

Welcome to La Center Middle School

2021-2022



2001 NE Lockwood Creek Rd.
La Center, WA 98629
360-263-2136

Staff List

Mr. Rosendranz, Peter	Superintendent	District	Mr. Grotte, Jason	Math	Rm 223
Mrs. Landerholm, Lauri	Principal	Rm 103	Mrs. Hantho, Dana	Cafeteria Cashier	Commons
Mr. Cooke, Matt	7-12 Athletic Director/ Asst.Principal	Rm 104	Ms. Hinterlang, Krystle	Paraeducator	
Mrs. Wilson, Rochelle	Secretary	Rm 101	Mrs. Hollopeter, Kim	Language Arts/ Pop. Lit	Rm 224
Mrs. Cosmi, Sara	Attendance/Athletic Sec.	Rm 101	Mr. Holmes, Seth	Math 7/8	Rm 131
Mrs. Austad, Andrea	Math	Rm 229	Mrs. Holmes, Stephanie	Math/Technology/STEM	Rm 230
Mr. Bentson, Dan	Director of Technology	Elm School	Mrs. Lewis, Vicki	Art	Rm 245
Mrs. Bocchi, Roxanne	Paraeducator		Mr. Manning, Joe	Language Arts/Acad. Prep	Rm 242
Mrs. Brightbill, Tamara	Lang Arts/History 6/PE 6	Rm 127	Ms. Mayfield, Nicole	Custodian	
Mrs. Brothers, Miranda	Science 8	Rm 226	Mrs. McBride, Donna	Language Arts	Rm 125
Mr. Brothers, Todd	History 7	Rm 246	Mr. Millay, DJ	Math	Rm 130
Mrs. Brown, Londa	Custodian		Mrs. Morrison, Joelle	Speech Therapist	Rm 141B
Mr. Cameron, James	Band	Rm 144	Mrs. Munger, Joyce	Paraeducator	
Mrs. Catchpole, Rhonda	Choir/Drama	Rm 146	Ms. Ott, Meredith	Language Arts/ Leadership/Drama	Rm 225
Mrs. Clegg, Sara	Psychologist	Rm 141B	Mr. Pritchett, DeWayne	History 8	Rm 244
Mrs. Cooke, Lynn	Librarian	Rm 201	Mrs. Schneider, Kristy	Sci.8, Electr./Robot./STEM	Rm 126
Mrs. Cripe, Laurie	Science 7	Rm 243	Mr. Thiessen, Daniel	Counselor	Rm 141A
Mr. Ecklund, Jeremy	PE /Health	Rm 154A	Ms. Torres, Bhriana	Paraeducator	
Mrs. Edwards, Brenda	Paraeducator/OT	Rm 123	Mr. Totten, Mark	Science 6	Rm 228
Mrs. Flatt, Melissa	ELL Instructor	Rm 123	Mr. Westerberg, Warren	History/Art	Rm 128
Mrs. Gedenberg, Emily	Paraeducator		Mrs. Whelchel, Shae	Lang Arts 6/Drawing	Rm 124

La Center School District Phone Numbers

Middle School Office.....	(360) 263-2136
Middle School Fax.....	(360) 263-5936
District Office.....	(360) 263-2131
Elementary School Office.....	(360) 263-2134
High School Office.....	(360) 263-1700
KWRL (Bus Transportation).....	(360) 841-2023

La Center Middle School

2001 NE Lockwood Creek Rd • PO Box 1750

La Center, WA 98629

(360) 263-2136 • FAX (360) 263-5936

Principal – Lauri Landerholm

District Mission Statement: The mission of the La Center School District is to create a supportive learning environment that empowers students to reach their fullest potential. We will do this in partnership with families, the community, staff and students to develop confident and self-reliant life-long learners who can thrive in a rapidly changing, more technologically advanced and diverse society.

Office Hours: 7:30 a.m. – 4:00 p.m.

La Center Middle School 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.

