

Sager Raider Student Handbook

2018 – 2019

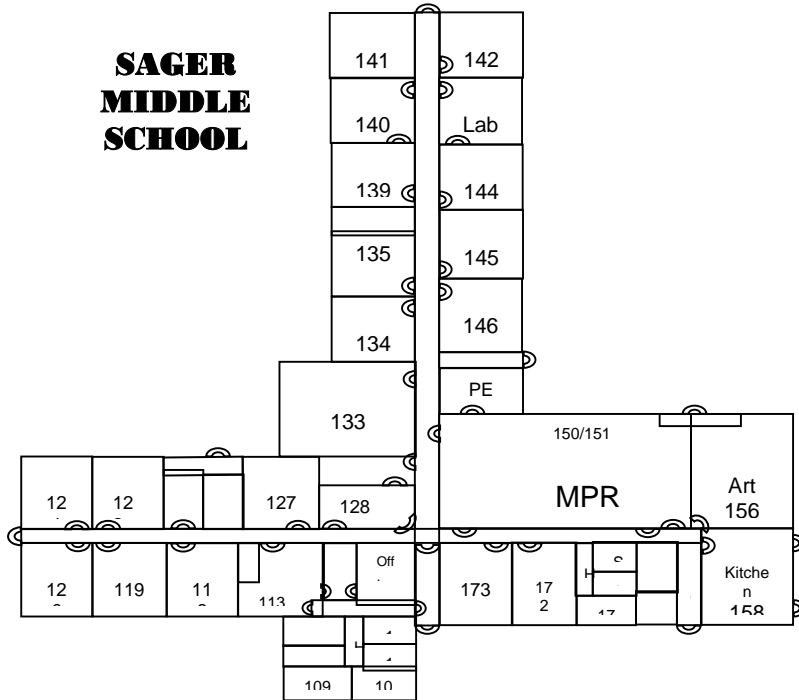
“Expect Much – Achieve for a Lifetime”



At Sager Middle School We
Show Respect, Make Good Choices, Solve Problems

JOHN SAGER MIDDLE SCHOOL
1755 South College Avenue,
College Place, WA 99324
(509) 525-5300

SAGER MIDDLE SCHOOL



Communication

John Sager Middle School Office:

Principal:

Head Secretary:

(509) 525-5300

Scott Kasenga

Cindy Fish

DISTRICT INFORMATION AND POLICIES

Rights and Responsibilities (Policy 3200): All students who attend the district's schools will comply with the written policies, rules and regulations of the schools, will 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. See Policies 3240 and 3241.

Enrollment (Policy 3120): A district may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements.

Age of Attendance (Policy 3110): Children entering kindergarten must have reached their fifth birth date before August 31. If they are entering the first grade for their first year of schooling, they must be six years old before August 31.

Student Registration: Before the beginning of each new school year, College Place School District requires the completion of On-line Registration for each student returning to College Place Public Schools. Parents or Guardians must complete the on-line registration process before each student is considered **enrolled** for the current year and is assigned a teacher or schedule. . Please watch for the registration fair -in August of each year. The Fair is open to all grade levels and will assist new parents registering their students for the first time and, returning parents so they may get a jump start on their back-to-school responsibilities.

Language Access (Policy 4218): The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and parents with limited English proficiency (LEP) free of charge. To that end, the Board of Directors requires the District to implement and maintain a language access plan tailored to the District's current LEP parent population. The District will seek to accurately identify LEP parents and where reasonably possible provide them information in a language they can understand. The District will take reasonable steps to provide LEP parents competent oral interpretation of materials or information significant to their student's education

Student Records (Policy 3231): The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students will be treated in a confidential and professional manner. Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible.

Public Disclosure of Public Records (Policy 4040)

To request records contact:

Julie James, Director of Business and Finance.

1755 S College Ave

College Place, WA 99324

Homeless Students (Policy 3115): To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate public education (including public preschool education) provided to other students. Special attention will be given to the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status

Students in Out of Home Care (Policy 3116)

The board recognizes that students in out-of-home or foster care, experience mobility in and out of these care systems and from one home placement to another that disrupts their education, thereby creating barriers to academic success and on-time graduation. Through collaboration with state, local, and/or tribal child welfare agencies, the district will strive to minimize or eliminate educational barriers for students in out-of-home care, particularly with regard to enrollment, transfer of student records, and transportation to their school of origin.

Nondiscrimination, Harassment, Intimidation and Bullying (Policies 3210, 3205 and 3207): The district is committed to provide equal educational opportunity and treatment for all students in all aspects of the academic and activity programs; Free of discrimination, harassment, sexual harassment, intimidation and bullying. Please see the District website, www.cpps.org, for more information about Board Policy 3210, 3210P, 3205, 3205P 3207 and 3207P.

Dress Code (Policy 3224) **Clothing should not be a distraction. Students should come to school well-groomed and appropriately dressed. Students will be sent to the office for dress code issues.

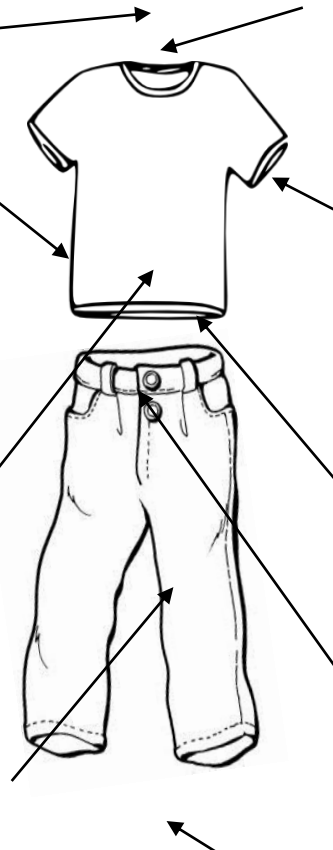
1. Student clothing must not advertise or relate to gangs (gang related clothing and jewelry), alcohol, tobacco, drugs, profanity, or sex.
2. Sunglasses, hats and hoods are for wearing outside of the building.
3. Pants must stay up without having to be held and not be excessively long.
4. Shirts must be long enough to tuck in (undergarments and midriffs must be covered).
5. Necklines should be modest with no exposed cleavage.
6. Belts should be in the belt loops with no hanging straps.
7. Chains are not allowed.
8. Even when hot, mesh fabric, thin straps, halter-tops or crop tops are inappropriate school attire. Straps must be a minimum of two (2) inches in width.
9. Shorts and skirts must be at least as long as one's arms to fingertips when standing.
10. No pajamas.
11. Clothes can be neither too loose nor too tight.
12. Shoes must be worn at all times.
13. Students dressed inappropriately will be sent to the office to locate appropriate clothing or allowed to call home for replacement attire.

Hats/Hoods: Off when inside the buildings
Sunglasses: Off when inside.
No bandanas are permitted.

Clothing:
Clothing that is too tight or too loose is not allowed.
Exposure of undergarments is not permitted.
No excessive torn or ripped clothing or holes that reveal

Advertisements/Art: No gang, alcohol, tobacco, drugs, profanity, tasteless, or sexually suggestive graphics allowed.

Pants: Worn at the waist.
No sagging or bagging. No pajamas. No excessive length
Shorts and Skirts: Nothing shorter than fingertip length.



Shirt Necklines: Shirt necklines must be modest. No low cut necklines that inappropriately expose the cleavage.

Shirts: Shirts must have sleeves. No thin straps, halter tops, or crop tops. Sleeveless shirts are allowed. Tank top strap width must be 3 fingers wide. Mesh fabric is not permitted.

Shirt Length: Shirts must be "tuckable" length and reach the top of pants. Midriff must not be seen.

Belts: Belts must be worn in loops. No hanging straps.

Chains: Chains or hanging web belts are not allowed.

Shoes: Shoes must be worn at all times

**Subject to the Principal's discretion.

Professional Staff and Student Boundaries (Policy 5253): The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

Custody/Protection Orders (Policy 3126): The school board presumes that the person who enrolls a student in school is the residential parent of the student. Further, the Board presumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. In cases involving court-ordered custody or restrictions to access to children, it is the responsibility of the parent/guardian to provide the school office with legal paperwork showing the current restrictions.

