. **Families wishing to receive weather related closure/delays via push notifications and/or email can sign up for flash alerts by going to flashalerts.net/id/RSD. The district encourages families to download the free app for iOS and Android called FlashAlert Messenger.**

FOOD AND DRINK: Food and drink are not allowed in hallways, outside, or in classrooms. Exceptions may be made by individual teachers for specific classroom activities.

GUIDANCE AND COUNSELING: Our Counselors provide many services for students, parents, and school staff. For many it is simply an answer to a scheduling question. Our counselors also help with friendship issues, peer mediation, and other problems that interfere with students performing well at school. Students can make an appointment with their counselor by signing up on the sheet attached to the counselor's door. Parents or guardians can make an appointment by calling or emailing the counselor. See the Counseling Center website for more information: <https://emscounselingcenter.weebly.com>

HALLWAY EXPECTATIONS In order to ensure the safety of all EMS students, the following rules must be adhered to by all students when in the hallways:

- Use an inside voice and keep hallways clean. If you see garbage in the hallways, please pick it up.
- If you have issued a locker it is only for your use and keep combination to yourself
- Walk and be respectful of other's space. Keep your hands and feet to yourself and be aware that others are trying to get to class and use their lockers around you.

LIBRARY SERVICES: The Enterprise library is a fantastic place. Students are encouraged to check out books and materials to assist them in the pursuit of excellence at school. There are networked computers to assist in material and resource searches and library staff can help with issues that arise with chromebooks or can check out a chromebook loaner if needed. Students are asked to be respectful of others while in the library, reading or working quietly while there.

LOST AND FOUND: Lost and Found items are located outside the main office and PE office. Every year students leave bags and bags of unclaimed property. Marking clothing and belongings with the student's name will allow us to get the lost item back to its rightful owner should it be found. Students who lose an item should report the loss as soon as possible to a secretary or administrator. Check the lost and found often.

VISITORS: Because we care about the safety of our students, visitors must check in at the office and acquire a visitor's badge. (Please understand that we may ask for identification). Parents or guardians are always welcome to visit school to talk with office staff or to have lunch with their child. Parents or guardians who would like to meet with a teacher or visit a classroom must make arrangements with a counselor or administrator in advance. School-aged children who are not enrolled at EMS are not allowed to visit or attend classes with other students unless they have received written permission in advance from the principal. This permission will be given only for exceptional situations and must be requested at least forty-eight hours in advance of the anticipated visit. Older siblings not attending Enterprise Middle School must pre-arrange any visit.

MEDICATION AT SCHOOL Medication is defined as all drugs, whether prescription or over the counter. Medication will only be administered when the failure to receive the medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. Essential medication will be accepted and stored in a safe place and will remain under the control of designated personnel. The following conditions must be met:

- Parents or guardians must request this help in writing on specified request forms.
- A Richland School District medication request form must be filled out for ALL drugs, must be signed by a physician and a parent or guardian, and must be kept on file in the school office.
- The medication must be brought to school by the parent or guardian in the original container in an amount not to exceed a four-week supply. The container must be labeled with the student's name, physician's name, drug name and dosage.

In situations where the parent or guardian, physician, and school nurse believe it is in the best interest of the student that he/she carry an asthma inhaler, the "Authorization for Self Administration of Medication" form must be on file in the school health office.

ACADEMIC EXPECTATIONS

REPORT CARDS AND PROGRESS REPORTS: We will mail report cards home to parents or guardians at the end of each quarter. Progress reports are prepared by our teachers at the mid-term of each quarter. For students who are earning a C- or lower at the mid-quarter, mid-quarter progress reports will be mailed to the student's parents or guardians.

In some cases we have found that students and parents need more formal communication of the student's progress. The majority of these concerns can be addressed by using Parent Access. Power School provides parents/guardians access to their student's demographic information, assignments, grades, discipline, and attendance, along with the ability to communicate with teachers via e-mail. Many teachers also utilize a Google Classroom, which is another tool for families to use to support students. Please don't hesitate to ask EMS staff if you have questions or need help with these tools.