BELL SCHEDULE

Normal Bell Schedule

Period	1 st Lunch	2 nd Lunch	Period
1 st Bell	8:20 AM	8:20 AM	1 st Bell
Homeroom	8:25-8:50	8:25-8:50	Homeroom
1	8:55-9:45	8:55-9:45	1
2	9:50-10:40	9:50-10:40	2
3	10:45-11:35	10:45-11:35	3
Lunch	11:35-12:05	11:40-12:30	4a
4b	12:10-1:00	12:30-1:00	Lunch
5	1:05-1:55	1:05-1:55	5
6	2:00-2:55	2:00-2:55	6

Wednesday Bell Schedule

Period	1 st Lunch	2 nd Lunch	Period
1 st Bell	9:20 AM	9:20 AM	1 st Bell
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

Unified Classroom Rules:

Follow Directions. Be ready to work when bell rings.

Bring all required supplies. Respect yourself and others.

Student Honor Code: I have a choice in everything I do, and I have the responsibility for the choices I make.

All students need to bring the following supplies daily:

- School issued Chromebook, fully charged.
- 1 Notebook with 7 dividers
- Paper, pencils, pens, highlighters

Student Supply Lists

Please replenish paper and pencils throughout the school year.

6th Grade Electives and PE:

Choir: 2-pocket (pee-chee type) folder

PE: One (1) Folder, PE Uniform (\$27), PE Lock (\$8)

Band: Sound Innovations, Book II

Exploratory Fee: \$15.00 (pay in office or online) Card or check, no cash

7th & 8th grade Electives:

Band: Sound Innovations, Book III

Band and Choir: black shoes, socks and pants or skirt for performances.

Choir: \$10 Robe cleaning fee

Art Materials Fee: \$15

Electronics/Maker Lab Fee: \$15

Adv. EV3 Robotics Fee: \$15

STEM Code Fee: \$15

Drawing Class Fee: \$15

Painting/mixed media fee: \$15

PE Lock \$8

Drama: One (1) 2-pocket (pee-chee type)

PE: one (1) folder

LCMS Expenses:

6th Grade Cispus Fee \$125

ASB Card \$15

Athletic Fee (per sport) \$30

PE Uniform \$27

Yearbook \$25

PE Lock \$8

Lunch Prices

Grades 6-8 \$3.35

Reduced \$0.40

Milk \$0.40

Breakfast \$1.40

Athletic Admissions

Adults \$3

MS Students \$2

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

2021-2022

La Center School District Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug. 31 - Teacher Workday (New Employees Only)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sep. 1 - Teacher Workday (Spec. Ed. Only)

Sep. 2, 3 - Teacher Workdays

Sep. 6 - Labor Day - No School

Sep. 7 - First Day of School

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 26 27 28 29					30
31						

Oct. 8 - District PD Teacher Workday

Oct. 25-29 - K-8 Early Release

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov. 11 - Veterans Day - No School
Nov. 24-26 - Thanksgiving Break

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec. 20-31 - Winter Break

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan. 17 - MLK Jr. Day - No School

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb. 1 - 90th Day of School
Feb. 2 - Teacher Workday
Feb. 21 - Presidents' Day

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar. 11 - No School*
Mar. 21-25 - K-8 Early Release

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr. 4-8 - Spring Break
Apr. 22 - High School Early Release

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 27 - No School*
May 30 - Memorial Day - No School

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 18 - High School Graduation
June 21 - Last Day of School/K-12 Early Release
June 22 - Teacher Workday

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- First Day of School
- 90th Day of School
- K-8 Early Release
- 9-12 Only Early Release
- Late Student Arrival
- Last Day of School/K-12 Early Release

- No School
- Student Non-Attendance
- High School Graduation
- No School-Incident Weather
- 9-12 Early Release - 11:15 a.m.
- K-8 Early Release - 11:25 a.m.