Excused Absences (Policy 3122)

The following absences (with a signed note of explanation) will be considered excused at College Place Public Schools:

- Absences due to illness or a health condition
- Absences due to school-approved activity
- Absences due to family emergencies
- Absences due to discipline or suspension
- Absences excused by the principal on prior approval

Prearranged Absences

Before planning an extended absence (three days or more) of a student, parents should consider the following:

- The student should pick up the Pre-Arranged Absence Form from the Attendance Office one to two weeks prior to the absence.
- The parent/guardian should fill out the form and sign it.
- The student should take the form to all of his/her teachers and notify them that assignments are needed.
- The student and teachers can work out a time when it is convenient for assignments to be picked up.
- The student needs to hand in the completed form to the Attendance Office before he/she leaves school for the prearranged absence

Removal of Student During School Hours (Policy 3124): Students must be signed out of school at the front desk and will be called down to the office by the office staff. A student will be released to the residential parent or the nonresidential parent, unless the residential parent provides the school with a certified copy of a court order restricting and/or prohibiting the student's contact with the nonresidential parent. When in doubt as to who has custodial rights, the school district will rely on enrollment records. Parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information regarding custodial rights.

Safe and Orderly Learning Environment (Policy 4200): All visitors are required to check into the office upon entering a school building. All entrances must be posted. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office. A visitor's badge should be worn conspicuously. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff about what to do if a non-custodial parent shows up demanding to meet with the teacher of his/her child; visit with his/her child; or remove his/her child from the school premises. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Tobacco, Alcohol, Drugs (Policies 5201 and 4215): College Place Schools are considered to be Drug Free. Students may not use, possess, or sell tobacco, alcohol, or drugs of any kind on or near the school grounds. This includes coming to or going home from school, as well as while participating in any school activity. In addition, these products may not be found in a student's possession. For substance abuse violations, parents and law enforcement will be notified. If the student's illegal use of addictive substances is confirmed, the school administration may request the assistance of a law enforcement official in investigating the source of the addictive substance. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action.

Weapons on School Premises (Policy 4210): It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school property, school transportation, or other facilities being used exclusively for school activities. Please see the full board policy on the district website for more detailed information and/or exemptions to this policy

Surveillance Cameras: Surveillance cameras are located throughout all College Place school campuses. Locations include, but are not limited to: each entry way, hallways, common spaces, parking lots, and athletic fields.

Visitors: Parents and other adults are always welcome to visit the school. All visitors must report to the office upon arriving at the school grounds to obtain a visitor's badge. Classroom visits need to be prearranged. Only current College Place School District students, College Place School District staff, and approved visitors are allowed on school grounds during school time. Student guests are not allowed.

Volunteers: College Place School District is always in need of parent volunteers who wish to give of their time on an hourly, weekly, or occasional basis. Help is needed in the classrooms, the offices, the health room, as chaperones, and for special projects. If you would like to be involved at any level, please contact the school administrators. Volunteers will be required to provide personal information for a background check.

Student Accident Insurance: For a fee, parents/guardians may obtain insurance, which will not only insure children while they are participating in school activities, but will also "cover" children while they are going directly to and from school. Information will be sent home regarding insurance during the first few weeks of school.

SAGER EXPECTATIONS

Beginning the School Day: The commons will be open for students at 7:30 am for students to eat breakfast. Prior to the building being open students will have to wait outside in front of the building. You may enjoy your morning time with friends in the commons area, outside on the north side of the campus. **Sager is a closed campus, once a student arrives on campus that student must remain on the school grounds during the school day.** If a student leaves without permission, it is considered skipping and will be treated as such. After 7:40, students are allowed to move to the Sager Multi-Purpose Room or Raider Time. The north hallway is off limits until the passing bell.

Be Prepared and On Time: Students must bring books, paper, writing tools, a 3-ring binder, completed homework, and any other materials required by teachers to every class. Students must be in class prior to the bell. Failure to have classroom materials, or arriving after the bell, may result in an office referral.

Conferences: Parent-Teacher-Student conferences are held twice a year; once in the fall and once in the spring. We urge parents/guardians to come and meet students' teachers.

Graduation Requirements: Please see the district website, www.cpps.org, College Place High School page, for more information.

Grade Reports: Students and parent/guardians will receive formal grade reports at the end of the three grading periods. Progress reports will be given to students and parent/guardians through each grading period. These reports are available on-line, as are class assignments. It is important that parents/guardians contact teachers with any questions they might have about student classroom performance. If a student's lack of attendance has resulted in limited grading opportunities, a pass/fail grade may be assigned. Enrichment classes may be graded pass/fail.

Course and Grading Consistency - Teachers measure student attainment of standards and assign grades based on consistent grading procedures that have been established within content areas.

- **Academic dishonesty** - Academic dishonesty is a behavior issue. The academic consequence for cheating and plagiarizing will be that the student will not receive a score for the assignment until the student demonstrates academic understanding. The student will be provided with an opportunity to demonstrate understanding. *Parent notification and consequences will be in line with school discipline policy.*
- **No extra credit or bonus points** - Teachers will not use 'extra credit' or 'bonus points' in determining student grades. Students will be allowed to redo or retake assignments/assessments to show standard. *Students will be encouraged to provide additional evidence of higher levels of achievement. Alternative assignments / assessments may be given to determine if a student is meeting standards.*
- **Attendance** - Attendance is a behavior issue and will not be used as a penalty in determining student grades. *Students will be given the opportunity to makeup-missed assignments/assessments. Alternative assignments / assessments may be given to determine if a student is meeting standards. Performance-based courses may have participation requirements.*

- **No group scores will be used in determining individual student grades** - Teachers determine grades based on individual student achievement of standards – as a result, grades will not reflect group scores. *Cooperative/group projects: Learn together – assess individually.*

Homework: Teachers may assign homework to supplement class assignments. Students who do not complete daily assignments in class should plan to complete the assignments at home in preparation for the next school day. Students who fall behind on homework can be assign to the after school program to get caught up.

Sager Attendance Policy

It is essential to attend school regularly and to be on time to every class. **The only time a student may be out of class during the school day is with teacher's permission.** When it is necessary for a student to miss school for a legitimate reason, he/she must be excused by a written note or phone call from a parent or guardian. Upon return to school, a student **must obtain an admit slip from the office prior to returning to class.** All absences will be considered unexcused until a note that constitutes an excused absence is received in the school offices. If a student is too frequently absent from school, other steps will be set in motion.

Tardiness: Students are expected to be in class on time. If a student's tardiness becomes frequent or disruptive, he/she may be referred to the principal or counselor. The following tardy excuses are allowed (with a signed note of explanation) and considered excused:

- Tardy due to health condition
- Tardy due to medical, vision, or dental appointment (must have Doctor note)
- Tardy due to family emergency
- Tardy with prior approval from principal

Truancy: The state truancy law requires school districts to take specific action. It also clearly states that the school district shall a file petition with the juvenile court naming the student and/or the parent not later than after the seventh unexcused absence in a month or the tenth unexcused absence in a year, alleging a violation of 28A.225.010 RCW.

Please refer to Board Policy 3122 & 3122P for more information regarding unexcused absences.

Withdrawals: A parent or guardian wishing to withdraw a student should notify the school by phone or in writing at his/her earliest possible convenience. All books and school materials must be turned in, and the student must clear up any fines or other obligations he/she has incurred before he/she is allowed to check out. Records will not be forwarded until a request is received from the new school in which the student is enrolling.

Promotion/Retention (Policy 2421 and 2421P): College Place School District established a Student Retention and Acceleration Policy and Procedure P. The Policy and Procedure in part, infuse more parent participation and responsibility with school staff in the process to determine student eligibility for retention or acceleration.

Closed Campus (Policy 3242): Students K-10 shall remain on school grounds from time of arrival until close of school unless officially excused. If a student leaves without securing permission, it is considered skipping and will be treated as such.

Fines (Policy 3520): If all fines are not paid, special privileges (such as detention free activities, honor roll trips) will be lost. Students should check library, music, office, and lunchroom charges to make sure they owe no money. Check our website, www.cpps.org, to pay fines online through InTouch.

Classroom Management (Policy 3241): Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.

Parking: Each school building has parking lots available for staff, visitor, student pickup/drop-off, and at the high school, student parking. These areas should be used by the people they were intended for. Check with the school office if you are not sure what parking area is available to you.

Student Drop-off/Pickup

Drop off/Pickup Procedures: Safety over convenience.

1. Please use the student drop-off zones provided in the front of each school building.
2. Please pull all the way forward which allows other cars to move off the street and into the school driveway. .
3. Children should exit vehicles from the right side of the car and as quickly as safety permits.

Pickup before End of School Day: Report to the school secretary upon entering the building to ask that your child be called to the office for early departure. Please do not approach the teacher in the classroom for early release. All releases must go through the office. Students will only be released to parent/guardians. Prior written authorization from the residential parent is required before releasing a student into someone else's custody, unless an emergency justifies a waiver. (Board Policy 3124P).