HONOR ROLL FOR ACADEMIC ACHIEVEMENT: At the end of each quarter, the cumulative grade point averages of our students will be examined. Honor roll recipients will be students whose grade point average is 3.0 or greater.

SCHOOLWORK AND PROJECTS: Students should expect schoolwork from their classes. While some classes will offer in-class time to complete some of the assigned work, not all work can be completed during class. If experiencing difficulties in class, please first contact your student's teacher. With further concerns, contact either your student's counselor or an administrator.

CHROMEBOOKS/CLASSROOM MATERIALS: Students will be issued a chromebook to be used for educational purposes. Prior to receiving the chromebook, parents and students must review and sign the RSD Responsible Use Policy and Chromebook Procedures and Guidelines, which can be found on the Enterprise Middle School website

(Academics > Instructional Technology) Insurance is available for purchase if families are interested. See details in the above named policy. Chromebooks and all related materials are the student's responsibility and can be taken home. Students will be issued a protective case and a charger with the chromebook. Students should plan to charge the chromebook regularly to ensure it is ready when needed at school. If issued a textbook, we ask students to write their names and their teacher's names in the appropriate spaces in the books (please use ink). Students will be charged for damaging or losing books or technology assigned to them. In addition, students are responsible for any other materials checked out to them during the course of the school year (e.g. library books, music, etc.).

ACADEMIC NON-COMPLIANCE: Students at EMS are expected to work to achieve high standards. Students who are intentionally choosing not to perform daily tasks or homework could be redirected into an intervention and/or be assigned school discipline depending on the situation.

STUDENT ACTIVITIES

ASB LEADERSHIP: Enterprise Wildcats are involved in the leadership of their school. In addition to the officers in the ASB, there are classroom representatives elected during the first few weeks of school. These representatives attend general ASB meetings and provide a student voice to issues affecting the school. We encourage all students to be leaders and influence those they interact with in positive ways.

ACTIVITIES: Involvement in school activities is known to enhance the educational experience for students. Enterprise Middle School offers a variety of activities for all our students. Students should listen to the daily bulletin to hear when clubs are meeting or activities are going on. Club options and contact information for club advisors is available on the Enterprise website. Some of the clubs/activities we have offered include Archery Club, Book Club, Code Club, Destination Imagination, Drama Club, Guitar Club, Jazz, Harry Potter Club, Safety Patrol, Math Team, National Junior Honor Society, Yearbook, and much more. Students participating in activities are required to belong to the ASB and to sign and abide by the Interscholastic Activities Participation Agreement.

ATHLETICS: Athletics are available to 7th and 8th grade students enrolled at EMS. In our athletic program we feature a "no cut" philosophy. This means everyone who wants to play (provided the student is eligible) gets to play. We have four sports seasons:

Fall: cross country, volleyball, football, soccer

Winter 1: boys' basketball, dance team

Winter 2: girls' basketball, wrestling

Spring: baseball, softball, track.

We welcome and encourage all students to become involved in Wildcat athletics and activities. Athletes must have appropriate accident and health insurance, a doctor's physical, ASB membership, appropriate grades maintained, and fees paid. Parents are required to sign up for each sport the athlete participates in at www.familyid.com

ATHLETIC ELIGIBILITY POLICY: Student athletes are encouraged to participate in the interscholastic athletic program as seventh and eighth graders, but students must be passing at least five classes in order to be eligible to participate.

FUN FRIDAYS: We schedule Fun Friday after-school activities throughout the school year. Activities include dances, open gym, games, etc. **These activities are for Enterprise students only.** If a student chooses to leave Fun Friday, he or she will not be readmitted and will need to leave the school grounds.

Parents/guardians are always welcome to attend the activity for the duration or for just a few minutes, but we would ask that they also come through the front doors. Fun Friday runs from 1:30 until 3:00. **If a parent is picking a child up from the activity, he/she should plan to be here no later than 3:00.**

BEHAVIOR EXPECTATIONS FOR STUDENTS

Please refer to the Richland School District Student Conduct Expectations and Reasonable Sanctions section of this handbook for more information. Please note that the information in this section is not an exhaustive list of expected behaviors. Please see the attached EMS School-Wide PBIS Matrix for additional information. Administrators shall use specific district policies, past precedents, and their discretion when determining both the type of violation of behavior and the appropriate sanction.