- School Closure Makeup Days
- 1st Day - Mar. 11*
 - 2nd Day - May 27*
 - 3rd Day - June 22
 - 4th Day - June 23
 - 5th Day - June 24

Adopted by the School Board: January 27, 2021

La Center 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: Dave Holmes, Civil Rights Coordinator, PO Box 1840, La Center, 360-263-2131, Matt Cooke, Title IX Officer, PO Box 1840, La Center, 360-263-1700, Peter Rosenkrantz, Section 504 Coordinator, PO Box 1840, La Center, 360-263-2131

La Center Middle School Student Handbook

One-to-One Chromebook Program

La Center School District #101
2021-2022

To Sign up for a School-Issued Chromebook you will need to contact our Family Technical Support by either emailing family.tech.support@lacenterschools.org or by calling 360-263-2136 x 7070. You will need to give your students name, grade, and a phone number.

What is a Chromebook?

A Chromebook is a portable device that a lot of people would consider to be like a notebook computer. It may seem like a computer, but it isn't. For our purposes, a Chromebook is very much like a notebook computer that can ONLY run Chrome. It can't run Safari. It can't run Word. It can't run Windows. We do not support printing from Chromebooks for students.

Expectations for Students

Students are expected to have their Chromebooks available for use during the course of the year. When we are doing face-to-face instruction, students will have a Chromebook with them at school so they can use it as part of their learning. Students are expected to have their Chromebooks fully charged each day when they come to school.

Safety

The web filter that the district uses will be in effect even when the students are at home. It is really important for parents and guardians to know that, even though there is a web filter in place, that filter is far from perfect. Even with a strong filter, it is not possible to prevent access to all sites that have inappropriate content. It is for this reason that we stress how important it is for everyone to know that...

When students are using a Chromebook, they should be monitored by a responsible adult.

Keeping Things Clean

Chromebooks can get grimy over time. Here are some guidelines for clean Chromebooks:

- Clean your Chromebook keys and screen with a lightly moistened cleaning paper/cloth. If using a disinfecting wipe, the wipe should be only lightly moistened.
- Clean your Chromebook only while it is powered off. Wait until all moisture has evaporated completely before turning it on again.
- You can use a wide variety of cleaning/disinfecting products for electronics. Most cleaning products/wipes will indicate in the label whether it is safe to use on electronics. When there is no information on the label, avoid using any product containing any high concentration of ammonia or other strong solvents/detergents to clean your Chromebook.
- Remember that water and electronics do not mix. So, anything you use should be lightly moistened.
- Do NOT spray your Chromebook directly with any Windex/household cleaner/water.
- Pay particular attention when cleaning the keys. Too much moisture will cause the keys on the keyboard to stop working.
- Do NOT clean inside the ports (USB-C, Power, HDMI) with any moisture as that might cause them to stop working.

Security

The district Chromebooks will allow only a login from an account that is part of Lacenterschools.org. No other logins will be accepted by the device. When checked out to students, the family is responsible for any damage or loss that may occur during this time. If something happens to the Chromebook, please let your teacher know so that we can take appropriate action to continue participating in class activities. If damage or loss is found to be the fault of the student (misuse or neglect), a fine may also be assessed to cover the cost of the repair. We plan to handle such issues just as if it were a textbook or other material(s) that had been issued to students.

Miscellaneous

- The Chromebook is the property of the La Center School District.
- When a Chromebook is brought to school, it should be fully charged.
- There are no viruses in Chrome (and therefore no need for antivirus software).
- A student can log in to their Google Classroom account on a regular home computer too!
- Nobody except the student assigned to the Chromebook should be allowed to use it.
- We have compiled some resources that we hope will be helpful. Those can be found at: <http://rb.gy/izvgjc>
- Keep food and drink away from your Chromebook.
- Chromebooks should not be used or stored near pets.
- Please don't add stickers or otherwise change the outside of your Chromebook
- Heavy objects placed on top of Chromebooks can easily cause damage.
- Never loan or let another student use your Chromebook
- Never carry a Chromebook while the lid is open - it can damage the display.

La Center Middle School

Student Handbook 2021-2022

Student rights, responsibilities, and expectations

STUDENT JOB DESCRIPTION

1. Report to class on time and attend daily.
2. Be prepared for learning by bringing learning materials to class (Examples: Chromebook, paper, pencils, notebook, and textbook.)
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, and 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.

PROMOTION POLICY

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(s), counselor, and/or 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, and outline the responsibilities of the student, their parent(s)/guardian(s), and school personnel. Failure to develop this plan and/or make adequate progress improvement may result in retention. The principal's decision regarding promotion will be final.