Pickup after End of School Day: Students must be picked up from the student-loading zone of their school building—not from the bus zone areas. When picking up students at the end of the day, please be patient as the line of cars moves forward to safely load students in individual vehicles. All students must remain on the sidewalk until their parent/guardian's vehicle is stopped next to the student loading zone curb. This process will prevent possible accidents.

Physical Education: All students need to have appropriate soft sole, non-scuffing shoes for PE. 7th & 8th grade students change into clothing that isn't the same as they wore to school. Appropriate PE clothing might be a pair of shorts, T-shirt, athletic shoes, sweat pants, sweat shirt, and some students even bring clean undergarments. We encourage students to have deodorant/antiperspirant in their locker. **All PE clothing is subject to the school dress code.** Students will receive a school issued Master lock and a locker to safely store their PE clothes. Failure to dress down for PE will result in progressive discipline action.

School Closures/Emergency Preparedness: The District's emergency procedures were created to protect both students and staff in the event of natural disasters or any other unforeseen emergency. Changes in bus schedules, school closures, or early dismissals due to inclement weather will be broadcast to all families in the district using our School Messenger phone and email system. Emergency messages will also be posted to our district website, www.cpps.org. Local radio & TV stations also announce school closures, delays or emergencies.

Cell Phone/Telephone (Board Policy 3245): Students should only use the office telephone. Telephones in classrooms are OFF LIMITS to students. The office telephone is available before and after school, and during school with teacher permission. Parents or guardians will clear after-school activities before school. Personal cell phones may not be used for phone calls or text messaging during school hours unless approved by a staff member. Cell phones are turned off and put away with the exception of lunch time and where cell phone may be used in the commons area or outside in accordance with the electronic us policy.

- 1st Offense: Staff will take the phone to be stored in the office until the end of the school day.
- 2nd Offense: Staff will take the phone to be stored in the office until a parent/guardian comes to retrieve the phone.
- 3rd Offense: Staff will take the phone to be stored in the office until a parent/guardian comes to retrieve the phone. Student will not be allowed to bring phone to school for the remainder of the trimester.

Electronics at School (Board Policy 2022): Electronic devices can be a distraction to the learning environment and are easily misplaced or stolen. If you do choose to bring an electronic device, College Place School District will not accept responsibility for the disappearance of or damage to the item; nor are we responsible for finding the item for you. If the use of an electronic device during school hours adversely affects the learning environment, the item will be given to the office and can be claimed at the end of the day by the student or parent, depending on the circumstances. Students who use the video or audio recording capability on their cell phones or any other such capable device for inappropriate purposes, including but not limited to, the recording of fights, stunts, sexual acts, and/or any other activities that are deemed outside of the realm of the educational process, either during or after school, will be subject to disciplinary action. Remember, your internet use is available for our IT department to monitor.

Graffiti: Graffiti is illegal and considered vandalism! Walls, bathroom stalls, desks, etc. are not places to practice writing. Vandalism is illegal and destructive; offenders may be subject to criminal prosecution.

Gum, Candy, Drinks: Having candy, drinks, or snacks in school is a privilege. If you abuse the privilege by leaving

wrappers or bottles anywhere but in the garbage, the privilege may be removed. You may bring an empty water bottle to fill with water at school. Other beverages may be allowed if determined appropriate by the supervising staff member. GUM IS NOT ALLOWED ANYWHERE ON CAMPUS.

Lost And Found: Each school building has a lost and found area. Students are responsible to check for misplaced belongings. Any items not claimed will be donated to a worthy organization in a timely manner: monthly, quarterly, etc.

Meal Program: The schools serve breakfast and lunch daily. Seating is provided in the cafeteria for students who prefer to bring sack lunches from home.

All parents/guardians are asked to complete a meal application. Maximum participation in application completion from parents/guardians is critical to program funding. Parents/Guardians whose student(s) have charges from past years will still be required to pay those charges. Parents will be notified by phone and text of any outstanding current or past fees.

Student Personal Property (Board Policy 3230): Students will leave valuables and money at home. In case of an emergency, they can be left in the office for safekeeping. Students are also financially responsible for lost or damaged school property, including library and textbooks. Each school reserves the right to search backpacks or other personal property if there is reasonable belief that stolen property, weapons, or drugs/alcohol are concealed within that property.

Wheels on Campus: Wheels are not allowed on any school campus. Skateboards and roller blades (skates) that are used for transportation to and from school will need to be stored in the designated area during the entire school day. Bikes will need to be walked while on campus and stored at one of the bike racks throughout campus.

ATHLETICS

Please see the web page for the complete Athletic Handbook. www.cpps.org **A sports packet must be completed, and the following guidelines apply:**

Athletic Academic Requirement: K-8 students must maintain passing grades in all classes, or a 2.00 grade point average. Weekly grade checks will be made. Student's grades are to be brought up to passing to play in the next game.

Conduct: Sager athletes have the obligation to display good sportsmanship and proper behavior at all times. This applies in the athletic setting as well as during the school day, both in and out of the classroom. Student athletes are leaders and set an example for others. If a student is suspended or disciplined for any reason, that student may face further disciplinary action by the coach of the sport in which he/she is participating. Students will be disciplined for the possession or use of tobacco, drugs, or alcohol.

General Athletic Rules

1. All contestants must be eligible under the rules of the Washington Interscholastic Activities Association (WIAA) to participate in an interscholastic contest.
2. If a student is absent for the entire day due to sickness, he/she cannot participate in a game or sports practice the same day.
3. A student must attend the last activity practice prior to a scheduled activity, event, game or match to be eligible to participate. The coach may make exceptions to this requirement.
4. A student must participate in regular P.E. in order to take part in any activities occurring on the same day.
5. A student must make their choice of spring sports by the first competition date.
6. A student must have 10 practices before their first competition.
7. A student athlete receiving ISS/OSS will not be able to participate in any sporting event or attend practice on that day(s).

Spectator Behavior: Support your fellow students by attending their games after school. While at sports events, please stay in the event area. School rules apply. Appropriate sportsmanship and behavior is required.

HEALTH ROOM

The school health room is provided to give preliminary care to students who become ill or injured during the school day. If a student is injured or ill to a degree where medical or home care seems advisable, the parents will be notified. If the parent cannot be contacted, the school will exercise its best judgment in giving the student proper care.

- **Immunizations** (Policy 3413): Washington State Immunization law (RCW 28A.210.080) requires all students to present, on or before the first day of school attendance:
 - Proof of full immunization; or
 - Initiation of a schedule of immunization; or
 - Certificate of Exemption
- **Illness:** Students who are sick should stay home. Parents must call the school to excuse absences. If a student feels ill after coming to school, the office staff will determine if the situation requires a call to the parent for a final decision about the student going home. If a student misses the entire school day, he/she will be unable to participate in any extra-curricular or after-school activities. If a student is hurt while at school, he/she will immediately report the accident to an adult.
- **Medication** (Policy 3416): Students must **bring all medication to the secretary** with the proper medication form signed by the parent/guardian and physician. Any medication, prescription or over-the-counter, taken at school must be dispensed at the office. Non-medicated cough drops are allowed. Prescribed or over-the-counter medication must be properly labeled and contained in the original container. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian must meet with the nurse and make specific arrangements. Any questions regarding medications, please contact the school nurse.
- **Potentially Life Threatening Conditions** (Policy 3413): The WA State Legislature requires schools to have emergency care plans in place for any student with a potentially life-threatening condition. Potentially life-threatening conditions include, but are not limited to, severe allergies, severe asthma, diabetes, seizure disorders, etc. To reach the school nurse, please call your child's school.

STATE AND FEDERAL PROGRAMS

Special Education and Related Services (Policy 2161): The board recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. The district adopts the state's full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

Transitional Bilingual Instruction (Policy 2110): The Board has the highest commitment toward ensuring an equal educational opportunity for every student. While English is the basic language of instruction in the District's schools, the District may provide a transitional bilingual program for children whose primary language is not English, and whose English skills are sufficiently deficient or absent to impair learning. The District's transitional bilingual instruction program is designed to enable students to achieve competency in English. Annually, the Board of directors will approve the District's transitional bilingual instruction program.

Highly Capable Programs (Policy 2190): In order to develop the abilities of each Highly Capable Program student, the district will offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to basic education program that accelerates learning and enhances instruction

Career and Technical Education (Policy 2170): The District will provide a program of Career and Technical Education to assist students in making informed and meaningful educational and career choices and to prepare students for post-secondary options.