ALCOHOL, ILLEGAL SUBSTANCES, AND OTHER SUBSTANCES: The use, possession, and/or distribution of alcohol, illegal drugs, or other mind-altering substances (including prescription drugs) are not tolerated. This includes all paraphernalia that could be used to consume, use, or transport such material. It also includes tobacco, all related paraphernalia, matches, and cigarette lighters.

BOOKBAGS, BACKPACKS, & COATS: Students are to carry class materials to class. Lockers will be provided for backpacks and book bags – these items are not to be taken to class. Students with oversized or athletic equipment that won't fit in a locker need to see their coach or advisor to make special arrangements.

CELL PHONES & ELECTRONIC EQUIPMENT: *Cell phones and electronics are allowed at school but are NOT to be used during class time unless a Teacher gives students permission to use them during class for educational purposes.* Students may use cell phones at lunch time but there use is restricted to the cafeteria/commons area, in the designated outside areas at lunch, or in the library. Students will be held accountable to displaying/accessing appropriate content for school. The school is not responsible for lost or stolen items. These items should be put in lockers or a safe place. Should a child be asked to surrender a device to a staff member and they refuse, the student is subject to school disciplinary consequences.

ELECTRONIC READERS: Electronic readers may be used during SSR and during lunch in designated areas; however a student must get permission from his/her teacher prior to using the device in class. Electronic readers include Kindles, Nooks, and the like.

DRESS CODE (PER R.S.D. POLICY): It is the goal of the Richland School District to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we want students to understand and comply with appropriate dress for a work environment (no pajamas, slippers, etc.). Also, students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline if they refuse to do so. These guidelines are not intended to be all-inclusive. The principal or designee has the authority to determine if clothing is disruptive to learning or impacts student safety.

The following types of clothing are not allowed for students at EMS (not all inclusive):

- Shorts and skirts shorter than mid-thigh in length
- Clothing that reveals the back or midriff and/or undergarments

- Revealing clothing such as boxer shorts, sheer tops, mesh tops, overly large openings at the neck or arms, off the shoulder tops, spaghetti straps, halter tops, tube tops, swimwear, and bare midriff tops
- Clothing or accessories with offensive pictures, symbols, or sayings, including but not limited to demeaning, violent, sexual, racial statements (including innuendo)
- Clothing that advertises or promotes alcohol, tobacco, or other drugs
- Jewelry or accessories that could be used to cause harm or injury
- Any gang affiliated clothing
- Head coverings (hats, beanies, scarves, bandanas, hoods, etc.) except for medical or religious reasons

When in doubt, a good rule of thumb is "If I think it's not appropriate, it probably isn't"

HARASSMENT POLICY: The Richland School District, in compliance with HB 1444, has a Bullying/Harassment Policy effective August 1, 2003 which clearly states that bullying or harassment of any kind will not be tolerated on our campuses. "Harassment, Intimidation, and Bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic of RCW 9A.36.080 (3), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Further, the policy:

- Encourages all students and staff to report any incident of bullying or harassment to an appropriate school official
- Establishes an informal and formal process for filing complaints
- Protects the reporting person from reprisal, retaliation, or false accusation against a victim or witness

Harassment in school is unwanted attention from other students and is not tolerated. It may include, but is not limited to:

- Leering, pinching, grabbing, pushing, teasing
- Spreading gossip or rumors
- Expressing unwanted comments or jokes (directly told or overheard)
- Implied verbal or written threats

Harassment may carry the message that if the victim does not comply with demands, there may be retaliation. Victims of harassment should report the problem to an adult staff member as soon as possible. The adult will then work with the student to see that appropriate action is taken.

SKATEBOARDS, SCOOTERS, ROLLER SHOES, AND SKATES: these are allowed at school but must be stowed away during the school day. Students are expected to walk while on campus to maximize safety for all involved.

WEAPONS AND LOOK-ALIKE WEAPONS: There is a strict no-tolerance policy at EMS for weapons and look-alike weapons.

STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

The following comes from Richland School District Policy 3200, Student Conduct Expectations and Reasonable Sanctions, which can be found in entirety on the Richland School District website: <http://www.rsd.edu/district/school-board/policies>

The mission of the Richland School District is to provide learning experiences which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with the student conduct rules, and submit to reasonable corrective action, discipline, or punishment imposed by the school/district.

All students who attend the District's schools, school sponsored events, present on school grounds or are transported on school district vehicles shall comply with the written policies, rules and regulations of the schools and shall submit to the authority of the teachers of the schools, subject to such corrective action or punishment as the school officials determine.

Conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. Students must adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

The purpose of school discipline is to provide a safe environment that is conducive to learning for all students. Corrective actions should strive to keep students in class and maximize engagement.

Students and/or their parents/guardians will be provided information regarding substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The District will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a re-engagement plan tailored to the student's individual circumstances, considering the incident that led to the student's removal. Re-engagement meetings must take place within twenty days of the student's long-term suspension or expulsion, but no later than five days before the student's exclusion from school is set to expire, to discuss a plan to reengage the student in a school program. Staff will consider shortening the length of time that the student is suspended or expelled, other forms of corrective action, and other interventions that aid in the student's academic success. The student's family will be provided the opportunity to participate and have meaningful input into the student's re-engagement plan.

DISCIPLINE — CONDITIONS AND LIMITATIONS: Discipline may be imposed upon any student for violation of the rules of the school district that have been established pursuant to this policy, subject to the following limitations and conditions:
No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.

A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that the student's attendance and/or participation is related to and identified by the district-approved instructional objectives or goals of the particular subject or course as a basis for grading, in whole or in part, and the circumstances pertaining to the student's inability to attend school has been taken into consideration, including whether the tardiness or absences are directly related to the student's disability under Section 504 of IDEA.

Before a student is disciplined by removal from a teacher's class for the remainder of the class period or day, the teacher must have attempted one or more alternative forms of corrective action, except in emergency situations. A student may not return to class before the end of the class or activity period without the teacher's consent.

Building administrators shall have the responsibility for ensuring that written procedures for administering corrective action are developed for their schools with the input of parents, staff, and the community. The procedures shall provide that every reasonable attempt be made to involve parents and the student in the resolution of behavior problems at an early stage. The building administrator and staff shall meet at least annually to review building behavior standards and discuss uniform enforcement of those standards. All staff shall work cooperatively toward consistent enforcement of behavior standards.

Corporal punishment which is defined as any act which willfully inflicts or willfully causes the infliction of physical pain on a student is prohibited.

Corporal punishment does not include:

- (a) The use of reasonable physical force by a school administrator, teacher, school employee or volunteer as necessary to maintain order or to prevent a student from harming him/herself, other students and school staff or property.
- (b) Physical pain or discomfort resulting from or caused by training for or participating in athletic competition or recreational activity voluntarily engaged in by a student, or
- (c) Physical exertion shared by all students in a teacher directed class activity, which may include but is not limited to, physical education exercise, field trips or vocational education projects.

Nothing herein shall be construed as limiting or otherwise modifying provisions governing aversive interventions set forth in state and federal law.

All students will be provided the opportunity to educational services when they have been suspended or expelled. The district and individual schools may not suspend the provision of educational services to any student as a disciplinary action. A student may be excluded from a particular classroom or instructional or activity area for the period of suspension or expulsion, but the student must be provided an opportunity to receive education services during a period of suspension or expulsion.

Long-term suspension and expulsion may not be used as a form of discretionary discipline.

The District will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances, considering the incident that led to the student's removal. Reengagement meetings must take place within twenty days of the student's long-term suspension or expulsion, but no later than five days before the student's exclusion from school is set to expire to discuss a plan to reengage the student in a school program. Staff will consider shortening the length of time that the student is suspended or expelled, other forms of corrective action, and other interventions that aid in the student's academic success. The student's family will be provided the opportunity to participate and have meaningful input into the student's reengagement plan.

RULES FOR SUSPENSIONS: In all cases where suspensions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator has good and sufficient reason to believe that a 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 educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance. The District encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning.