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. 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 or leadership class 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 teamwork are key elements of our program.

All athletes shall be required to purchase an ASB card. Athletes shall also pay a \$30 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:

Golf • Wrestling • Cross Country • Basketball • Football •
Track • Girls Volleyball

Athletes must be in attendance at school all day to participate in practice or a game. **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 school messenger 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 one week of the student's return to school (see 3122P) 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.

State law mandates that schools file petitions with courts when a student accumulates seven (7) unexcused absences in 1 month, or ten (10) 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 third, fifth and seventh unexcused absence in a month and after the tenth unexcused absence in a school year.

STATEWIDE DEFINITION OF ABSENCE, EXCUSED AND UNEXCUSED

WAC 392-401-020 Excused Absences. The following are valid excuses for absences from school:

1. Illness, health condition or medical appointment
2. Family emergency
3. Religious or cultural purpose
4. Court or judicial proceeding
5. Post-secondary, technical school or apprenticeship program or scholarship interview
6. State-recognized search and rescue activities
7. Absence directly related to the student's homeless or foster care/dependency status
8. Absence related to deployment activities of a parent or legal guardian
9. Absences due to suspensions or expulsions
10. Absences due to student safety concerns
11. Absences due to a student's migrant status
12. An approved activity that is consistent with district Policy
13. Absences related to student's illness, health condition, or medical appointment due to COVID-19
14. Absences related to caring for a family member who

has an illness, health condition or medical appointment due to COVID-19

15. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19
16. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours
17. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity
18. Other COVID-19 related circumstances as determined between school and parent or emancipated youth

WAC 392-401-030 Unexcused Absences. Any absence from school is unexcused unless it meets one of the criteria provided in WAC 392-401-015: Definition of 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 initialed by teachers and then **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. 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 must report to the office prior to going to class.

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 8:05 am on normal school days and at 9:05 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, working with an individual teacher, or participating in athletics or a school activity. **Loitering in any area of the campus that is unsupervised is not allowed at any time.**

BUS TRANSPORTATION

La Center School District #101 School Board Procedures: Student Conduct on Buses: Please refer to our district website for district policies, section 6605P.

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.

DISTRICT POLICIES

A complete list of district policies and procedures can be found at www.lacenterschools.org. For those without internet access, paper copies may be requested from any school office.

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

School dances will generally be scheduled from 3-5 p.m. To attend a middle school dance, students 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.

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.

ELECTRONIC DEVICES

Personal electronic and listening devices and cell phones, may be used before the 8:20 a.m. bell, during lunch time, and after 2:55 p.m... They must be turned 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 these devices 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. A basket on the teacher's desk is to leave phones with the teacher if a student needs to leave class; (i.e. restroom, etc.).

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: Student calls parent, lunch detention and phone is returned at the end of the day.
- 3rd Offense: Student calls parent, lunch detention, and parent must pick up phone.
- 4th or more: May lead to further detention and be required to leave phone at home.

HOMEROOM

Each day, except on Wednesdays, students will have a homeroom. With their homeroom teacher, students will have an opportunity to check-in, look at grades, complete assignments, play games against other homerooms, and have other meaningful activities. This class will be graded as a "pass" or "no pass" 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 a parent or 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. See policy and procedures 3413/3413P for more information.

INSURANCE

Student insurance is available through the school. Plan 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.

Misuse of school devices will result in: 1. Parent notification; 2. Restricted access; 3. Loss of use, and 4. Disciplinary action, like suspension.

LATE WORK POLICY

Schoolwork is expected to be completed and turned in when due. Teachers differ on whether or not they accept late work from students. Some activities/assignments done in class cannot be made up. Teacher policies differ from class to class so **refer to each class syllabus for more information.** 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.

LOST AND FOUND

The lost and found is located in the hallway next to the Middle School office. Small items and electronic devices and accessories are held in the office behind the counter. Items remaining in lost and found will be donated to charity at the end of every quarter.

MEDICATIONS AT SCHOOL

Prescription and over-the-counter medications that 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.

