# La Center Middle School

700 East Fourth Street • PO Box 1750
La Center, WA 98629
(360) 263-2136 • FAX (360) 263-5936
**Principal – Lauri Landerholm**
**Associate Principal – Pete Rosenkranz**

Student Planner 2014 • 2015

Office Hours: 7:30 a.m. – 4:00 p.m.

MISSION STATEMENT: La Center Middle School will provide for its family a safe place where nurturing, acceptance, understanding and respect go hand in hand with academic success and opportunities for personal growth.

Name: _____ Grade:_____

| Class Schedule | Teacher |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

***Homeroom Teacher*** _____

**"Hawks Fly With Pride"**

**School Colors - Royal Blue & White**
**School Mascot - Hawk**

Unified Classroom Rules:

- Follow Directions.
- Be ready to work when the tardy bell rings.
- Bring all required supplies.
- Respect yourself and others.

Student Honor Code:

**I have a choice in everything I do, and I have a responsibility for the choices I make.**

# Student Supply Lists

**All students are required to purchase a student planner for $3.00 through the school office.**

***All schoolwork must be done in pencil, blue or black ink, depending on the directions of the teacher for the type of assignment given. Please replenish paper and pencils throughout the school year.***

## 6th Grade

- One (1) 2" binder w/5 dividers
- One (1)1"or 1 ½" binder w/5 dividers (Math)
- One (1) 1" binder w/8 dividers for Homeroom
- White notebook paper, college-ruled
- Yearlong supply of #2 pencils w/erasers
- ¼" graph paper
- One (1) 12- pack of colored pencils (Sci.)
- Two (2) boxes of facial tissue for Homeroom
- Three (3) glue sticks
- **Ultra Fine-metal tip** permanent black marker (Sci/History)
- Four (4) 100-page comp notebooks -college ruled (2-Sci/1-Lang Arts(Brightbill)/1-Health))
- Two (2) Pee-chee folders (Lang. Arts/PE)
- Highlighters
- Two (2) Hand-held pencil sharpeners (Math/general use)
- Two (2) Pencil Pouches (Math/general use)
- Air dry clay (Social Studies) optional

## 6th grade Electives:

- Choir: 2-pocket (pee-chee type) folder
- Band: Sound Innovations, Book II
- Engineering Exploratory/Art Fee $25.00
- One (1) USB flash drive for Engineering Exploratory/Art

**LCMS Expenses:**

Planner ..... $3.00
ASB Card ..... $15.00
Athletic Fee (per sport) ..... $30.00
PE Uniform ..... $27.00
Yearbook ..... $25.00

Lunch Prices
- Grades 6-8 ..... $2.65
- Reduced ..... $ .40
- Milk ..... $ .40
- Breakfast ..... $1.00

Athletic Admissions
- Adults ..... $3.00
- MS students ..... $2.00

**Middle School students are admitted FREE to all home athletic events with the purchase of an ASB card.**

## 7th & 8th Grade

- Four (4) 2" binders
- Four (4) 5-tab dividers
- College ruled notebook paper
- Continual supply of #2 pencils
- Pencil pouch (fits in binder)
- Colored pencils
- Black or blue ballpoint pens
- Scissors
- Highlighters
- Ruler–metric and standard (fits in binder)
- Two (2) boxes of facial tissue for Homeroom
- 1/4" graph paper
- Three (3) composition notebooks for Science
- Continual supply of glue sticks
- Small calculator
- Continual supply of post it notes
- Lined 3"x5" index cards

## 7th& 8th grade Electives:

- Band: Sound Innovations, Book III
- Band and Choir: black shoes, socks and pants or skirt for performances
- Art Material Fee $25.00
- Electronics Fee $25.00
- Fiber Art Fee $25.00
- Game Development Fee $25.00
- One (1)2-pocket folder w/fasteners for Electronics
- One (1) 2-pocket (pee-chee type) for Drama
- One (1) composition book for Ed. Tutors
- One (1) binder w/dividers for Leadership
- Two (2) spiral notebooks for Health
- One (1) folder for PE

# School Hours:

Mon, Tues, Thurs, Fri ..... 8:25 am start time
Wednesday .....9:25 am start time
Monday – Friday ..... 2:55 release time

Students may enter the building at 8:00 am on normal school days and at 9:00 am on Wednesdays. Students are to leave the school campus promptly at the end of the school day with the exception of staying for study hall, to work with an individual teacher, athletics or a school activity. **Loitering in any area of the campus that is unsupervised is not allowed at any time.**

## Directory Information

Parents, and students 18 years or older, have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. This includes addresses, birth date, birthplace, telephone number, dates of attendance, activities and sports participation, weight and height (if members of a sports team), awards received, and major fields of study. Notify the district in writing within ten (10) days of the publication of this notice. Such written notice shall be addressed to the school in which the named student is registered. **THIS IS WHAT GIVES THE RIGHT TO VARIOUS ORGANIZATIONS (COLLEGE RECRUITERS, MILITARY RECRUITERS, ETC.) TO RECEIVE CONTACT INFORMATION ON A STUDENT.**

## School Closure Information

School closure and length of closure are to be determined by the superintendent. Every effort shall be made to keep school open. If necessary, due to inclement weather conditions, opening may be delayed for one or two hours. Closure or delayed starting time announcements apply to one day only. The latest information will also be posted on-line at www.flashalert.net.

## School Messenger

The *School Messenger* system is used to notify parents of school delays and closures, school emergency situations, or simply to provide important information regarding school events or activities. Please contact your school office if you have any questions or want to sign up for additional phone numbers or email addresses beyond those provided at registration.