School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success. Staff are expected to refer criminal matters to local law enforcement.

No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

No student in grades kindergarten through four shall be subject to long-term suspension and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year.

Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension if:

- (a) Such assignments or tests have a substantial effect upon the student's semester or trimester grade or grades; or
- (b) Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

TYPES OF STUDENT MISCONDUCT: The types of student misconduct include, but are not be limited to, the following:

1. Alcoholic Beverages and/or Controlled Substances - A student may be guilty of violation of this policy and school rule for the possession, consumption, use, storage, transfer, being under the influence of, showing evidence of having used, manufacture of, delivery, distribution, and/or sale/barter of alcoholic beverages, illegal or controlled chemical substances, controlled substances including marijuana, substances proposed to be drugs or look-alike substances, paraphernalia, inhalants, anabolic steroids, and/or imitation drugs on school property, district transportation, or at a school activity. See Policy 3418 on Alcohol, Tobacco, and Other Drug Use/Abuse Policy for more information.

For purposes of student conduct expectations:

- a. This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- b. This section applies to marijuana or substances containing marijuana;
- c. This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- d. This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- e. This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

2. Arson/Damaging School Property/Vandalism - For purposes of school discipline, "arson" means any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the student understood, but acted with disregard for, the consequences of his or her conduct. "Damaging School Property" means intentional damage to district property. "Vandalism" means the act of deliberately destroying or damaging property of another.

3. Assault/Fighting - For the purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying. Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse are included in this prohibition. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another.

4. Cheating - cheating/academic dishonesty includes but is not limited to the following:

- a. Copying from or allowing another student to copy from a test, homework, paper, project, lab report or other work that is not intended to be collaborative in nature
- b. Sharing papers with another student
- c. Plagiarizing the work of others
- d. Intentionally obtains test questions and/or answers through fraudulent means
- e. Looking at another student's test, answer sheet, or other materials
- f. Using unauthorized material including textbooks, notes, calculators, computer program, or outside help during an examination or other assignment
- g. Using writings, passages, ideas of others and passing them off as your own (including, but not limited to faxing, duplicating, file sharing, or transmittal using any technology)
- h. Sabotaging or destroying the work of others
- i. Illegal or unauthorized entry into school computer or program
- j. Submitting material (written or designed by someone else without citing the source, e.g., plagiarizing or submitting work created by family, friends, tutors, or anyone else not the student)

5. Computer Misuse/Unauthorized Use of Technology - It may be a violation of this section for a student to tamper with the electronic hardware, data files, or software or gain unauthorized access to, or use of, such technology. Students are NOT permitted to:

- a) Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data stored therein.
- b) Send, receive, or display offensive, inappropriate, or sexually explicit material
- c) Use obscene language
- d) Use other people's passwords
- e) Harass, bully, insult, or attack others
- f) Seek to receive or provide unauthorized access to resources
- g) Trespass in files and/or folders of others
- h) Violate copyright laws and/or plagiarize the material of others
- i) Steal equipment or software
- j) Intentionally waste resources
- k) Use a network computer for commercial purposes, personal gain, and fraud

*See Policy 2314 – Electronic Information System for more information.

6. Criminal Acts - For purposes of student discipline, the commission of any crime on school grounds, while the student is expected to be attending school, at a school sponsored event, on school bus or vehicle.

7. Cyber-Bullying - See Policy 3207 - Harassment, Intimidation, Bullying, and Cyber-Bullying for more information.

8. Defiance of School Authority/Insubordination/Cumulative Violations - For purposes of student discipline, the refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the direction of a school administrator, or that is a persistent and repeated violation of school district policy. Defiance of school authority can also include intentional disruptive behavior.

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

10. **Disrupting the Educational Process** - For disciplinary purposes, this section addresses the student creating a substantial or material disruption to the educational process or any school operation and conduct that markedly interrupts or severely impedes the day-to-day operations of a school. Includes disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.

11. **Damages or Destruction of Property** - A student may be guilty of this section if they cause physical damage to the property of another and/or the school district.