Each school principal shall authorize two staff members to administer prescribed or non-prescribed oral medication, topical medication, eye drops and ear drops. Oral medications are administered by mouth either by swallowing or inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. These designated staff members will participate in an in-service training session conducted by a physician or registered nurse prior to the opening of the school each year.

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 is recommended to 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 3416-3416P.

REPORT CARDS

Student report cards will not be mailed home in the Middle School. Students will generally earn a letter grade from "A" to "F", although a pass/no pass grade is used for homeroom. Parents and students are encouraged to view Skyward for the most up-to-date grades and can print out their end of semester/year grades as desired. Parents can access grades and attendance through the web-based Skyward system at www.lacenterschools.org. Contact the middle school office if you do not have your Skyward password.

End of 1st Semester – February 1st
 2nd semester begins February 3rd and ends June 20th

Hard copy progress reports are available throughout the year for those who do not have internet access. Please contact the middle school office at (360) 263-2136 to request these reports.

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	<u>16.4 grade point</u>
English	B	3.0	6 classes
Science	B	3.0	↓
Art	A-	3.7	2.74 GPA
Health	C-	1.7	
Total grade points		16.4	

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 web-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. Juice or sport drinks are allowed in the cafeteria only. No caffeinated drinks, including coffee, hot chocolate, tea or soda pop are allowed on campus. Energy drinks are not allowed.

Healthy snacks can be consumed between classes or within a classroom with teacher permission. **Nuts are not allowed in any classrooms.**

STUDENT GOVERNMENT

Each student is 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. They will also 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 the topics covered during Student Council meetings for discussion.

3. Homeroom and Club Representatives are elected each year.

SUPERVISED STUDY HALL

Supervised study hall is available to all students who must be signed in by 3:05. The following hours are when study hall is available.

Monday – Thursday, 3-4PM

A math tutor will be available every Wednesday and Thursday in study hall from 3-4 p.m.

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. To fulfill requirements of academic probation.

Student responsibilities:

1. For supervised study hall, students should report to the supervising teacher by 3:05 p.m. They should use the restroom before reporting.
2. All students will sign in with the attending study hall teacher.
3. If a student is working in a different teacher's classroom, a signed slip must be given to the study hall supervisor when signing in.
4. Students coming solely to take quizzes or tests, or attending of their own choice, may leave as soon as they are finished and sign out of study hall.
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.
8. Bus services are available after study hall for students who have turned in Late Bus permission slips signed by a parent/guardian and who have signed into study hall no later than 3:05 p.m.

TEXTBOOKS AND LIBRARY BOOKS

Classroom textbooks and library books are the sole 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.

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

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.

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.

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 and will be subject to discipline.

Teachers will determine whether or not gum chewing will be permitted in their classrooms. Gum will not be allowed in science labs when 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 plagiarism 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.

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.

Clothing which is excessively revealing is not appropriate for school. Any attire that exposes a student's midriff or cleavage at any time, is not permitted. Tops with straps narrower than two (2") inches 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 of leggings being worn. For safety and health reasons, students must wear appropriate footwear at all times while at school. **Slippers are not appropriate footwear at school.** Any clothing, makeup or accessory which detracts from instruction is not appropriate.

This is not an inclusive list. We request our parents and students to use their best judgement and if questions arise, please ask our staff. The principal or her designee will have the final decisions.

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 any time one (1) week prior to a field trip may be excluded. Refunds will not be made for students excluded for disciplinary reasons.

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 assignments, they will be able to report the outstanding experience they had working with our students. Any student removed from class by a guest teacher may receive a double detention. Continuous poor behavior with guest teachers can result in suspension.

Harassment/Bullying

In accordance with La Center School District Board Policy 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, or 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. Any student or community member may report incidents verbally or in writing to any staff member. Written forms are found on the district website or are available in the office or from the counselor. All complaints will be thoroughly investigated following procedure 3207P.

Students who bully or harass another student will have disciplinary consequences. Depending on the frequency and severity of the conduct, suspension and referral to law enforcement may be the result.