Remediation Programs (Policies 2108 and 4130) The District, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students.

Please see the District website, www.cpps.org, Programs tab, for more information about available programs.

ONLINE PAYMENTS

Online Payment is an easy and convenient way for you to pay your student's meals, class fees, sports fees, fines and more.

Online Payments will be available to all parents and students in each building in the district as well as online. We take payments via cash, check, and credit and debit cards. We are currently accepting VISA, MasterCard and the Discover Card.

To access Online Payments simply go to the school website and click on the Menu Tab on the homepage. Once you click on the tab, you will be then click on the Pay Fees tab, you will be directed to enter a USERNAME and PASSWORD.

We encourage you to use this system for all of your student needs. Once in Online Payments, you can make one payment for all of your students with one transaction no matter what school they attend! The system also tracks each and every transaction no matter who in your family made it. You can print receipts, reports and view all payment history. We hope that you will find Online Payments a helpful tool to provide you with the most convenient way to make payments. Important: If your password is changed you must wait overnight for the new password to be updated in Online Payments

School Web Addresses

- College Place High School – cphawks.org
- John Sager Middle School – sagerraiders.org
- Davis Elementary School – davisdragons.org

Online Payment Login Tips

1. If your Skyward Family Access PASSWORD has been changed, you must wait overnight for the new PASSWORD to be updated in Online Payments.
2. If you did not receive your Skyward Family Access Login/Password or have misplaced/forgotten it:
 - It is available in person at the main office of your student's school
 - Click the “Forgot your Login/Password” link under the “Sign In” button to have your Login/Password sent to your email address. Important: If your password is changed, you must wait overnight for the new password to be updated in Online Payments.

COMMUNICATION

Below is a list of ways that we provide information and access to members.

CPPS Website a convenient, accessible source for District information and updates, providing the most comprehensive and up-to-date info. Visit us at <http://www.cpps.org>. Access your school website page by going to the district site and then choosing your school from the drop-down menu.

PPS App –Download the CPPS App for **FREE** at the App Store or Google Play. This is a convenient way to receive notifications, get news, track events, review school menus, and contact our staff and more!

Skyward Family Access System: All families have access to online information about their child(ren) via this system. Sign up only once for your family. As any younger students enroll, they are automatically added to your account. Families can see contact information, lunch accounts, attendance records, and immunization records. You can also add money to lunch accounts online. Secondary families have access to all of the above, plus can track assignments and grades.

CPPS Phone and Email System: All our schools and the District Administrative Office are using email and phone calls to communicate with families about attendance and other issues. Please provide current contact information, including an email address if you have one, to your school. Better communication allows us to provide you with information you need to help your student succeed!

CPPS Weekly News: Each week, a comprehensive e-newsletter is sent to all parents with email addresses in the District. This newsletter’s purpose is to inform parents and guardians of upcoming events, special news about the schools, activities, changes to schedules and important dates

CPPS Community School Newsletters: Newsletters are prepared by each of our schools, and then sent home with students and/or posted to their school website page. Special bulletins or letters addressing specific events or concerns are also sent home, as needed.

CONDUCT

Student Conduct (Policy 3240): The board acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

1. When on school grounds and at school functions, students will avoid displays of affection, including but not limited to, inappropriate hugging, holding hands, or kissing.
2. Standing in lines at lunch, at the bus stop, or at other places. Rule: There is no cutting in line or saving places and only your body saves your place.
3. During meal times, students will demonstrate good table manners at all times and will clean up after themselves.
4. Students are not allowed to obstruct or disrupt school assemblies or programs. Unless excused, students will attend school-sponsored assemblies during regular school hours.
5. Students may not be in the school buildings during recess/lunch periods except with permission from a duty teacher or have a hall pass.
6. Students must use social media and other digital tools in a responsible, respectful manner that allows individuals to communicate freely and share ideas without the threat of intimidation, harassment or abuse.
7. Students are expected to show courtesy, cooperation, friendliness, and an attitude of respect for people and property.
8. Students are expected to observe the same school policies regarding conduct at off-campus school-sponsored events that are observed during the regular school day.
9. Students involved in any afterschool activity must be in an area with a supervisor.
10. Sport events behavior: Staying in the bleachers, showing positive team spirit, and watching the game is what is expected.
11. Theft, harassment, threats of violence, and fighting will not be tolerated.
12. Name-calling and profanity are not acceptable.
13. Student behavior, dress, hand signs of any kind, artwork or symbolism representing gang affiliation will not be tolerated on school grounds, at school-sponsored activities, either on or off campus, or enroute to and from school.
14. Gang-style writing on or in notebooks, assignments, and/or any other item or person at school will not be tolerated.
15. Gang-related tattoos, permanent or temporary, must be covered.

Assembly Behavior: Throughout the course of the year, students will have the opportunity to participate in a wide variety of entertaining and informative assemblies. Assemblies are a regularly scheduled part of the curriculum to be attended by all students. Students and staff are proud of the fine tradition of courteous and orderly conduct that we display at all school assemblies.

Lunchroom Behavior: Students will demonstrate good table manners at all times and will clean up after themselves. Students may eat in the commons eating area, outside (weather permitting), or in a classroom with teacher approval and supervision. Wait your turn. The lunch line can be long and take time, so please respect the space of your peers while waiting in the lunch line. Standing in lines at lunch, at the bus stop, or at other times is a part of the Sager scene. The rule is no cuts or saving places, and only your body saves your place. Proper behavior during these times is expected. All students enjoy clean halls, classrooms, gymnasiums, and school grounds and should strive to keep them looking good. Organized activities (intermural contests, tournaments, game challenges) are sometimes available during lunch. You may visit with friends outside, in the commons. A limited amount of balls are available for students to use before school and during lunch. Please return the equipment to the container available for them. If the weather is inclement, the computer lab, Raider Time, and Multi-Purpose Room will be open for activities.

Passing Time Behavior: Walking in the halls and passing on the right is the proper way to travel from class to class at Sager. Due to the small hallways, meeting in groups should take place somewhere other than the hall!

DISCIPLINE: All students will be expected to obey all rules at school. When a student breaks a rule, he/she can expect to be disciplined. Depending on the rule that has been broken and the circumstances surrounding the problem, one or more of the following will occur: Parents/guardians will be notified; other consequences might include forfeiting free time, parent conference, in-school suspension (ISS), out-of-school suspension (OSS), short or long-term suspension, or expulsion.

An Office Referral may be given to a student on campus or in the classroom for violation of a classroom or school rule. In the event that you should receive a referral-

Learn and Follow these rules exactly:

1. Interact respectfully with the Issuing Staff Member. Do not argue, explain, protest, or try to get the “last word.”
2. Leave the room or area immediately and quietly. Take your belongings with you along with the office referral card. This is not the time to discuss the situation with staff or friends.
3. When you reach the hallway, go directly to the detention room. No other stops of any kind are allowed in the hall. This is not the time to discuss the situation with staff or friends.
4. Enter the detention room quietly, and go directly to the place where the Behavior Referral Forms are kept. Carefully fill out the top half of the form and then wait. This is not the time to discuss the situation with staff or friends.
5. When it is convenient, the detention teacher will come and talk to you and check the Behavior Referral Form. The detention teacher will give you further instructions that should be followed exactly. You will not return to the Issuing Teacher’s classroom until you conference with the teacher.
6. Your responsibility now is to make the necessary changes in your behavior and avoid getting any further referrals.
7. **This is the time to discuss the situation with staff. Arrange a conference with the staff member who gave you the referral so you can bring closure to the situation and learn what to do to avoid further referrals.**

GENERAL REFERRAL CONSEQUENCES

1 st Referral	Parent notification
2 nd Referral	Parent notification; Loss of Fabulous Friday
3 rd Referral	Parent notification; Conference with the Principal;
4 th Referral	Parent Conference with teachers and principal; possible ISS
5 th Referral	Parent conference with teachers and principal; Behavior Contract; possible ISS or OSS
6 th Referral	Parent conference with teachers and principal; Behavior Contract; possible ISS or OSS
7 th Referral	Parent conference with teachers and principal; Behavior Contract; referral for additional intervention services; possible ISS or OSS

- Failure to follow Referral Rules 1-5 moves a student immediately to a 4th Consequence.
- Two Referrals in one day moves a student to a 4th Referral Consequence.
- Anyone who earns 4 or more Referrals in any trimester starts at level 4. If a student does not earn a Referral before mid-term of the next trimester, the Referrals reset to level zero.
- A student who accumulates 5 Referrals in a trimester or 10 Referrals throughout the year will be placed on a behavior contract.
- Three lunch detentions = Referral.