12. **Falsification/Forgery** - A student may be guilty of falsifying or forging documents if the student knowingly makes any false entry, alters times, names, dates, grades, addresses or alters any school document used or intended to be used in connection with the operation of the school. Also a false representation of a matter of fact - whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed - that deceives and is intended to deceive another so that the individual will act upon it to her or his detriment.

13. **False Accusations** - A student may be guilty of making a false accusation if the student intentionally makes false accusations or untrue charges of wrong-doing against staff, students, volunteers, or patrons.

14. **Gambling** - For purposes of student discipline, means an activity in which a person stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under the control or influence of the person, upon an agreement or understanding that the person or someone else will receive something of value in the event of a certain outcome.

15. **Gang/Gang Activity** - The Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating and harassing conduct and the Board hereby determines that such gangs and the expression of such gang membership cause or are likely to cause disruption in the school environment and present a threat to the health and safety of students and school personnel. "Gang" means a group which: (a) consists of three or more persons; (b) has identified leadership; and (c) on an ongoing basis, regularly conspires and acts in concert for criminal purposes. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, it may be a violation of this section for a student or students on or about school property or in any place involving a school-related activity to:

- wear, possess, distribute or display any clothing, jewelry, display any sign, which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership of affiliation in any such gang; or imply gang membership or affiliation by written communication in conjunction with design, emblem upon any school or personal property or one's person that is disruptive or interferes with the school environment, and/or activity, and/or educational objectives and/or process; or
- Use any speech, gesture, conduct, or commit any act or omission in furtherance of the interest of any such gang or such gang activity.

16. **Harassment, Intimidation, and Bullying** – See Policy 3207.

17. **Lewd Conduct** - For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures, exhibits indecent, or vulgar behavior through writing, pictures, signs, text messages, social networking sites, electronic mail (e-mail) messages or acts or materials that are unrelated to authorized school curriculum. Obscene acts or expressions, whether verbal or non-verbal. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

18. **Malicious Mischief** - For purposes of student discipline, the willful, wanton, or reckless damage to or destruction of another's property shall include the total or partial alteration, damage, obliteration, or erasure of records, information, data, computer programs, or their computer representations, which are recorded for use in computers or the impairment, interruption, or interference with the use of such records, information, data, or computer programs, or the impairment, interruption, or interference with the use of any computer or services provided by computers. "Physical damage" also includes any diminution in the value of any property as the consequence of an act and the cost to repair any physical damage.

19. **Possession of a Firearm or Dangerous Weapon** - A student may be guilty of this section if the student has a firearm or other weapon on school premises, at a school sponsored event, on school-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities. Also defined in Policy 10.020. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law.

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write 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 district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

21. Theft - A student may be guilty of theft if the student obtains or exerts unauthorized control over the property or services of another or the value thereof, with intent to deprive the person of such property or services. Also, the possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

22. Threat/Verbal Assault - A student may be guilty of this section if the student communicates, directly or indirectly, the intent to cause bodily injury to the person threatened or any other person or to cause physical damage to the property of a person.

23. Tobacco/Nicotine Products, Possession of Smoking Devices and "Look Alike" Products - Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products, smoking devices on the school premises, district vehicles, or at school-sponsored functions. See Policy 3418 - Alcohol, Tobacco, and Other Drug Use/Abuse Policy for more information.

In addition to the above general rules, individual schools are authorized to develop and implement building discipline plans specifying additional expectations and consequences for student behavior. Such plans shall be reasonable in nature and shall have the primary purpose of creating an orderly and appropriate educational environment with the building.

HB 1541 provides the following examples of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school and refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;

- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;
- Harassment of others;
- Inappropriate dress or appearance;
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of Tobacco/Nicotine/Smoking devices/"look alike" products;
- Using any object in a dangerous manner; and
- Intentionally defacing or destroying the property of another.