Outside of School

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

Hate Speech

LCMS does not allow the use of words or images to harass individuals or groups based on gender, gender expression, race, ethnicity, religion, sexual orientation, or any other aspect of identity. Individuals determined to have participated in such harassment may be subject to consequences outlined in the [Harassment/Bullying](#) section.

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
Hoodie (optional)	\$13

Sweat pants (optional)	\$11
Extra pair of shorts (optional)	\$ 8
Extra T-Shirt (optional)	\$ 6
Add \$3 for XXL sizes	

PE lock is a required purchase \$8
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 Displays 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 displays 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.

RESTORATIVE/DISCIPLINE PROCEDURES

Any time a disruption occurs that can lead to discipline, staff will make an effort to discuss the incident with the student, asking him/her these restorative practice questions in an attempt to restore the relationship and return the student to class:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- What do you think you need to do to make things right?

The comprehensive La Center School District discipline policy and procedure (3214/3241P) can be found online, at any school, or the district office. Below is a summary of the policy to provide students and parents with basic knowledge of the district discipline procedures.

School personnel must make every reasonable attempt to involve parents and students to resolve behavioral violations. Unless a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

However, there are circumstances when it may be determined that in-school or short-term suspensions is appropriate. In accordance with the other parameters of 3241P, these circumstances may include the following types of student behaviors:

- Being intoxicated or under the influence of a controlled substance, alcohol, or marijuana at school or while present at school activities.
- Bomb scares or false fire alarms that cause a disruption to the school program.
- Cheating or disclosure of exams.
- Commission of any crime on school grounds or during school activities.
- Dress code violations that the student refuses to correct.
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged, 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.
- Gang-related activity.
- Harassment/ Intimidation/ Bullying
- Intentional deprivation of student and staff use of school facilities.
- Intentional endangerment to self, other students, or staff, including endangering on a school bus.
- Intentional injury to another.
- Intentionally defacing or destroying the property of another.
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through.

- Possession, use, sale, or delivery of illegal or controlled chemical substances.
- Preventing students from attending class or school activities.
- Refusal to cease prohibited behavior.
- Refusal to leave an area when repeatedly instructed to do so by school personnel.
- Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation.
- Substantially and intentionally interfering with any class or activity.
- Threats of violence to other students or staff.
- Use or possession of weapons.

There are also circumstances, in accordance with the other parameters of 3241P, where long-term suspension or expulsion is appropriate. These include:

- Having a firearm on school property or school transportation.
- Any of the following offenses listed in RCW 13.04.155 including:
 - Any violent offense as defined in RCW 9.94A.030 including,
 - Any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony
 - Manslaughter
 - Indecent liberties committed by forcible compulsion
 - Kidnapping
 - Arson
 - Assault in the second degree
 - Robbery
 - Drive-by shooting
 - Vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner
- Any sex offense as defined in RCW 9.94A.030
- Inhaling toxic fumes in violating of chapter 9.47A RCW
- Any controlled substance violation of chapter 69.50 RCW
- Any liquor violation of RCW 66.44.270
- Any weapons violation of RCW 9.41.RCW
- Any violation of chapter 9A.36 RCW including assault, malicious harassment, promoting a suicide attempt, coercion, reckless endangerment, and failing to summon assistance

for an injured victim of a crime in need of assistance.

- Any violation of chapter 9A.40.RCW, including kidnapping, unlawful imprisonment, custodial interference, luring and human trafficking
- Any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation
- Any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti
- Two or more violations of the following within a three-year period:
 - criminal gang intimidation
 - gang activity on school grounds
 - willfully disobeying school administrative personnel
 - defacing or injuring school property
- Any student behavior that adversely affects the health or safety of other students or educational staff.

STUDENT GRIEVANCE PROCEDURES

Any parent/guardian or student who is aggrieved by the imposition of other forms of discipline and/or classroom exclusion has the right to an informal conference with the principal for resolving the grievance. If the grievance pertains to the action of an employee, the district will notify that employee of the grievance as soon as reasonably possible.