## La Center Middle School Staff

| | |
|---|---|
| Dr. Mansell | Superintendent |
| Mrs. Landerholm | Principal |
| Mr. Rosenkranz | Associate Principal |
| Mrs. Krem | Counselor |
| Mr. Cooke | Dir. Of Extra-Curr. Envir. |
| Mrs. Payne | F.C.R.C. |
| Mrs. Richards | Secretary |
| Mrs. Peterson | Attendance/Athletic Sec. |
| Mrs. Austad | Math 6/7/8 |
| Mrs. Brightbill | Lang Arts/SS 6, PE |
| Mrs. Broten | Lang Arts 7/8, Leadership |
| Mr. Brothers | History 7/8 |
| Mrs. Brown | Custodian |
| Mr. Calabrese | Band/Technology |
| Mrs. Calnan | Library Technician |
| Mrs. Cooke | Language Arts 7/8 |
| Mrs. Cripe | Science 7 |
| Mrs. Denney | Aide |
| Mr. Ecklund | Science 8 |
| Mrs. Edwards | Aide |
| Mrs. Hantho | Cafeteria Cashier |
| Mrs. Hendrix | Custodian |
| Mr. Holland | Math 6/7/8 |
| Mrs. Johnston | Resource Room |
| Mrs. Kipp | PE |
| Mrs. Kooiman | Resource Room |
| Mrs. Mosby | Health |
| Mr. Pritchett | History 7/8 |
| Mr. Rice | Custodian |
| Mrs. Schneider | Sci. 6, Electronics |
| Mr. Shucka | Math 7/8 |
| Mrs. Shufeldt | Aide |
| Mrs. Slinkard | Choir/Drama |
| Mrs. Talbott | K-8 Lead Cook |
| Mr. Totten | Science /PE |
| Mr. Westerberg | SS 6 / Art |
| Mrs. Whelchel | Lang Arts 6/7 |

## District Phone Numbers

Middle School Office .....263-2136
Middle School Fax .....263-5936
District Office .....263-2131
Information Line.....263-1172
Elementary School Office .....263-2134
High School Office .....263-1700
KWRL (Bus Transportation).....225-8075
Community Education.....263-2015

# La Center Middle School
# 2014-2015
# Student Handbook

PRINCIPAL'S WELCOME

Dear Hawks,

Welcome to La Center Middle School. I am looking forward to helping the 2014-2015 school year be one of great success for you. It is my goal to have our school be a place of pride and achievement for you, as well as preparing you for the future.

Please be proud of your school and help take care of it. We value hearing your suggestions, as well as your concerns. Please feel welcome to communicate with me.

It is important that you become familiar with the student handbook section that follows. You have certain rights and responsibilities here at LCMS, as well as policies that must be followed. Compliance with these expectations will help our school be one that we can all take pride in and enjoy our time here as well. HAVE A GREAT YEAR and GO HAWKS!

Mrs. Landerholm

# Handbook

## WE BELIEVE ALL STUDENTS CAN LEARN

We believe that effective teaching and learning takes place when:

- Instruction addresses a variety of learning styles, diverse experiences and cultures.
- The teaching environment is conducive to learning.
- A safe supportive environment with rules and consequences is reinforced by a school-wide discipline plan.
- High expectations for behavior, academics and social relationships are fostered.

**We believe:**

- Administrators, teachers, staff, parents and community need to be positive role models.
- There must be open lines of communication among the school, home and community utilizing all available resources.

## SCHOOL-WIDE LEARNING EXPECTATIONS FOR STUDENTS

At La Center Middle School, we strive to develop:

- **Intellectual and thoughtful adolescents who:**
  1. Strive to improve basic skills of reading, writing, listening, speaking and communicating.
  2. Apply complex problem-solving processes and critical thinking to real-life scenarios.
  3. Ask relevant questions and search for answers using a variety of resources.

4. Examine situations from different points of view.
5. Convey ideas of personal significance written, orally, and artistically.
6. Use technology as a tool to gain and share information.
7. Produce original and quality work in various media.

- **Adolescents en route to a lifetime of meaningful work who:**
  1. Set, pursue, and accomplish realistic and challenging goals for themselves.
  2. Show resilience, accept new challenges, and persevere despite setbacks.
- **Responsible citizens who:**
  1. Practice honesty and integrity.
  2. Contribute time, energies, and talents to improve the quality of life in school, community, nation, and world.
- **Caring and ethical adolescents who:**
  1. Use cooperative and leadership skills to foster, develop, and maintain relationships with diverse settings.
  2. Gain insight about self, land, and cultures of the world in order to demonstrate positive and productive citizenship
- **Healthy adolescents who:**
  1. Use strategies to create a positive self-image.
  2. Participate in activities that promote mental, physical, and emotional well being.

## STUDENT JOB DESCRIPTION

1. Report to class on time and attend daily
2. Be prepared for learning by **bringing student planner** and learning materials to class (Examples: paper, pencils, notebook, textbooks, flashdrive).
3. Participate in the learning activities as directed by the teacher. (Examples: ask questions, respond to questions, read and think about the content, involve self in group activities)
4. Complete and turn work in on time.
5. Treat all others with respect and dignity. Expect to be treated with respect.
6. Follow the classroom, school and, district rules and policies. Ask any adult if you are uncertain.
7. Follow adult direction from school district employees, parent and community volunteers
8. Be responsible for your behaviors and consequences for unacceptable behaviors.
9. Exhibit pride in self, others, school, and community with appropriate attitude, behavior, vocabulary and dress.

## STUDENT PLAN FOR SUCCESS
### (Retention/Promotion Procedure)

To assure promotion to the next grade level after entering grade six, students are expected to pass all of their courses. Understanding that some students may fall short of this expectation, the principal may approve promotion to the next grade as long as the student meets the following minimum requirements:

1. Pass at least four (4) of six (6) courses with a minimum of a 60% score, or a letter grade of "D", and
2. Three (3) of the courses with passing grades are within the core subject areas (math, social studies, language arts or science).

Students who are at risk of not meeting the above minimum criteria for promotion shall be required to develop a *Student Plan for Success* in partnership with parent(s)/guardian, teachers (including advisor), counselor and the principal. This *Student Plan for Success* will identify appropriate goals for achievement to meet the above minimum expectations, detail possible interventions that can be used as well as the responsibilities of the student, their parent(s)/guardian and school personnel. Failure to develop this plan and/or make adequate progress toward improvement may result in retention. The principal's decision regarding promotion will be final.

## PATHWAYS

At La Center High School, they recommend students to follow one of three pathways: Technical, Academic, or Honors to help guide students in preparation for their plan after high school. The technical pathway helps to prepare students interested in gaining a skill to pursue the workforce, go to technical school, or two-year or four-year colleges. The academic pathway prepares students for most four-year public and private colleges in the Pacific Northwest. The honors pathway prepares students for the most competitive four-year colleges across the United States.

# ***GENERAL INFORMATION***

## ACCIDENTS

When an accident occurs, it must be reported at once to the staff member in charge, who will then report it to the office. An accident form will be filled out and filed in the office.

## ASB CARDS

Students may purchase an ASB card, which supports various student activities. The cost of the ASB card is $15.00. Students who have purchased ASB cards are admitted to home athletic events without charge, and are eligible for discounts to other school activities. All students who participate in athletics are required to purchase an ASB card.

## ATHLETICS

The primary objective of the athletic program at La Center Middle School is to promote the physical, mental, social, emotional and moral well being of our students. Good sportsmanship and team play are key elements of our program.

All athletes shall be required to purchase an ASB card. Athletes shall also pay a $30.00 user fee for each sport. Prior to participation in any practices or contests athletes must have a valid physical exam that meets WIAA standards. It is required that student/athletes have medical and dental insurance. **The school does not cover participants in cases of injury.**

The following sports are offered to seventh and eighth grade students:

Cross Country
Football
Girls Volleyball
Wrestling
Basketball
Track

An athlete must maintain at least a 2.0 grade point average with no failing grades. Grades shown in the semester column of Skyward are used to calculate the grade point average. Students who fail to meet the LCSD grade requirement will be put on probationary eligibility for three weeks. A student may only be placed on probationary eligibility once per season. If a student's grades have not improved after three weeks, the student will be declared ineligible to participate in interscholastic contests. The ineligible student will retain this status until they meet the grade requirement. Grade checks for ineligible students will be done on the first day of the week at the student's request. Ineligible students may still practice, but cannot travel with the team. Grades will be checked for eligibility purposes at the beginning of each season, three weeks into the season, and six weeks into the season. If a normal grading period happens to fall within a reasonably close proximity to one of these times, then grades will be checked at that time. Each head coach will determine how long an ineligible athlete may remain on the team.

Athletes must be in attendance at school all day to participate in practice or a game. Prior approval (pre-arranged absence form) for doctor, dental, or other extenuating circumstances is needed for exception to this rule. Exception may only be approved by the principal, assistant principal or athletic director. **An official note from the physician may be requested.**

**Students who are removed from class for disciplinary reasons are not eligible to participate in after school practices or contests on that day.**

**Students who do not return an athletic uniform, or fail to pay for a missing uniform will not be eligible to participate in future extracurricular activities.**

# ATTENDANCE

Regular attendance and punctuality in school is vital for the academic success of students. All of our classes stress student participation on a regular basis. No single factor may interfere with a student's progress more quickly than frequent absences or tardiness to class.

**If a student is ill or must be absent from school, parents are asked to call the school before 9 a.m. The middle school phone number is: (360) 263-2136. If the office has not been notified of a student being absent the Student Message System will call home and/or send an email message if the school has an email address on file.**

Students who have an unexcused absence must bring a note to the office upon their return. The note must state the date of the absence and be signed by a parent. Failure to provide the office with an approved excuse within two school days will result in an **unexcused** absence. **Unexcused** absences will be treated as truancy. Any missed school work for an unexcused absence may not be submitted for academic credit.

Based on state attendance laws, students with multiple absences due to illness may be required to obtain medical excuses.

## Court Petitions

State law mandates that schools file petitions with courts when a student accumulates ten unexcused absences in a school year. If La Center Middle School does not hear from a parent via a phone call or signed note with the date of the absence, an absence is determined to be unexcused. To ensure our attendance records are accurate before filing a petition, a letter will be sent after the first, second and seventh unexcused absence in a month and after the tenth unexcused absence in a school year. If you receive such a letter, please send a note of explanation or phone the school to change the status of the unexcused to an excused absence.

## Planned Absence

Students who know in advance of absences should pick up a pre-arranged absence form in the office at least one day in advance of the absence. This form must be signed by the student's parent and teachers and then **be returned to the office for the absence to be excused**.

## Make-up Work

For each day of an excused absence, a student will be allowed two school days to make up assigned work. Special circumstances, such as extended illness, may require modification. **The two-day make-up policy does not apply when due dates or testing dates are known in advance.** As an example, if an English report was assigned a week ago to be due on a specific date, being absent before the deadline does not extend the deadline. Also, being absent on the day the assignment was due does not provide two extra days. The assignment will be due upon return to school. The same concept applies to exams. Students are expected to make arrangements with the teacher immediately upon return to school to make up the missed exam.

## Early dismissal/Late arrival

Students leaving school prior to the end of the day are required to check out through the office. Students will not be given permission to leave campus during the school day without parent permission. If a student arrives to school after classes have begun, they should report to the office prior to going to class.

## Late Work Policy

Schoolwork is expected to be completed and turned in when due. The school-wide policy for late work is that assignments will be accepted no more than one day late. Exceptions may be made at the teacher's discretion. Additionally, teachers will have the option of not accepting late work from students who have demonstrated a chronic or repeated pattern of turning in assignments late. Some activities/assignments done in class cannot be made up. Some teacher policies may differ, see teacher syllabus.

## BELL SCHEDULE

**Normal Bell Schedule**

| | 1st Lunch | 2nd Lunch | |
|---|---|---|---|
| **Period** | 8:20 AM | 8:20 AM | **Period** |
| Homeroom | 8:25 - 8:40 | 8:25 - 8:40 | Homeroom |
| 1 | 8:45 - 9:37 | 8:45 - 9:37 | 1 |
| 2 | 9:42 - 10:34 | 9:42 - 10:34 | 2 |
| 3 | 10:39 - 11:31 | 10:39 - 11:31 | 3 |
| **Lunch** | 11:31 - 12:01 | 11:36 - 12:28 | 4a |
| 4b | 12:06 - 12:58 | 12:28 - 12:58 | **Lunch** |
| 5 | 1:03 - 1:55 | 1:03 - 1:55 | 5 |
| 6 | 2:00 - 2:55 | 2:00 - 2:55 | 6 |

**Wednesday Bell Schedule**
**(No Homeroom)**

| | 1st Lunch | 2nd Lunch | |
|---|---|---|---|
| **Period** | 9:20 AM | 9:20 AM | **Period** |
| 1 | 9:25 - 10:15 | 9:25 - 10:15 | 1 |
| 2 | 10:20 - 11:05 | 10:20 - 11:05 | 2 |
| 3 | 11:10 - 11:55 | 11:10 - 11:55 | 3 |
| **Lunch** | 11:55 - 12:25 | 12:00 - 12:45 | 4a |
| 4b | 12:30 - 1:15 | 12:45 - 1:15 | **Lunch** |
| 5 | 1:20 - 2:05 | 1:20 - 2:05 | 5 |
| 6 | 2:10 - 2:55 | 2:10 - 2:55 | 6 |

## CLOSED CAMPUS

For the purpose of student security and safety, La Center Middle School is a closed campus. Students are not permitted to leave campus during the school day without permission from the office. Once students arrive on school grounds, they are expected to remain on campus until school is dismissed for the day, or permission from the office has been given. Students riding busses to school are not permitted to leave school grounds after exiting their bus.

Student visitors are not permitted during the school day.

## DANCES

Middle School Dances will generally be scheduled from 3-5 p.m. To attend a middle school dance, the student must submit a dance permission slip, signed by a parent or guardian. In order for the office to have time to compile the dance attendance roster, verify permission slips, and prepare for refreshments, all forms must be turned in by the designated time on the permission slip. **Phone calls, notes or faxes will not be accepted.**

As a safety precaution, students attending a dance are required to remain at the dance until its conclusion unless picked up by parents or guardians, or other prior arrangements have been made with the office.

Note: Students on suspension, including in-school suspension, or those removed from class for disciplinary reasons on the day of the dance, are not permitted to attend.

## ELECTRONIC DEVICES

**Personal listening devices, cell phones, and personal electronics devices** may be used before the 8:20 AM bell, during lunch time and after 3 PM. They should be left off and not visible during school hours. **During school hours, ear buds may be worn at lunch time only.** On occasion, teachers may allow the use of electronic devices in specific classes. Students who bring them do so at their own risk. **Our staff cannot be held responsible for their loss or theft** and will not pursue their recovery if they are missing or stolen due the extensive amount of time typically involved.

Classroom phones may be used only with the teacher's permission, and are not to be used for social calls. Students who need to contact a parent during the day are welcome to use a phone in the office. Parents who need to contact students should call the office and a message will be passed along to the student.

**Disruptive devices or any phone that rings or is out during the school day will be confiscated and appropriate disciplinary action taken.**

| | |
|---|---|
| 1st Offense: | Student may pick up from office at the end of the day |
| 2nd Offense: | Parent pick up at the office |
| 3rd Offense: | After School or lunch Detention |
| 4th or more | May lead to suspension |

## FIRE & OTHER SAFETY DRILLS

Fire and earthquake drills are practiced consistently. All students will leave the classroom by prearranged exits. Students sitting next to the windows should close them, and the first student to the door is expected to hold it open for the others and shut it once everyone is out. Students are expected to leave the building in an orderly and quiet manner so that further instructions from the teacher may be given if needed. Students must line up and stand in single file lines with their own class. Other safety drills, including lock downs and/or evacuation drills, will also be held.

## HOMEROOM

Each day this year, except on Wednesdays, we will begin the day with students attending homeroom. With their homeroom teacher, students will have an opportunity to check-in daily, look at grades, hold planner checks, complete assignments, play games against other homerooms, and have other meaningful activities. This class will be graded as a "pass" or "fail" class.

## IMMUNIZATIONS

La Center Middle School follows the State of Washington student immunization law, which requires all students to be adequately immunized according to their age and grade level. Proof of immunization status must be presented to the school on or before the first day of school attendance. This information must be recorded on a Washington State form signed by the parent/guardian. Exemptions are available for medical, personal or religious reasons. Please keep in mind that if an outbreak of vaccine-preventable disease for which that student is exempted should occur, the student will be excluded from school for the duration of the outbreak.

## INSURANCE

Student insurance is available through the school. Information will be provided to each student at the beginning of the school year and as new students enroll. Claim forms are available in the office. Premium charges are always subject to change.

## INTERNET USE AT SCHOOL

All students in grades K-12 may at times be accessing the Internet for academic purposes. If you do not want your student (s) to have access to the Internet at school, please notify (in writing) the office at your student's school.

## LOCKERS

Student lockers are the property of the school district. Students are responsible for keeping them neat and orderly. The school district retains the right to inspect student lockers at any time. The school district assumes no responsibility for items of value that are stored in lockers. Misuse of lockers will result in loss of privilege to use.

Students should follow these guidelines for locker use:

1. Use only the locker assigned to you, students are not allowed to share lockers.
2. All books and backpacks must be kept in lockers not, in the classes. Please do not leave them in the hallways.
3. Do not tamper with another person's locker.
4. Locker exchanges with other students are not allowed.
5. Gym lockers require a padlock. Only school-issued padlocks are to be used. There will be a $6.00 fee assessed for any padlock not returned at the end of the year.
6. Keep your lockers locked at all times.
7. Students who fail to follow the rules regarding lockers will lose the privilege of having a locker.
8. No popping open or pulling lockers open.

## MEDICATIONS AT SCHOOL

**Prescription and over-the-counter medications which must be given during school hours require a written signed authorization form completed by a parent and physician. Authorization forms can be obtained from the school office.**

**Medications must be supplied in the original container and have a pharmacy label with instructions that match the physician's written authorization.** This applies to over-the-counter and prescription medications and includes such items as aspirin, ibuprofen, cough drops, inhalers, etc… **Schools may only accept a 20-day supply of a given medication.** The medication must be transported to school by a parent, where it will be counted and signed for by the parent and school staff member.

Trained school staff may only administer oral medications, which includes inhalers. No medications may be administered by eye, ear, skin, or injection except for an epi-pen injection, which may be administered by a trained staff member in a life-threatening emergency.

We understand that some students may need to carry and self-administer insulin, asthma inhalers, and/or epinephrine. A middle school student who carries and self-administers these medications must have an EXCEPTION FORM completed in addition to the standard Authorization for Administration of Medication at School form. A backup supply of the same medication provided by the parent/guardian must be kept in the office.

**Students are expressly prohibited from delivering to other students, or accepting from other students, any prescription or non-prescription medications, dietary supplements, vitamins or other prohibited substances. To do so is considered a serious rule violation and grounds for suspension from school.**

The above is in accordance with Washington State Law and La Center School District policy.

## REPORT CARDS

Student report cards will be mailed home at the end of each semester. Students will generally earn a letter grade from "A" to "F" although a pass/no-pass system may be used in rare instances. Parents and students are encouraged to use Skyward for the most up to date grades. Contact the middle school office if you do not have your Skyward password.

End of 1st Semester – January 22
2nd semester begins January 26 and ends June 9

Hard copy progress reports are available throughout the year for those who do not have internet access. Please contact the middle school office at 263-2136 to request this service.

Parents can access grades and attendance through the web-based Skyward **@www.lacenterschools.org.** Contact the middle school office if you have not received your password.

## GRADING SCALE

| Letter Grade | % | Grade Point |
|---|---|---|
| A | 93-100% | 4.0 |
| A- | 90-92% | 3.7 |
| B+ | 87-89% | 3.3 |
| B | 83-86% | 3.0 |
| B- | 80-82% | 2.7 |
| C+ | 77-79% | 2.3 |
| C | 73-76% | 2.0 |
| C- | 70-72% | 1.7 |
| D | 60-69% | 1.0 |
| F | 0-59% | 0 |

Your GPA is calculated by dividing the total number of grade points earned in a grading period by the number of graded classes.
For example:

| | | |
|---|---|---|
| Math | B- | 2.7 |
| Soc. Studies | C+ | 2.3 |
| English B+ | 3.3 | |
| Science | B | 3.0 |
| Art | A- | 3.7 |
| Health | C- | 1.7 |
| **Total grade points** | | 16.7 |

16.7 grade points
6 classes
↓
**2.78 GPA**

## Conferences

There will be two conferences in the 2014-15 school year . In October we will have a traditional parent teacher conference where parents will meet your child's teachers and discuss their early progress to the year. In March LCMS will have a Student Led conference where your child will give a presentation on their year so far, goals and academic and career plan. Students must complete their conference in order to gain points in each class. Please contact Mrs. Landerholm if you would like to know more about the conference.

## SCHOOL WEBSITE

Information about school events, procedures, important dates, and individual teacher's web pages can be accessed at the school website:

**www.lacenterschools.org**

Parents can access grades, attendance and other information through the wed-based Skyward system. Usernames and passwords are available in the Middle School office.

## SNACKS/BEVERAGES

**Water is the only beverage allowed in the hallways and the classrooms. Students must carry water in clear containers.**

**Juice or sport drinks are allowed in the cafeteria only. No caffeinated drinks, including coffee, hot chocolate and tea.**

**Energy drinks/mints/or chewing energy gum is not allowed.**

# STUDENT GOVERNMENT

You are a member of the La Center Middle School Associated Student Body (ASB). The governing body of the ASB is the Executive Council, which is made up of the Executive Officers and representatives from each homeroom and club. The Executive Officers are responsible for approval of ASB expenditures, activities and fundraisers. The elected Executive Council shall consist of three eighth graders, three seventh graders and three sixth graders. The Executive Council members who will serve in the positions of President, Secretary and Treasurer will be determined by the Executive Council at the first regular meeting of the Executive Council.

Elections are held in the spring for these offices. All sixth and seventh grade students who have maintained a 3.0 GPA are eligible to run. Officers must maintain a 3.0 GPA throughout their time in office and purchase an ASB card.

## Purpose of Student Council

1. To teach and develop citizenship through democratic practices.
2. To provide an opportunity for active participation in the organization and management of school activities.
3. To further interest in all school activities.
4. To cooperate in promoting the general welfare of the school.
5. To solve problems at school.

## Responsibilities of Homeroom and Club Representatives

1. Represent their homeroom or club at Student Council meetings.
2. Report back to homeroom or club, topics covered during Student Council meetings for discussion.
3. Homeroom and Club Representatives are elected each semester.

# SUPERVISED STUDY HALL

Supervised study hall is available to all students during the following hours:

Wednesdays – 3-4 pm
Thursdays – 3-4 pm

Students who do not behave in study hall or do not work will not be allowed to attend future study halls. **Students who leave early must contact their parents prior to leaving.**

There will be no study hall on early dismissal days or the day prior to a holiday. All students must come prepared with materials to work on.

## Reasons to attend:

1. To get additional help with homework.
2. To retake a quiz or test.
3. Supervised study hall provides a good environment to study and work.
4. Academic probation

## Student responsibilities:

1. For supervised study hall, students should report to the supervising teacher within five minutes of the last class (3:00 p.m.) They should use the restroom before reporting.
2. All students will sign in on the roster, including their reason for attendance and what they will accomplish in that hour.
3. All students are expected to have completely and correctly filled out their student planners. This is to help them, the teacher, and their parents in creating a plan of action for improving the students' academic performance.
4. Students coming solely to take quizzes or tests, or attending of their own choice, may leave as soon as they are done.
5. Students are expected to work quietly and diligently the entire time they are in attendance.
6. Students may work together only with the permission of the attending study hall teacher.

7. Students are expected to ask the study hall teacher for help with work they find difficult or may not understand.

## TEXTBOOKS AND LIBRARY BOOKS

Classroom textbooks and library books are the responsibility of the student. Students will be charged the **replacement** cost plus 25% for books or other materials that are lost or damaged. Students may be excluded from special activities if overdue library books are not returned or paid for.

## VALUABLES

Students are asked to leave items of great value at home. Large amounts of money are at risk of being lost or stolen. The school assumes no responsibility for valuable items that are lost or stolen.

### *Items not allowed:*

The following items are not permitted and may be confiscated and held for parents to pick up:

- Skateboards, scooters or roller skates
- Toys, card collections, etc…
- Laser pointers
- Any item which causes disruption in classroom or common areas

Possession of lighters or matches is grounds for disciplinary action.
Unlawful discharge of a laser toward a school bus driver while performing his or her official duties is a 1st Degree Class "C" felony.

***SCHOOL DISTRICT POLICY PROHIBITS SKATEBOARDING OR RIDING A SCOOTER ON SCHOOL GROUNDS AT ANY TIME.***

## VENDING MACHINES

Access to the machines will follow the times permitted by school board policy. Open containers are not allowed in lockers and machines may be removed if litter around the campus becomes a problem.

# STUDENT CONDUCT

**"It is never the wrong time to do the right thing."**

It is the goal of La Center Middle School to have 100% of our students described by these three words: courteous, respectful and responsible. The manner in which we present ourselves and represent our school and community will always be a priority.

There are times, unfortunately, when students will choose to conduct themselves in a manner disruptive to the educational environment of our school. The following guidelines and procedures were developed to help students make positive choices and to resolve situations when wrong choices are made.

## GUIDELINES FOR SUCCESS

Four guidelines for success have been established that focus on your role here at school and our student honor code, "I have a choice in everything I do, and I have a responsibility for the choices I make":

1. Be responsible.
2. Strive for excellence.
3. Cooperate with others.
4. Treat everyone with respect.

## STUDENT ROLES AND RESPONSIBILITIES

**As La Center Middle School students, you have a considerable responsibility for your education. The school personnel are willing and able to help you succeed, but you must determine the level of effort you will give. By state law, as a student in the public school, you are responsible for three important things:**

- **To pursue your required course of study (hopefully with vigor).**
- **To comply with the school rules.**
- **To submit to the authority of school personnel.**

In the classroom, students must follow the classroom rules. Teachers' practices may differ, so each teacher will communicate how students are expected to conduct themselves in class and the consequences for not doing so.

In the halls, cafeteria, commons, outside and on busses, students must behave in ways that respect the physical safety and feelings of themselves and others. Running in the halls or **to the cafeteria**, harassing other people, and using vulgar language are examples of behaviors that will not be tolerated.

Teachers will determine whether or not gum chewing will be permitted in their classrooms. Gum will not be allowed in science labs using chemicals, while working with computers, in the library or in physical education classes. Gum must be discarded in trash containers, not on the ground.

## Cheating/Plagiarism and Forgery

Cheating or forgery in any form is a violation of school rules. Cheating/plagiarism includes copying another person's work or answers, with or without their permission, and submitting it as your own. Providing answers or work for another student to copy is also considered cheating and subject to the same consequences. Consequences for cheating, at a minimum, will be a zero on the assignment, test or quiz, with repeated incidents being referred to the principal for other disciplinary action.

Submitting any document with a forged parent or guardian signature is a violation of school rules, which will result in disciplinary action.

## Clothing

Clothing which is excessively revealing is not appropriate for school. Any attire, which exposes a student's midriff or cleavage at any time, is not permitted. "Tube" tops, halter-tops, **spaghetti straps, tank tops with straps narrower than one inch** or clothing with excessive holes or holes in revealing locations **are not permitted**. Shorts/skirts are permitted, but may be no shorter than the extended reach of the student, regardless if leggings are being worn. For safety and health reasons, students must wear appropriate footwear at all times while at school. Underwear should not be exposed or worn as outerwear.

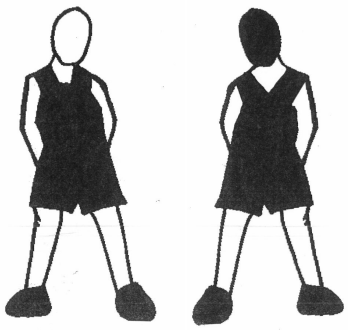
With the exception of theme-related items on spirit days, **hats and other head coverings are not to be worn inside school buildings at any time.** Exceptions will be made if the head coverage pertains to a student's religious beliefs.

The following are examples of inappropriate attire or accessories at LCMS

- Muscle shirts, cut off sleeves, inappropriately torn clothing, clothing with holes
- No holes in jeans/pants above the knees
- Pajama bottoms
- Clothing that is drawn on with markers
- Metal-spiked wristbands or other jewelry
- Sunglasses should not be worn inside except for a medical reason
- Writing on skin or clothing with markers or pens is not permitted
- Sagging and long-crotch clothing are not acceptable due to their association with gangs and weapons. It is our belief that things imitated can eventually become accepted by a person and that our students should not strive for that look.

At La Center Middle School we

**Dress for Success!**




The shaded portions of these figures represent those parts of the body that need to be covered up while attending school. Students who do not respect the **NO BARE ZONE** will face disciplinary action.

**LCMS NO BARE ZONE**

This is not an inclusive list. Any clothing, makeup or accessory which detracts from instruction is not appropriate. We request our parents and students to use their best judgment and if questions arise, please ask our staff.

The principal or her designee will have the final decision as to the potential for disruption at school and the requirement that the attire be changed. Students wearing inappropriate attire who do not have appropriate attire available at school may be sent home to change. Repeated incidents of wearing inappropriate attire will result in disciplinary action.

## Dress Code

Students and their parents have the primary responsibility for determining student attire within the guidelines established. Dress or appearance that has the potential for causing disruption is not permitted. Clothing or accessories that advertise, promote or depict alcohol, tobacco, illegal drugs, or violence are prohibited. Display of profanity, vulgarity, or sexual innuendo is prohibited.

## Field Trips

We offer a number of learning experiences off campus each year in the form of field trips. It is crucial that students conduct themselves in a proper manner at these events; therefore students receiving disciplinary action at anytime 2 weeks prior to a field trip can be excluded. Refunds cannot be made for students excluded for disciplinary reasons.

## Fuel to the Fire Policy

Students are required to immediately leave the area where a fight or other altercation is taking place. Students who watch or encourage a fight may be subject to suspension or expulsion.

## Guest Teachers

There will be occasions when, in the absence of the regular teacher, class will be taught by a guest teacher (sometimes referred to as a substitute teacher). La Center Middle School students are expected to cooperate fully with guest teachers and provide any help they can to make the class period go smoothly. Our goal is that when guest teachers finish their assignment, they will be able to report the outstanding experience they had working with our students. Any student removed from class by a guest teacher will receive a one hour detention. Continuous poor behavior with guest teachers will result in suspension.

## Harassment/Bullying

In accordance with La Center School District Board Policy No. P 3207, La Center Middle School is committed to providing a safe and civil educational environment. Students, employees, volunteers, and patrons are entitled to be free of harassment, intimidation, or bullying. These actions are defined as any written, verbal, or physical act which:

- physically harms a student or damages the student's property, or
- substantially interferes with a student's education, or
- creates an intimidating or threatening educational environment, or
- substantially disrupts the orderly operation of the school.

These actions are considered severe misconduct. False reports or retaliation for harassment, intimidation and bullying are also considered violations of this policy. It is important that students who believe they have been subject to harassment, bullying, or intimidation immediately report it to a staff member.

Students who bully or harass another student will be placed on a contract stating what the misconduct is and the consequences if the bullying continues. Depending on the frequency and severity of the conduct, suspension and referral to law enforcement can be used.

## Cyber Bullying

Bullying that occurs outside of school and or on social media is subject to discipline at school as it impacts a child's safety at school. Threats on the internet will be reported to the police.

## Insubordination

Students are required to follow reasonable directives of school personnel. Failure to comply or willful defiance is considered exceptional misconduct. Insubordination could result in suspension or expulsion for a first offense. This includes refusing to work in class after being directed by a staff member to do so.

## PE UNIFORMS

All students are required to wear uniforms for their physical education class. The prices are as follows:

| | |
|---|---|
| PE Package (2 shirts & 2 shorts) | $27.00 |
| Hoodie | $13.00 |
| Sweat pants | $11.00 |
| Extra pair of shorts | $ 8.00 |
| Extra T-Shirt | $ 6.00 |

Add $3.00 for XXL sizes

Items are available in the office with the exception of the hoodies and sweatpants. These items we order as needed.

Hoodies and sweatpants are available for you to purchase but are not required**. This is the only outfit that can be worn for PE. Failure to wear this uniform will lead to loss of participation points.** Students who are on free or reduced lunch can contact the office to receive a uniform at a reduced price.

## Public Display of Affection

We understand that some of our students will reach the point in their lives that parents allow dating. However, there must be acceptable limits on public display of affection while at school or school events. The only appropriate public display of affection at LCMS is holding hands. Students who continue to publicly display affection will face disciplinary action and parents will be notified.

## Tardies

Tardiness to class is not only disruptive to the educational process, but may also be an indication of a lack of responsibility and self-discipline. Students are expected to report to their assigned class and be at their workstation with all learning materials before the tardy bell rings. Students who are habitually tardy will be subject to disciplinary action of a progressive nature.

Students who arrive late to school must check in with the office prior to going to class.

# DISCIPLINE PROCEDURES

According to state law, students at school are expected to follow rules and regulations, submit to the authority of school personnel, and pursue their required course of studies. Disciplinary action for misconduct has a two-fold purpose. It is intended to both give students an opportunity to learn from their mistakes, and also to protect the educational environment. Attempts will be made to work with students to correct misconduct in the least restrictive manner, but those who engage in severe or chronic misconduct may be subject to suspension or expulsion. Following are examples of violations warranting immediate referral to the principal:

- Abusive language or gestures/Flagrant disrespect
- Fighting
- Violent conduct
- Bullying, intimidation
- Drugs/Tobacco or look-a-likes
- Firearms/Weapons
- Skipping/Truancy
- Assault/Battery/Threat of physical harm or abuse
- Extortion
- Sexual/Malicious harassment
- Vandalism
- Theft
- Disrupting assembly
- Gambling
- Unsafe behavior/Horseplay
- Immoral/Obscene conduct
- Vulgar or profane language
- Discharge of fire extinguisher or alarm
- Trespass upon or refusal to leave school property when asked by school authority

## Progressive Discipline

Progressive discipline refers to a process of determining appropriate disciplinary action based on the seriousness of the misconduct, the number of previous incidents, and the time frame within which the incidents occurred. Listed below are examples of the disciplinary steps most commonly used.

**Progressive steps commonly used by staff:**
Warning; student-teacher conference; student-teacher-principal conference; parent contact or conference; detention; classroom removal; referral to principal.

**Progressive steps used by the principal:**

Warning, detention or service; short-term suspension; long-term suspension; expulsion.

**Exceptional Misconduct (WAC 180-40-260)**

School Board Policy and Procedures 3241P identifies behavior which is considered "exceptional misconduct." This type of violation of school rules is considered to be so severe that immediate imposition of suspension or expulsion is warranted, and the offense will follow a student through each grade level. Exceptional misconduct offenses do not start over year to year, but carry over to each and every year, including the transition from building to building. Following is a list of "exceptional misconduct" violations and the consequence range for each.

- **Possessing and/or using alcohol, illegal chemical substances or look-alike of the above:**
  *First Offense: Automatic 30 day suspension
  *Second Offense: Expulsion
- **Sale or delivery of alcohol or illegal substances**:
  *First Offense: Expulsion

- **Threatening or verbal abuse, fighting or fighting words**:
  *Minimum: Short term suspension
  *Maximum: Long term suspension
- **Setting fire or damaging school property devices**:
  *Minimum: Short term suspension
  *Maximum: Long term suspension, notification to law enforcement
- **Possession and/or using weapons or explosive devices**:
  *Minimum: Expulsion for 1 calendar year, notification to law enforcement
  *Maximum: Indefinite expulsion, notification to law enforcement
- **Possession/using tobacco products**:
  *Minimum: Short term suspension
  *Maximum: Long term suspension
- **Disrupting the educational process**;
  *Minimum: Short term suspension
  *Maximum: Long term suspension
- **Refusing to follow reasonable directives of staff**:
  *Minimum: Short term suspension
  *Maximum: Long term suspension
- **Harassment / Bullying**:
  *Minimum: Short term suspension
  *Maximum: Long term suspension

**Repeated misconduct can go above maximum consequences listed above**.

## STUDENT GRIEVANCE PROCEDURES

What should a student do if they feel a directive or disciplinary action by school personnel is unfair or unwarranted?

1. Comply with the directive. Do not actively or passively contest, challenge, or argue with the staff member. To defy or not comply will result in disciplinary action of a more serious nature. If this be the case, it is necessary to report it. It is not in the best interest of the student to openly defy reasonable directives from staff members or to argue with the staff person, especially in the presence of other students. (If the directive or action would require the student to do something illegal or immoral it must be reported.)
2. Request an appointment with that staff member to discuss the issue. This request should be made respectfully and demonstrate a willingness to work together to resolve the issue. Both student and staff must be willing to acknowledge their responsibility in the issue and also their obligation to see it resolved. This meeting should not take place during class time. The staff member will arrange a time when the two can meet to resolve the issue.
3. If the issue is not resolved by meeting with the staff member, the student may then request a meeting with the principal, realizing that the initial action taken by the principal will most likely be a joint conference with both parties involved. It must be understood that the principal will not be supportive of a grievance made by a student who acted inappropriately with respect to numbers 1 and 2 above.

If necessary, other individuals may be called to participate in the resolution process, e.g., parents, neutral staff members, student representatives. This will only happen if it is deemed essential for reaching agreement. Resolving conflict is directly connected to three of our four Guidelines for Success: be responsible; cooperate with others; treat everyone with respect. Again, both parties have a responsibility to work in good faith toward resolution of the conflict.

## KWRL TRANSPORTATION

**Discipline Procedures**

Pre-ticket misbehavior: When misconduct occurs, the bus driver will make every attempt to change the behavior of the student prior to issuing a referral. Except in the case of serious misconduct, drivers will make every attempt to resolve problems directly with students and their parents. Calling home, assigned seating, and parent-student-driver conferences are interventions that may be used prior to sending a bus referral to the principal. If the misconduct is not corrected, the following progression of disciplinary action will be

imposed, although some infractions may warrant skipping to a more serious consequence.

A. **First Referral:** A meeting is held between the administrator and student; discipline at the discretion of the administrator.
B. **Second Referral within a 60-day school period:** A meeting is held between bus driver, student and administrator. Student will normally receive a one to three day suspension from the bus as determined by the administrator.
C. **Third Referral within a 90-day school period:** Student will receive a three to five-day suspension from the bus as determined by the administrator.
D. **Fourth Referral within a school year:** Student will receive a one to four-week suspension from the bus as determined by the administrator.
E. **Fifth Referral within a school year:** Student will receive a long-term suspension or expulsion from the bus as determined by the administrator.*

* Students who are suspended from a bus are suspended from all busses for the time of the suspension.

**Emergency Suspensions:** There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it places in jeopardy the safety of that student or other students, and does not think that student should be allowed to ride the bus the next morning. In those cases, the driver needs the approval of KWRL Dispatcher/Assistant Director of Transportation. The parent must be contacted. A meeting with the administrator should occur the following day.

**La Center School District #101 School Board Procedures: Student Conduct on Busses**

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 principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. Students shall obey the driver and any aide assigned to the bus by the district.
2. Students shall ride their regularly assigned bus at all times, unless written permission has been granted by school authorities to do so otherwise.
3. No students shall be permitted to leave the bus, except at their regular stop, unless permission has been granted by school authorities.
4. Each student may be assigned a seat in which they will be seated at all times, unless permission has been granted by school authorities.
5. Students shall (1) sit properly in their seat, (2) not throw anything on the bus, (3) keep their hands to themselves, (4) be courteous to other passengers, (5) not talk loud or make other noises.
6. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Eating on the school bus is not permissible without the permission of the driver.
7. No student shall smoke, light matches or lighters, or use any type of flame, sparking or exploding device on the school bus.
8. Students shall not have in their possession any alcoholic beverage, marijuana, narcotics, stimulant drugs, or drug paraphernalia or any other over the counter drug that is used outside of the normal customary guidelines for that drug.
9. Electronic games or trading cards or other collectibles that cause a disruption may be confiscated.
10. Windows shall not be opened without permission of the driver. No student shall extend any body part out of the windows whether the school bus is in motion or standing still. Students must not throw anything out the windows.
11. Students must see that they have nothing in their possession that may cause injury to themselves or another, such as sticks, breakable containers, balloons, straps, or pins extending from their clothing. Also, no animal, reptile, fish or fowl is permitted on the bus, except seeing-eye dogs.
12. All firearms, pellet guns, bb guns, dart guns, or any device that discharges a projectile are not allowed. Likewise, knives, clubs, throwing star,

num-chucks, and any item commonly considered to be a weapon are banned. Even ordinarily approved items, such as textbooks or backpacks, may not be used in a manner that is likely to be injurious or disruptive.

13. Aerosol devices may not be discharged on the bus.
14. Skateboards, folding scooters and bikes are not to be brought on the bus.
15. Bullying or harassment is not allowed and students are subject to additional penalties and provisions of school district policies.
16. School projects that cannot be placed in a backpack or safely secured may not be transported on the bus. Music instruments are allowed but must be placed safely in the same seat compartment as the student owner.
17. All items or behaviors that are banned or not approved at school are also disallowed on the bus.
18. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.
19. Students should not talk to the driver more than is necessary and avoid shouts, screams, whistles, burps and other noises that would distract a driver. Students shall refrain from using vulgar or obscene language.
20. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver while the bus is in motion.
21. Students shall remain seated while the bus is in motion and shall not get on or off until the bus has come to a full stop.
22. Students shall leave the bus in an orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students shall cross the highway only in front of the school bus and never behind it.
23. Students must arrive at the bus stop on time, (5 minutes before bus arrives), and must not stand or play on the roadway while waiting for the bus to arrive.
24. Self-discipline should be exercised by the students at the bus-loading area. Students will refrain from pushing and shoving other passengers, or engaging in other unsafe activities.
25. Students who have to walk some distance along the highway to the bus-loading zone must walk, where practical, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
26. Students are not to run errands between the bus stops and home. (For example, a student running behind a bus to cross a busy street to get mail creates an extremely dangerous situation.)
27. In the event of an actual emergency, students must follow emergency exit procedures as established by emergency exit drills which are discussed and practiced each year.
28. The school district will be reimbursed by parents or the students for damage to school buses resulting from student misconduct.
29. Failure to abide by these rules may result in the loss of bus riding privileges.
30. Parents are reminded that cars and other motor vehicles must stop for school buses loading and unloading children when the bus's stop sign is out and the bus's red lights are flashing. Please help us by reporting violators and by talking to your student about why it is important for all of us to practice safe driving techniques… especially when children are present.