The list of exceptional misconduct has been reviewed and developed by the ad hoc citizens committee, each incident may not rise to the level of "exceptional misconduct". Exceptional misconduct includes:

- Arson
- Assault
- Criminal Acts
- Drug Possession, Being under the Influence, Transfer of Alcohol, Controlled Substance, Inhalants, Anabolic Steroids or Look-alike/Imitation Drugs
- Drug Sale/Barter of a Controlled Substance, Alcohol, Controlled Substance, Inhalants, Anabolic Steroids or Look-alike/Imitation Drugs
- Possession of a Firearm
- Sexual Harassment as defined by Policy and Regulation 8700
- Theft
- Threat/Verbal Assault
- Tobacco/Nicotine/Smoking devices/"look alike" products possession and use
- Vehicle Infraction
- Verbal/Physical Abuse Directed At Staff Member

STUDENT MISCONDUCT ELIGIBLE FOR LONG-TERM SUSPENSION OR EXPULSION: Long-term suspension and expulsion may only be used for the following infractions:

- Possessing a firearm on school premises, transportation, or facilities under RCW 28A.600.420;
- Violent offenses such as manslaughter, kidnapping, arson, extortion, certain types of assault, robbery, and indecent liberties by forcible compulsion under RCW 9A.030;
- Sex offenses;
- Drug violations under Chapter 69.50 RCW;
- Alcohol violations under RCW 66.44.270;
- Harassment and related crimes, such as criminal stalking, violation of a no contact order, and criminal gang intimidation, under Chapter 9A.46 RCW.
- Property crimes such as arson, reckless burning, criminal street gang tagging and graffiti, and malicious mischief (a crime involving knowingly and maliciously damaging property, which includes painting or otherwise marking a building) under Chapter 9A.45 RCW;
- Two or more violations within a three-year period for criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators or refusing to leave public property or defacing/injuring school property; and
- Behavior that adversely impacts the health and safety of other students or educational staff.

DUE PROCESS: Any student, parent, or guardian, who is aggrieved by any disciplinary action or the imposition of a short-term suspension, long-term suspension, or expulsion, shall have the right to appeal the action.

Letters notifying parents of a long-term suspension, expulsion, or emergency action, will detail for the parent their appeal rights. The letter will include all necessary timelines and rights of the student and parent/guardian under state law.

APPEAL PERIOD: Long-term suspension or expulsion may be imposed during the appeal period for no more than ten consecutive school days or until the appeal is decided by the school board, whichever is the shortest period. Any of the days that a student is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

DISCIPLINE GUIDELINES FOR HANDICAPPED STUDENTS: If an identified handicapped student is identified for disciplinary action pursuant to WAC 392-400 for violation of student conduct rules which would otherwise result in expulsion or suspension, the administrator will act immediately to determine whether or not such student behavior is related to the student's handicapping condition.

The determination of such relationship will be made by a multidisciplinary team having knowledge of the student's needs, limitations and abilities and special education placement options.

APPLICATION FOR READMISSION FROM LONG TERM SUSPENSION OR EXPULSION: Any student, or the parent(s) or guardian(s) of any student who has been long term suspended or expelled, shall be allowed to make written application to the superintendent, or designee, for readmission at any time.

Application should state the reasons for the request and should include such assurances concerning the non-recurrence of the behavior which led to the suspension or expulsion.

The superintendent may designate an individual or committee to consider the application and make recommendations concerning such readmission. The superintendent shall, in writing, advise the student and the student's parent(s) or guardian(s) of the superintendent's decision within thirty (30) days of the receipt of such application. The superintendent's determination may be appealed to the Board of Directors.

REVIEW OF DISCIPLINARY DATA: The District will annually review data on disciplinary actions taken against students within each school disaggregated by groups and subgroups as defined by law. The review must include short-term suspensions, long-term suspensions and expulsions. In reviewing the data, the District will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the District will take action to ensure that it is not the result of discrimination.

RESIDENT STUDENTS EXPELLED FROM OTHER DISTRICTS: If a resident student has been expelled from another school district, the student can make application for admission at any time. The expulsion from the previous school district follows the student and the Richland School District can opt to honor the expulsion.

RSD #400

Deleted Regulation September 27, 2016

Adopted April 11, 1989

Revised: January 9, 1990

Revised: November 24, 1992

Revised: November 9, 1993

Revised: June 24, 2008

Revised: September 1, 2015

Revised: September 27, 2016