At such conference, the student and parent will have the opportunity to voice issues and concerns related to the grievance and ask questions of staff members involved in the grievance matter. Staff members will have opportunity to respond to the issues and questions related to the grievance matter. Additionally, the principal will have opportunity to address issues and questions raised and to ask questions of the parent, student, and staff members.

If after exhausting this remedy the grievance is not yet resolved, the parent and student will have the right, upon two (2) school business days prior to notice, to present a written and/or oral grievance to the Superintendent or designee. The Superintendent or designee will provide the parent and student with a written copy of its response to the grievance within ten (10) school business days. Use of the grievance process will not impede or postpone the disciplinary action.

Discipline that may be grieved includes other forms of discipline, including after-school detention; classroom expulsion; removal or suspension from athletic activity or

participation; and removal or suspension from school-provided transportation.

Refer to policy 3241 and procedure 3241P for detailed discipline and appeal procedures.

CHARACTERSTRONG

Our school uses a character education program called Characterstrong. Characterstrong's goal is to teach students the importance of strengthening one's own character in order to improve relationships, increase academic achievement, and improve the climate and culture of their schools. Research has shown over and over again that by teaching character, not only will students improve academically, but they will also possess traits that will help them succeed post high-school, in the workplace, and more importantly, in relationships that are important to them.

Characterstrong focuses on intentionally teaching eight character traits and goes in-depth into what these traits look like and then follows up with practical ways to improve them in their own lives and with those around them. Characterstrong gives practical tools on how to build a positive climate that both students and staff desire to be a part of. The small acts of compassion and kindness permeate the school each day because students understand the value of relationships and developing their character.

CharacterStrong and SEL Connections

CharacterStrong's curriculum braids the core components of Social Emotional Learning (SEL) into both the advisory curriculum we use for Homeroom and the leadership curriculum. The five components below are the components of Social Emotional Learning which CharacterStrong implements.

1. Self-Awareness — The ability to accurately recognize one's own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one's strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset."
2. Self-Management — The ability to successfully regulate one's emotions, thoughts, and behaviors in different situations — effectively managing stress, controlling impulses, and motivating oneself.
3. Social-Awareness — The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and

ethical norms for behavior and to recognize family, school, and community resources and supports.

4. **Relationship Skills** — The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed.
5. **Responsible Decision-Making** — The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms. The realistic evaluation of consequences of various actions, and a consideration of the well-being oneself and others.

SCHOOL RULES

(Olweus Bullying Prevention Program)

LCMS follows the Olweus Bullying Prevention Program (OBPP). Statistically, middle school is a time that bullying reports rise so we believe our efforts will make a positive difference for every student. OBPP is the most researched and best known bullying prevention program being used in schools worldwide. With more than 35 years of research and implementation all over the world, OBPP is a whole-school program that has been proven to prevent or reduce bullying throughout a school setting.

OBPP is implemented at the schoolwide, classroom, individual, and community levels and encourages involvement from all students, educators, staff, counselors, and parents. It is designed to create positive changes in students' behavior and in the school climate so students feel safe, are ready to learn, and can achieve academic success. The OBPP goals are to reduce existing bullying problems among students, prevent the development of new bullying problems, and achieve better peer relations at school.

La Center Middle School has established four anti-bullying rules:

1. **We will not bully others.**
2. **We will try to help students who are bullied.**
3. **We will try to include students who are left out.**
4. **If we know that somebody is being bullied, we will tell an adult at school and an adult at home.**

These rules are posted in every class and throughout the school for all to see. Students will have class meetings regularly within their homeroom settings to discuss and

learn more about these rules. Our homeroom classes already focus on preventative strategies, such as helping students feel they belong, having at least one positive and caring adult with them all year, and to have fun and contribute to a positive climate and culture at school. The OBPP will help solidify these efforts. As we all learn more about bullying prevention and helpful efforts this year we hope your child will share with you at home what they are learning.

Withdrawal

If withdrawing your student(s) from La Center Middle School please contact the office for a Withdrawal Form and Food Balance Form. You will need to return any library books, Chromebook, and other borrowed materials prior to your student's last day of attendance.

If your student is transferring to a homeschool (not LCHSA) an Intent to Homeschool form must be filed with the District Office.