Major Misconduct: Any act, which causes a serious threat to the health, safety, or welfare of the students or staff or causes a serious disruption to the educational process would be considered “exceptional misconduct” and may result in immediate imposition of the long-term suspension, emergency expulsion, or expulsion. These acts may include, **but are not limited to:**

1. Possession and/or use of firearms, explosives, dangerous or illegal weapons such as, but not limited to, knives, martial arts weapons, tear gas or mace, pellet/BB guns, etc.
2. Assault of staff or students in the form of violence, physical threats, verbal abuse or intimidation with any item used as a dangerous weapon
3. Arson
4. Theft or damage of property
5. Sale, use, possession, or being under the influence of drugs, alcohol, or other controlled substance
6. Any other criminal behavior
7. Harassment, intimidation, and bullying based on race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation, or disability are prohibited. Acts that violate district policies and school rules and regulations shall be cause for disciplinary action, which may include exceptional misconduct, suspension, or expulsion.

Harassment, Intimidation, and Bullying (Board Policy 3207) The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying whether intentionally written message or image, verbal, or physical act. Students will be trained in safety & citizenship in online activities. Also strategies aimed at prevention of these behaviors. The district will partner with families, law enforcement and other community agencies to aid the training process.

Sexual Harassment (Board Policy 5011): This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult, male-to-female, female-to-male, male-to-male and female-to-female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services.

Discipline and Corrective Matrix Sager Middle School

- The terms Short Term and Long Term refer to suspension
- The term ISS refers to In-School-Suspension. Short or Long Term may include ISS or OSS (Out Of School).
- The term Tri refers to trimester; Long Term Suspensions will have a minimum of 10 days
- In general, discipline referrals will follow the progressive discipline procedures however- **administrative discretion shall guide the discipline process.**

	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
<i>Alcohol</i>	Short Term (3-10) Alcohol Intervention Class Notify Law Enforcement	Long Term (Tri)	Expulsion
<i>Arson</i>	Short Term (3-10)	Long Term (Tri)	Expulsion
<i>Bullying</i>	Short Term (1-3)	Short Term (3-10)	Long Term (Tri)
<i>Bus Referral</i>	ISS or OSS and Possible Denial of Transportation	ISS or OSS and Possible Denial of Transportation	ISS or OSS and Possible Denial of Transportation
<i>Defacing or Destruction of School Property</i>	Short Term (3-10) and Restitution	Short Term (10) and Restitution	Long Term (Tri)
<i>Discriminatory Harassment (Intimidation)</i>	Short Term (1-3)	Short Term (3-10)	Long Term (Tri)
<i>Disruptive Conduct</i>	Short Term (1-3)	Short Term (3-10)	Long Term (Tri)

Exceptional Misconducts: i.e. treat of violence, initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device

Failure to attend class (Skipping)

Failure to cooperate (Insubordination or Defiance)

Failure to Identify Oneself

Failure to Serve Detention

Fighting w/out Major Injury – Mutual Participation

Fighting w/ Major Injury

Forgery

Foul Language

Illicit Drug, Controlled Drug, Narcotic Substance, Prescription

Insulting Teachers and/or School Staff

Lewd Conduct

Loitering or Trespassing

Multiple Minor Accumulated Incidents

Can be Automatic Suspension or Expulsion

Can be Automatic Suspension or Expulsion

Can be Automatic Suspension or Expulsion

ISS or Making up Time for Class
Short Term (1-3)

ISS or Making up Time for Class
Short Term (3-10)

ISS or OSS (3-10)
Long Term (Tri)

Short Term (1-3)

Short Term (3-10)

Long Term (Tri)

Double the Amount of the Original ISS

Short Term (3-10)

Short Term (5-10)

Long Term (Tri)

Emergency Expulsion Short Term (3-10)

Emergency Expulsion Short Term (5-10)

Emergency Expulsion Long Term (Tri)

Short Term (1-3)

Short Term (3-10)

Long Term (Tri)

Short Term (1-3)

Short Term (3-10)

Long Term (Tri)

Emergency Expulsion Short Term (10)

Emergency Expulsion Long Term

Expulsion Notify Law Enforcement

Drug Intervention Class

Notify Law Enforcement

Notify Law Enforcement

Short Term (1-3)

Short Term (3-10)

Long Term (Tri)

Short Term (1-3)

Short Term (3-10)

Long Term (Tri)

Short Term (1-3)

Short Term (3-10)

Long Term (Tri)

Short Term (1-3) Possible Behavior Contract

<i>Possessions of Dangerous Weapons (Pocket Knives are Not Allowed at School)</i>	Emergency Expulsion		
<i>Possessions of Firearms</i>	Suspension Length To Be Determined by Administration		
<i>Sexual Harassment Sexually Inappropriate Conduct Verbal or Nonverbal</i>	Expulsion		
<i>Possession Tobacco Products E-Cigarettes</i>	Short Term (1-3)	Short Term (3-10)	Long Term (Tri)
<i>Smoking or the use Tobacco Products E-Cigarettes</i>	Short Term (1-3)	Short Term (3-10)	Long Term (Tri)
<i>Theft or Possession of Stolen Property</i>	Short Term (1-3)	Short Term (3-10)	Long Term (Tri)
<i>Trespass/Hack onto District Computer System</i>	Short Term (3)	Short Term (3-10)	Long Term (Tri)
<i>Vandalism</i>	Short Term (3)	Short Term (3-10)	Long Term (Tri)
<i>Violence w/out Major Injury</i>	Short Term (3-10)	Short Term (3-10)	Long Term (Tri)
<i>Violence with Major Injury</i>	Loss of Computer Privileges	Loss of Computer Privileges	
	Short Term (1-3) and Restitution	Short Term (5-10) and Restitution	Long Term (Tri)
	Short Term (10)	Expulsion	
	Emergency Expulsion	Emergency Expulsion	
	Short Term Notify Law	Long Term Notify Law	

IN SCHOOL SUSPENSION (ISS) GUIDELINES

- ❖ Schoolwork and appropriate reading material are required.
- ❖ Appropriate classroom behavior is required.
- ❖ Your conversations are only between you and the ISS supervisor.
- ❖ Use your time wisely.
- ❖ Ask for help if you need it.
- ❖ Be positive and make it your goal to stay out of the ISS room

TRANSPORTATION

Students have the privilege of utilizing the transportation services of this school district. Students who do not follow the rules on the bus may lose the privilege of riding. Our drivers are carefully trained to provide safe transportation. If a student wants to ride on a bus with a friend, he/she will bring their parent/guardian’s written permission slip to the office before lunchtime. A Temporary Bus Pass will be issued by office staff and must be presented to the bus driver before getting on the bus.

*Please see the district web site, Transportation page, for more information on behavior expectations. A hard copy of the School Bus Conduct Guidelines is available from the bus driver.

What do I do when I ride the bus?

- I listen to the bus drivers and promptly follow their instructions. They are the boss.
- I sit in my seat and face forward.
- I use my “indoor” voice when talking.
- I keep my hands, feet and legs to myself.
- I keep my things safely on my lap or in my backpack on my back.
- I stay seated until the bus stops completely at my stop.
- I throw my trash away in the trash can.

How do I ride the bus?

- I arrive at my bus stop 5 minutes before the bus is scheduled to arrive.
- I only go in front of the bus and wait for the driver’s signal to cross a street.
- I go directly to an available or assigned seat when entering the bus.
- I ask the driver for permission to open or close the windows.
- I am quiet at railroad grade crossings.
- I only get on or off the bus at my assigned bus stop, unless I bring a signed note from my parent/guardian and have it signed by a school official.

What things aren’t allowed on the bus?

No bullying.	No vandalism.
No profanity, vulgar language or indecent signs.	No animals (except service dogs).
No sitting in the driver’s seat.	No tobacco, drugs, or alcohol.
No weapons or lasers.	No harmful materials.
No throwing things.	No screaming, loud noises, spitting or distractions.

What happens if I do not follow these rules? The driver may talk to me, move me to the front of the bus, give me a written warning, conference with my parents or suspend me from riding the bus.

Advisory: Each student at Sager will have an advisory group. Your advisor is there to help you “soar to excellence”. Your advisor will also be contacting your parents regularly to share your successes and areas of concern.

Associated Student Body (ASB): Sager students are members of the Associated Student Body (ASB). Buy an ASB card to support our school and receive event discounts. Students can put their leadership talents to work by becoming an ASB officer! ASB Officers are elected in the spring of each year.

To run for office, and while in office, you must:

1. Be passing all classes and have a 2.5 GPA.
2. Complete a candidate form and return it to the office.
3. Interview with a staff member or advisory board to determine eligibility.
4. Present a speech to the student body.
5. Remain in standing as a good citizen: Any officer who receives more than one office referral per Trimester will be removed from office.

Counseling; Getting picked on? Grades down? Parents don't understand? The counselor will listen to concerns, explore solutions, and help get students back on their feet.

8TH Grade Trip: The 8th grade trip is a fun privilege! Three days with friends, exploring Seattle is something one would hate to lose. To be eligible, students must be enrolled and attending Sager Middle School by March 1st of their 8th grade year. Behavior during the school year is evaluated; grades and attendance must meet 8th celebration requirements by mid-term of the 3rd trimester and all fines and lunch balances must be paid in full. May 1st is the deadline for all paperwork and other trip requirements to be completed. Participation in fund raising events, while not mandatory, keeps the cost of the trip more affordable!

8th Grade Celebration Ceremony: As an 8th grader, to attend the end of the year celebration ceremony and the events that follow, must pass a 70% of their core courses, have an 85% attendance record for the school year, and have their behavior evaluated. To be able to attend the celebration ceremony, a student must also have all fines paid including lunch balances.

Student eligibility will be determined by first week in May.

Emergencies: Schools are required to practice one safety related drill each month. At Sager, we will have fire drills, lockdown drills, shelter-in place drills and earthquake drills throughout the year. If the drill requires evacuating the building, we will report to the “Raider Rendezvous” location at the Village Church. You will line up with your advisory teacher, maintain a quiet demeanor so your teacher can take attendance, and wait respectfully for further instructions.

Encore: Opportunities abound for enrichment classes to enhance education! Classes contributing to creativity include the arts, STEM, home economics, band, choir, world languages and technology. These courses provide students a chance to strut their stuff at competitions, performances, and public displays. Tier classes are provided to help students achieve mastery in their core subject areas.

Extra-Curricular Events: Social events offered during the school year include games, special assemblies, Fab Fridays. Other events include egg drop, paper airplane contest, chess tournament, Scrabble tournament, Gear Up field trips, Positive Promotion, etc.

Planners: Each student will be provided an academic planner to fill out daily with assignments for each of their classes. Teachers provide time each day in class to have student’s write in their planners. You are responsible to use this tool wisely!

Respect Others: Theft, harassment and fighting will not be tolerated. Name-calling and profanity are not acceptable. Disagreements among students will occur, and counselors and the adults at school are ready, willing, and able to help with problem solving. Students should involve them at the first sign of difficulty. Any act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying is prohibited. Substitute teachers are here to help us. Please be thankful for them and show them great respect.

Response-Able Raider Slips: These slips are given to individual students who exhibit an unprompted exemplary and positive response to situations that arise at school (helping a classmate or staff member, picking up garbage, doing someone a favor). You are able to redeem these at the office for a special reward.

Sager Raider Behavior Celebration: Each trimester, students who have received one or less office referral, no ISS, and no OSS, earn the right to attend a Fabulous Friday celebration. Students who have received one or less office referral in a year, no ISS, and no OSS, earn the right to attend an end of year celebration.

Student of the Month: Each month students have the chance to be nominated as Student of the Month by teachers based Respectfulness, Responsibility, Right Choices, and Improvement.

Yearbook ASB Fees: Students may purchase a yearbook and pay ASB fees during the year.

Sager Power Points: Sager students earn power points for their participation in school activities. As points add up, students are awarded Bronze, Silver, or Gold Medallions.

ASB Officer/per year	100	Honor Roll/per tri	50	<u>Awards Points</u>
No Detention/per year	50	Yearbook staff/per year	80	Bronze 300
Volleyball/Football	50	Basketball	50	Silver 600
CAD	50	Drama	50	Gold 900
Softball/Baseball/Track	50	Managers/per sport	25	
Student of the Month	20			
Fair – Art /Home Ec	20	Egg Drop	20	
Reflections/D.A.R.	20	Scrabble	20	
Chess	20	Band/Choir Solos	10	
Paper Airplane	20	Destination Imagination	20	
Perfect Attendance/per tri	15	Robotics	50	
Pass SBA/MSP per section	25	Response-ABLE Raider	5 per instance	

and/or parents with input should address their thoughts to the principal. **Changes can be made to the handbook throughout the year**

District Addendum

DISTRICT POLICIES AND STATE REGULATIONS

The following Board Policies referenced in the handbook are summaries.

For complete Board Policies visit our Web Page at www.cpps.org

Policy 3120	Enrollment
Policy 4218	Language Access Plan.....
Policy 3231	Student Records.....
Policy 4040	Public Disclosure to District.....
Policy 3126	Child Custody
Policy 3115	Homeless Students: Enrollment Rights and Services
Policy 3116	Students in Out of Home Care.....
Policy 3224	Student Dress.....
Policy 3200	Rights and Responsibilities
Policy 3210	Nondiscrimination
Policy 3210P	Nondiscrimination Complaint Procedure
Policy 3205	Sexual Harassment of Students Prohibited.....
Policy 3205P	Sexual Harassment of Students Prohibited Procedure
Policy 3207	Prohibition of Harassment, Intimidation, and Bullying.....
Policy 3207P	Prohibition of Harassment, Intimidation, and Bullying
Policy 5253	Professional Staff and Student Boundaries.....
Policy 3126	Child Custody
Policy 3124	Removal of Students during School Hours
Policy 4200	Safe and Orderly Learning Environment.....
Policy 5201	Drug Free Schools, Community, and Workplace.....
Policy 4215	Use of Tobacco, Nicotine Products, and Delivery Devices
Policy 4210	Regulations of Dangerous Weapons in School
Policy 2421	Promotion and Retention and Acceleration of Pupils.....
Policy 2421P	Promotion and Retention and Acceleration of Pupils
Policy 3122	Excused and Unexcused Absences
Policy 3122P	Excused and Unexcused Absences.....
Policy 3110	Qualification of Attendance Placement.....
Policy 3241	Classroom Management, Corrective Actions and Punishment
Policy 3413	Student Immunizations and Life-Threatening Health Conditions
Policy 3416	Medications at School
Policy 2161	Special Education and Related Policies for Eligible Students.....
Policy 2110	Transitional Bilingual Instruction.....
Policy 2190	Highly Capable Programs.....
Policy 2170	Career and Technical Education.....
Policy 2108	Remediation Programs
Policy 4130	Title I Parent Involvement.....
Policy 3242	Closed Campus
Policy 3520	Student Fines, Fee, and Charges.....
Policy 3240	Student Conduct Expectations and Reasonable Sanctions

DISTRICT INFORMATION AND POLICIES

Enrollment (Policy 3120)

A district may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements.

Student Registration

Before the beginning of each new school year, College Place School District requires the completion of On-line Registration for each student returning to College Place Public Schools. Parents or Guardians must complete the on-line registration process before each student is considered **enrolled** for the current year and is assigned a teacher or schedule. . Please watch for the registration fair -in August of each year. The Fair is open to all grade levels and will assist new parents registering their students for the first time and, returning parents so they may get a jump start on their back-to-school responsibilities.

Language Access (Policy 4218)

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and parents with limited English proficiency (LEP) free of charge. To that end, the Board of Directors requires the District to implement and maintain a language access plan tailored to the District's current LEP parent population. The District will seek to accurately identify LEP parents and where reasonably possible provide them information in a language they can understand. The District will take reasonable steps to provide LEP parents competent oral interpretation of materials or information significant to their student's education

Student Records (Policy 3231)

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students will be treated in a confidential and professional manner. Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible.

Public Disclosure of Public Records (Policy 4040)

To request records contact:

Julie James, Director of Business and Finance.
1755 S College Ave
College Place, WA 99324
jjames@cpps.org

SAFETY

Homeless Students (Policy 3115)

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate public education (including public preschool education) provided to other students. Special attention will be given to the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status

Students in Out of Home Care (Policy 3116)

The board recognizes that students in out-of-home or foster care, experience mobility in and out of these care systems and from one home placement to another that disrupts their education, thereby creating barriers to academic success and on-time graduation. Through collaboration with state, local, and/or tribal child welfare agencies, the district will strive to minimize or eliminate educational barriers for students in out-of-home care, particularly with regard to enrollment, transfer of student records, and transportation to their school of origin.

Dress Code (Policy 3224) **

Clothing should not be a distraction. Students should come to school well-groomed and appropriately dressed. Students will be sent to the office for dress code issues.

**Subject to the Principal's discretion.

Rights and Responsibilities (Policy 3200)

All students who attend the district's schools will comply with the written policies, rules and regulations of the schools, will 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. See Policies 3240 and 3241.

Nondiscrimination, Harassment, Intimidation and Bullying (Policies 3210, 3205 and 3207)

The district is committed to provide equal educational opportunity and treatment for all students in all aspects of the academic and activity programs; Free of discrimination, harassment, sexual harassment, intimidation and bullying. Please see the District website, www.cpps.org, for more information about Board Policy 3210, 3210P, 3205, 3205P 3207 and 3207P.

Professional Staff and Student Boundaries (Policy 5253)

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

Custody/Protection Orders (Policy 3126)

The school board presumes that the person who enrolls a student in school is the residential parent of the student. Further, the Board presumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. In cases involving court-ordered custody or restrictions to access to children, it is the responsibility of the parent/guardian to provide the school office with legal paperwork showing the current restrictions.

Removal of Student During School Hours (Policy 3124)

Students must be signed out of school at the front desk and will be called down to the office by the office staff. A student will be released to the residential parent or the nonresidential parent, unless the residential parent provides the school with a certified copy of a court order restricting and/or prohibiting the student's contact with the nonresidential parent. When in doubt as to who has custodial rights, the school district will rely on enrollment records. Parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information regarding custodial rights.

Safe and Orderly Learning Environment (Policy 4200)

All visitors are required to check into the office upon entering a school building. All entrances must be posted. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office. A visitor's badge should be worn conspicuously. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff about what to do if a non-custodial parent shows up demanding to meet with the teacher of his/her child; visit with his/her child; or remove his/her child from the school premises. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Tobacco, Alcohol, Drugs (Policies 5201 and 4215)

College Place Schools are considered to be Drug Free. Students may not use, possess, or sell tobacco, alcohol, or drugs of any kind on or near the school grounds. This includes coming to or going home from school, as well as while participating in any school activity. In addition, these products may not be found in a student's possession. For substance abuse violations, parents and law enforcement will be notified. If the student's illegal use of addictive substances is confirmed, the school administration may request the assistance of a law enforcement official in investigating the source of the addictive substance. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action.

Weapons on School Premises (Policy 4210)

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school property, school transportation, or other facilities being used exclusively for school activities. Please see the full board policy on the district website for more detailed information and/or exemptions to this policy

Surveillance Cameras

Surveillance cameras are located throughout all College Place school campuses. Locations include, but are not limited to: each entry way, hallways, common spaces, parking lots, and athletic fields.

Volunteers

College Place School District is always in need of parent volunteers who wish to give of their time on an hourly, weekly, or occasional basis. Help is needed in the classrooms, the offices, the health room, as chaperones, and for special projects. If you would like to be involved at any level, please contact the school administrators. Volunteers will be required to provide personal information for a background check.

ACADEMICS

Conferences

Parent-Teacher-Student conferences are held twice a year; once in the fall and once in the spring. We urge parents/guardians to come and meet students' teachers.

Graduation Requirements

Please see the district website, www.cpps.org, College Place High School page, for more information.

Promotion/Retention (Policy 2421 and 2421P)

College Place School District established a Student Retention and Acceleration Policy and Procedure P. The Policy and Procedure in part, infuse more parent participation and responsibility with school staff in the process to determine student eligibility for retention or acceleration.

ATHLETICS

Please see the web page for the Athletic Handbook. www.cpps.org

ATTENDANCE

Age of Attendance (Policy 3110)

Children entering kindergarten must have reached their fifth birth date before August 31st. If they are entering the first grade for their first year of schooling, they must be six years old before August 31st.

Excused Absences (Policy 3122)

The following absences (with a signed note of explanation) will be considered excused at College Place Public Schools:

- Absences due to illness or a health condition
- Absences due to school-approved activity
- Absences due to family emergencies
- Absences due to discipline or suspension
- Absences excused by the principal on prior approval

Prearranged Absences

Before planning an extended absence (three days or more) of a student, parents should consider the following:

- The student should pick up the Pre-Arranged Absence Form from the Attendance Office one to two weeks prior to the absence.
- The parent/guardian should fill out the form and sign it.
- The student should take the form to all of his/her teachers and notify them that assignments are needed.
- The student and teachers can work out a time when it is convenient for assignments to be picked up.
- The student needs to hand in the completed form to the Attendance Office before he/she leaves school for the prearranged absence

Tardiness

Students are expected to be in class on time. If a student's tardiness becomes frequent or disruptive, he/she may be referred to the principal or counselor. The following tardy excuses are allowed (with a signed note of explanation) and considered excused:

- Tardy due to health condition
- Tardy due to medical, vision, or dental appointment (must have Doctor note)
- Tardy due to family emergency
- Tardy with prior approval from principal

Truancy

The state truancy law requires school districts to take specific action. It also clearly states that the school district shall file a petition with the juvenile court naming the student and/or the parent not later than after the seventh unexcused absence in a month or the tenth unexcused absence in a year, alleging a violation of 28A.225.010 RCW.

Please refer to Board Policy 3122 for more information regarding unexcused absences.

Withdrawals

A parent or guardian wishing to withdraw a student should notify the school by phone or in writing at his/her earliest possible convenience. All books and school materials must be turned in, and the student must clear up any fines or other obligations he/she has incurred before he/she is allowed to check out. Records will not be forwarded until a request is received from the new school in which the student is enrolling.

HEALTH ROOM

The school health room is provided to give preliminary care to students who become ill or injured during the school day. If a student is injured or ill to a degree where medical or home care seems advisable, the parents will be notified. If the parent cannot be contacted, the school will exercise its best judgment in giving the student proper care.

- **Immunizations** (Policy 3413): Washington State Immunization law (RCW 28A.210.080) requires all students to present, on or before the first day of school attendance:
 - Proof of full immunization; or
 - Initiation of a schedule of immunization; or
 - Certificate of Exemption
- **Illness:** Students who are sick should stay home. Parents must call the school to excuse absences. If a student feels ill after coming to school, the office staff will determine if the situation requires a call to the parent for a final decision about the student going home. If a student misses the entire school day, he/she will be unable to participate in any extra-curricular or after-school activities. If a student is hurt while at school, he/she will immediately report the accident to an adult.
- **Medication** (Policy 3416): Students must **bring all medication to the secretary** with the proper medication form signed by the parent/guardian and physician. Any medication, prescription or over-the-counter, taken at school must be dispensed at the office. Non-medicated cough drops are allowed. Prescribed or over-the-counter medication must be properly labeled and contained in the original container. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian must meet with the nurse and make specific arrangements. Any questions regarding medications, please contact the school nurse.

- **Potentially Life Threatening Conditions** (Policy 3413): The WA State Legislature requires schools to have emergency care plans in place for any student with a potentially life-threatening condition. Potentially life-threatening conditions include, but are not limited to, severe allergies, severe asthma, diabetes, seizure disorders, etc. To reach the school nurse, please call your child's school.

STATE AND FEDERAL PROGRAMS

Special Education and Related Services (Policy 2161)

The board recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. The district adopts the state's full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

Transitional Bilingual Instruction (Policy 2110)

The Board has the highest commitment toward ensuring an equal educational opportunity for every student. While English is the basic language of instruction in the District's schools, the District may provide a transitional bilingual program for children whose primary language is not English, and whose English skills are sufficiently deficient or absent to impair learning. The District's transitional bilingual instruction program is designed to enable students to achieve competency in English. Annually, the Board of directors will approve the District's transitional bilingual instruction program.

Highly Capable Programs (Policy 2190)

In order to develop the abilities of each Highly Capable Program student, the district will offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to basic education program that accelerates learning and enhances instruction

Career and Technical Education (Policy 2170)

The district will provide a program of Career and Technical Education to assist students in making informed and meaningful educational and career choices and to prepare students for post-secondary options.

Remediation Programs (Policies 2108 and 4130)

The District, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students.

Please see the District website, www.cpps.org, Programs tab, for more information about available programs.

STUDENT LIFE

Closed Campus (Policy 3242)

Students K-10 shall remain on school grounds from time of arrival until close of school unless officially excused. If a student leaves without securing permission, it is considered skipping and will be treated as such.

Fines (Policy 3520)

If all fines are not paid, special privileges (such as detention free activities, honor roll trips) will be lost. Students should check library, music, office, and lunchroom charges to make sure they owe no money. Check our website, www.cpps.org, to pay fines online through InTouch.

Meal Program

The schools serve breakfast and lunch daily. Seating is provided in the cafeteria for students who prefer to bring sack lunches from home.

All parents/guardians are asked to complete a meal application. Maximum participation in application completion from parents/guardians is critical to program funding. Parents/Guardians whose student(s) have charges from past years will still be required to pay those charges. Parents will be notified by phone and text of any outstanding current or past fees.

Student Conduct (Policy 3240)

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

Classroom Management (Policy 3241)

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.

Parking

Each school building has parking lots available for staff, visitor, student pickup/drop-off, and at the high school, student parking. These areas should be used by the people they were intended for. Check with the school office if you are not sure what parking area is available to you.

**Student Parking: See the district website, www.cpps.org, College Place High School's page for detailed information regarding student parking.

School Closures/Emergency Preparedness

The District's emergency procedures were created to protect both students and staff in the event of natural disasters or any other unforeseen emergency. Changes in bus schedules, school closures, or early dismissals due to inclement weather will be broadcast to all families in the district using our School Messenger phone and email system. Emergency messages will also be posted to our district website, www.cpps.org. Local radio & TV stations also announce school closures, delays or emergencies.

Student Accident Insurance

For a fee, parents/guardians may obtain insurance, which will not only insure children while they are participating in school activities, but will also "cover" children while they are going directly to and from school. Information will be sent home regarding insurance during the first few weeks of school.

TRANSPORTATION

Students have the privilege of utilizing the transportation services of this school district. Students who do not follow the rules on the bus may lose the privilege of riding. Our drivers are carefully trained to provide safe transportation. .

*Please see the district web site, Transportation page, for more information on behavior expectations. A hard copy of the School Bus Conduct Guidelines is available from the bus driver.

ONLINE PAYMENTS

Online Payment is an easy and convenient way for you to pay your student's meals, class fees, sports fees, fines and more.

Online Payments will be available to all parents and students in each building in the district as well as online. We take payments via cash, check, and credit and debit cards. We are currently accepting VISA, MasterCard and the Discover Card.

To access Online Payments simply go to the school website and click on the Menu Tab on the homepage. Once you click on the tab, you will be then click on the Pay Fees tab, you will be directed to enter a USERNAME and PASSWORD.

We encourage you to use this system for all of your student needs. Once in Online Payments, you can make one payment for all of your students with one transaction no matter what school they attend! The system also tracks each and every transaction no matter who in your family made it. You can print receipts, reports and view all payment history. We hope that you will find Online Payments a helpful tool to provide you with the most convenient way to make payments. Important: If your password is changed you must wait overnight for the new password to be updated in Online Payments

School Web Addresses

- College Place High School – cphawks.org
- John Sager Middle School – sagerraiders.org
- Davis Elementary School – davisdragons.org

COMMUNICATION

Below is a list of ways that we provide information and access to members.

CPPS Website a convenient, accessible source for District information and updates, providing the most comprehensive and up-to-date info. Visit us at <http://www.cpps.org>. Access your school website page by going to the district site and then choosing your school from the drop-down menu.

PPS App –Download the CPPS App for **FREE** at the App Store or Google Play. This is a convenient way to receive notifications, get news, track events, review school menus, and contact our staff and more!

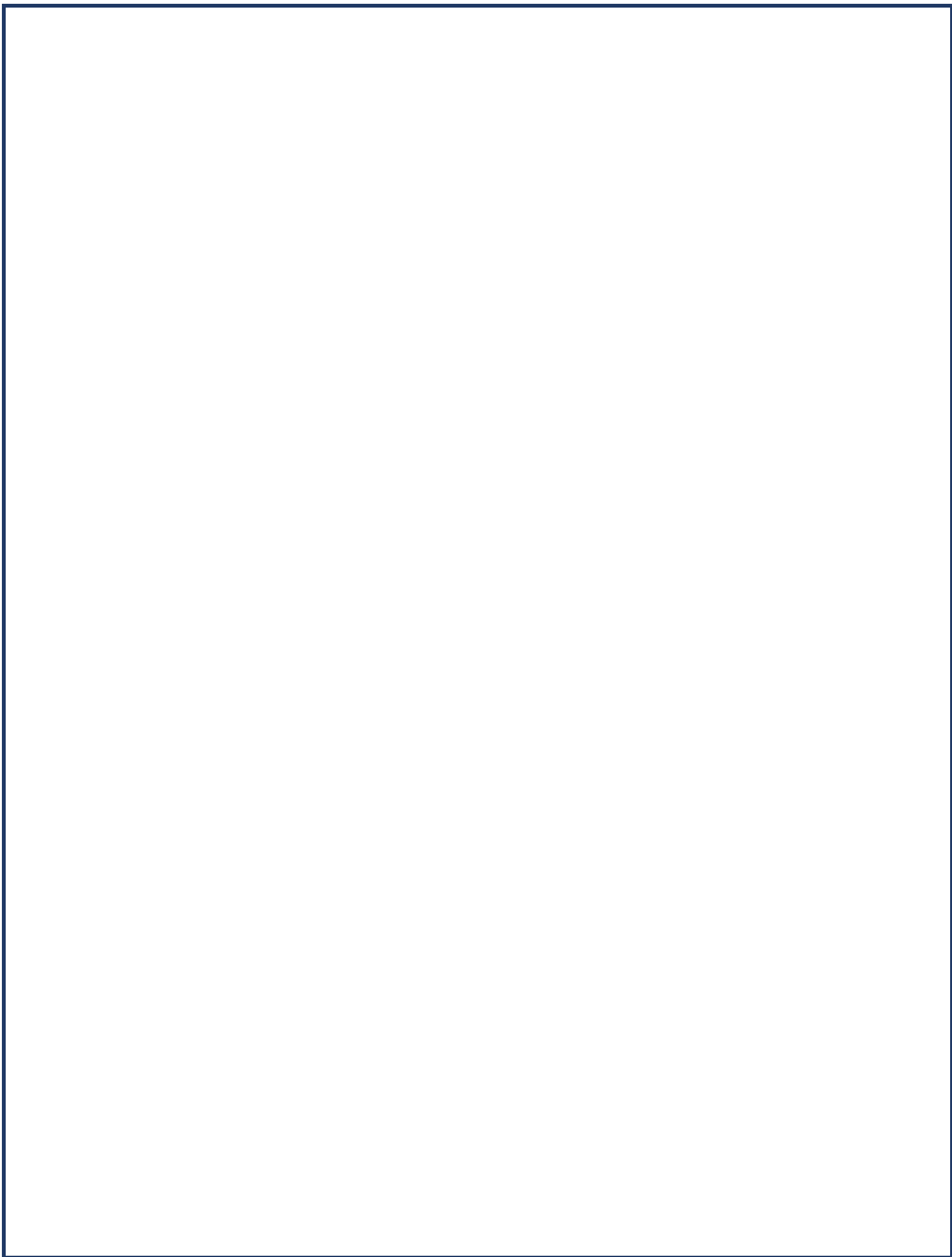
Skyward Family Access System: All families have access to online information about their child(ren) via this system. Sign up only once for your family. As any younger students enroll, they are automatically added to your account. Families can see contact information, lunch accounts, attendance records, and immunization records. You can also add money to lunch accounts online. Secondary families have access to all of the above, plus can track assignments and grades.

CPPS Phone and Email System: All our schools and the District Administrative Office are using email and phone calls to communicate with families about attendance and other issues. Please provide current contact information, including an email address if you have one, to your school. Better communication allows us to provide you with information you need to help your student succeed!

CPPS Weekly News: Each week, a comprehensive e-newsletter is sent to all parents with email addresses in the District. This newsletter's purpose is to inform parents and guardians of upcoming events, special news about the schools, activities, changes to schedules and important dates

CPPS Community School Newsletters: Newsletters are prepared by each of our schools, and then sent home with students and/or posted to their school website page. Special bulletins or letters addressing specific events or concerns are also sent home, as needed.

College Place School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Superintendent, Timothy Payne, has been designated to handle questions and complaints of alleged discrimination and can be contacted via phone at 509-525-4827 or mail at 1755 S. College Avenue, College Place, WA 99324





STUDENT ACKNOWLEDGEMENT

I have read the Sager Middle School Handbook

I understand my responsibilities as a College Place School District Student or Parent/Guardian of a Student.

I agree to follow the guidelines outlined in the handbook.

If I have any questions, I will ask a staff member for clarification.

Student Signature

Grade _____ Date: _____

Parent/Guardian Signature

Date _____