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 be shared via the school messenger system and 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 2021-2022
Acknowledgement of Student Rights, Responsibilities and Expectations**

All students who attend La Center School District schools shall comply with the written policies, rules, and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- * Attending all classes, daily and on time;
- * Being prepared for each class with materials and assignments;
- * Exhibiting respect toward others;
- * Following all school rules, including safety rules;
- * Treating guests at LCMS with courtesy and respect
- * Submitting to the authority of staff and any discipline imposed.

The way I dress reflects my attitude about school and myself: I realize a neat, clean appearance is primary and the dress code helps me create a sense of self-respect and contributes to the educational environment. I will abide by our school dress policy.

I understand that personal electronic devices, including cell phones are to be turned off, or on silent, and put away during school hours. However, use at lunch time is permitted. Classroom use by teacher permission is a privilege, not a right, which requires me to be responsible. **All school electronic devices, including Chromebooks, will only be used for educational purposes.**

I realize it is my obligation to create a tone of decency and respect within our community. Therefore, I will not harm or judge anyone else because of his/her race, color, age, sex, religion, politics, sexual orientation, marital status, or national origin.

I understand that specified misconduct behaviors are considered to be so severe that immediate imposition of suspension or expulsion is warranted. The list of specified misconduct violations can be found in its entirety in Policy 3241/3241P for the La Center School District.

My printed name and signature establish that this student handbook has been presented to me and that I understand the responsibilities, the obligations and the expectations as a student at La Center Middle School. I am aware that the full policy and procedures are available at www.lacenterschools.org

Please sign and give this form to your teacher or administrator.

Student Name (Print) _____

Date _____ Student Signature _____

Internet and Electronic Device
User Expectations

These expectations must be followed for any and all internet activity on school devices or while using school accounts. **Not following any portion of these expectations will result in consequences, including the loss of privilege to utilize school devices or accounts, and possible discipline, including suspension.**

- Uses
 - Only visit school-approved websites and resources (including approved educational games).
 - Chat features can be used only with teacher approval on group assignments.
 - Music and headphones in class can be used only with teacher approval.

- Respecting Others
 - Students will practice good online manners at all times by not posting anything rude, offensive or threatening, not spamming others, not bullying, and not using inappropriate language.
 - Students will not send or forward images, videos, screenshots, or information that might bully, embarrass, hurt or harass someone or damage his or her reputation.
 - Students will not take photos or videos of people without their permission, including peers, staff members and guests.
 - Whenever students use, reference, or share someone else's creative work online, he/she will give proper credit to the author or artist.

- Protecting Yourself
 - Students will not share passwords with anyone except parents or guardians.
 - Students agree to not post information and images that could put them at risk, embarrass them, or damage their future such as phone numbers, home address, inappropriate messages, pictures or videos.
 - If someone or something makes a student feel uncomfortable or if someone is rude or offensive, he/she will not respond, will save the evidence, and will tell a trusted adult.
 - Students will never agree to get together with someone they meet online without first checking with parents or guardians.

- Personal Telecommunication Devices (LCSD Policy 3245)
 - While on school property or while attending school-sponsored or school-related activities, students may possess and use personal telecommunication devices provided that such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.

My printed name and signature establish that the Internet and user expectations have been presented to me and I understand the responsibilities and expectations as a student at La Center Middle School. Please sign and give this form to your teacher or administrator.

Student Name (print) _____

Date _____ Student Signature _____

NONDISCRIMINATION AND SEXUAL HARASSMENT

DISCRIMINATION

La Center 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:

Peter Rosenkranz, Civil Rights Coordinator, 725 Highland Road, La Center, 360-263-2131

Matt Cooke, Title IX Officer, PO Box 1750, La Center, 360-263-2136

Carrie Lindsey, Section 504 Coordinator, PO Box 1840, La Center, 360-263-2131

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: www.lacenterschools.org, policy 3210 and procedure 3210P.

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, emails, 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 on our website: www.lacenterschools.org, students - policy 3205 and procedure 3205P and staff - policy 5011 and procedure 5011P.

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 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 a 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 receive 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 the 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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, 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 | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov