

Sager Raider Student Handbook

2019 – 2020

“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**

REGULAR DAY SCHEDULE 2019-2020

Period	Start	End	Minutes
Passing	7:55 AM	8:00 AM	5
Advisory	8:00 AM	8:15 AM	15
Passing	8:15 AM	8:18 AM	3
1st	8:18 AM	9:17 AM	59
Passing	9:17 AM	9:20 AM	3
2nd	9:20 AM	10:19 AM	59
Passing	10:19 AM	10:22 AM	3
3rd	10:22 AM	11:21 AM	59
Passing	11:21 AM	11:24 AM	3
JSMS Lunch	11:24 AM	11:54 AM	30
Passing	11:54 AM	11:57 AM	3
4th	11:57 AM	12:56 PM	59
Passing	12:56 PM	12:59 PM	3
5th	12:59 PM	1:58 PM	59
Passing	1:58 PM	2:01 PM	3
6th	2:01 PM	3:00 PM	59

FRIDAY SCHEDULE 2019-2020

Period	Start	End	Minutes
Passing	9:10 AM	9:15 AM	5
1st	9:15 AM	10:07 AM	52
Passing	10:07 AM	10:10 AM	3
2nd	10:10 AM	10:59 AM	49
Passing	10:59 AM	11:02 AM	3
3rd	11:02 AM	11:51 AM	49
Passing	11:51 AM	11:54 AM	3
JSMS Lunch	11:54 AM	12:24 PM	30
Passing	12:24 PM	12:27 PM	3
4th	12:27 PM	1:16 PM	49
Passing	1:16 PM	1:19 PM	3
5th	1:19 PM	2:08 PM	49
Passing	2:08 PM	2:11 PM	3
6th	2:11 PM	3:00 PM	49

The bell schedule is subject to change due to half-day schedule, campus celebrations, guest speaker or other special circumstances. Every attempt to will be made to communicate alternate schedules to students and parents prior to implementation.

QUICK REFERENCE

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

Complete School Registration: On-line registration needs to be completed yearly. Use CPPS Skyward application to complete the process. There is a registration fair in August to assist parents or come to the school office.

Get On Skyward (Skyward Family Access): Go to www.cpps.org, select Menu at the top of the page, select the Skyward icon and follow the prompts. Updates to Skyward information are the parent's responsibility.

Report A Student Absence: Notify the Sager office using email (cfish@cpps.org) or phone call (509) 525-5300.

Make Payments:

- In person: payment can be made in person at the office for meals, class fees, sports fees, book fines and more.
- On-line: go to www.cpps.org, select Menu, select Pay Fees icon, follow the prompts, and use your Skyward information
- More information on page 23

Register for Sports:

- Go to www.cpps.org, select Sites, select Athletics and Activities, select Menu, select Sport Registration Link – Final Forms
- Direct access to Final Forms: collegeplace-wa.finalforms.com.

Parent must have an email to register. Student must also have an email to register. If needed, a student can use their school email. Parent must create a sign in and complete their portion of the registration before the student creates and completes their portion.

Check Grades or Missing Assignments: Go to www.cpps.org, select Menu at the top of the page, select the SKYWARD icon and follow the prompts. Once signed onto Skyward select Gradebook.

Free and Reduced Lunch Application: Go to www.cpps.org, select Menu at the top of the page, select the SKYWARD icon and follow the prompts. Once signed onto Skyward select Food Service and then select Application.

Access John Sager Middle School Website: www.sagerraiders.org or go to www.cpps.org, select Sites and select John Sager Middle School

Get the CPPS App: This App is a convenient way to receive notifications, get school news, review school menus, contact staff, etc. Download the App FREE at the App Store or Google Play.

Check for Emergency Closures, Late Starts or Early Dismissals: Inclement weather or natural disaster may prompt a disruption to the regular school day. Messaging will be by School Messenger, district website – www.cpps.org, the CPPS App, and local radio and TV stations. (Updated Skyward information is required for School Messenger notifications.)

Arrange for Medications at School: An appointment is required with the school nurse for approval of medications. Call (509) 525-5300.

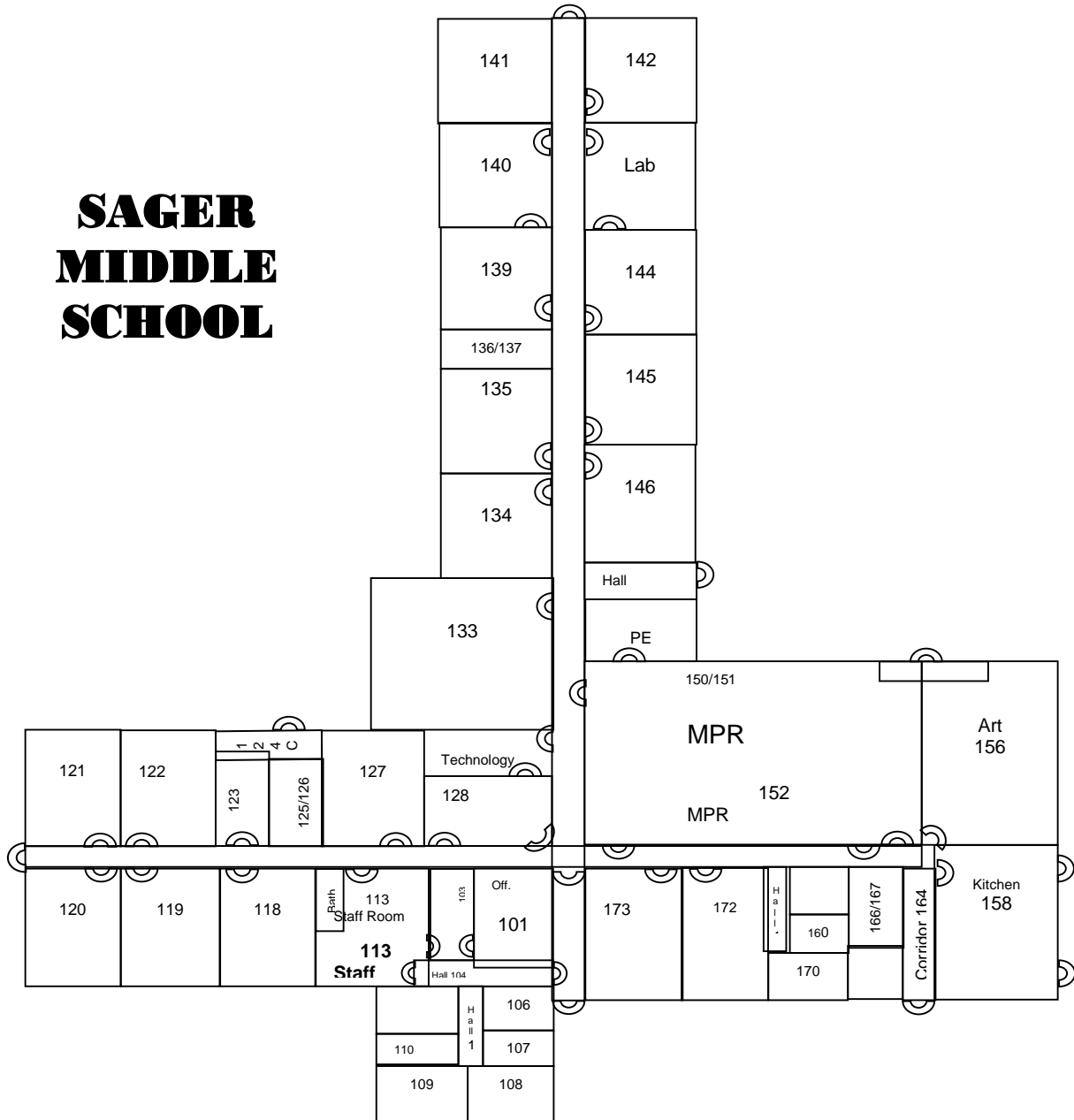
TABLE OF CONTENTS

Page		Page
1	Cover	15
2	Bell Schedule	Classroom Management (Policy 3241)
3	Quick Reference	Safe and Orderly Learning Environment (Policy 4200)
4	Table of Contents	Professional Staff and Student Boundaries (Policy 5253)
5	Sager Middle School Map	Homeless Students (Policy 3115)
	Communication/Contact Information	Students in Out of Home Care (Policy 3116)
	Mission Statement	16
6	Parent Teacher Organization (PTO)	Emergencies
	Sager Expectations	School Closure/Emergency Preparedness
	Communication	Visitors
	Tardiness	Volunteers
	Closed Campus (Policy 3242)	Custody/Protection Orders (Policy 3126)
	Beginning of School Day	Student Drop-Off/Pickup
	Be Prepared and On Time	Excused Absences (Policy 3122)
	Advisory	Prearranged Absences
	Conferences	17
7	Grade Reports	Removal of Student During School Hours (Policy 3124)
	Course and Grading Consistency	Truancy (Policy 3122, 3122P)
	Homework	Withdrawals
8	Planners	Graduation Requirements
	Sager Attendance Policy	Promotion/Retention (Policy 2421, 2421P)
	Physical Education	Counseling
	Athletics	Health Room
	Athletic Academic Requirement	Immunizations (Policy 3413)
	Conduct for Sager Athletes	Illness
	General Athletic Rules	Medication (Policy 3416)
	Spectator Behavior	Potentially Life Threatening Conditions (Policy 3413)
	Dress Code (Policy 3224) - Written	Student Accident Insurance
9	Dress Code - Visual	18
10	Cell Phone/Telephone (Policy 3245)	Online Payments
	Parent Contact by Phone	Online Payment Login Tips
	Electronics at School; Digital Citizenship (Policy 2022; 2023)	Parking
	Gum, Candy, Drinks	Transportation
	Deliveries	What do I do when I ride the bus?
	Lost and Found	How do I ride the bus?
	Student Personal Property/Searches (Policy 3230)	What happens if I do not follow these rules?
	Wheels on Campus	What things aren't allowed on the bus?
	Response-Able Raider Slips	19
	Associated Student Body (ASB)	Special Education and Related Services (Policy 2161)
11	Fines (Policy 3520)	Transitional Bilingual Instruction (Policy 2110)
	8th Grade Trip	Highly Capable Programs (Policy 2190)
	8th Grade Celebration Ceremony	Career and Technical Education (Policy 2170)
	Electives	Remediation Program (Policy 2108, 4130)
	Extra-Curricular Events	Meal Program
	Sager Raider Behavior Celebration	Rights and Responsibilities (Policy 3200)
	Student of the Month	Enrollment (Policy 3120)
	Yearbook ASB Fees	Age of Attendance (Policy 3110)
	Sager Power Points	Student Registration
	Student Discipline (Policy 3241)	Language Access (Policy 4218)
12	Assembly Behavior	Student Records (Policy 3231)
	Lunchroom Behavior	20
	Passing Time Behavior	Affirmation Action (Policy 5010)
	Tobacco, Alcohol, Drugs (Policy 5201, 4215)	Nondiscrimination (Policy 3210, 3210P)
	Graffiti	Prohibition of Harassment, Intimidation and Bullying (Policy 3207, 3207P)
	Weapons on School Premises (Policy 4210)	Agressor
	Surveillance Cameras	Targeted Student
13	Discipline	Retaliation
	Referral Process	Staff
		Harassment, Intimidation and Bullying
		21
		Incident Reporting Form
		Retaliation
		Sexual Harassment Policy (Policy 3205, 3205P)
		Examples of Sexual Harassment
		Discrimination and Sexual Harassment Complaint Process:

Support Room Guidelines
 General Referral Consequences
 Misconduct
 14 Discipline and Corrective Matrix
 15 Discipline and Corrective Matrix

Complaint Process to the District
 Appeal to the School District
 22 Complaint to OSP
 Public Disclosure of Public Records (4040)
 23 Student and Parent Knowledge

SAGER MIDDLE SCHOOL



Communication

John Sager Middle School Office:
 Principal:
 Head Secretary:

(509) 525-5300
 Scott Kasenga
 Cindy Fish

John Sager Middle School Mission Statement

We, the staff of John Sager Middle School, are committed to providing all students with a safe environment in which they can learn. Our work today builds our tomorrow! All John Sager Middle School staff will work together with the students to help each other reach their fullest potential. Treating each other with respect and dignity will result in a safe environment for living and learning.

Though the handbook cannot detail each conceivable behavior, it does provide a framework for addressing concerns. Sager is working to blend past discipline procedures with restorative justice methods. The handbook is reviewed annually. Students and/or parents with input should address their thoughts to the principal. Changes can be made to the handbook throughout the year. Some items reference School Board Policy, for complete Board Policies visit our Web Page at www.cpps.org.

John Sager Parent Teacher Organization (PTO)

Focused on strengthening and supporting teachers, students, parents and the middle school community.

Help promote a positive environment by joining Sager PTO

Information: johnsagerpto@gmail.com and John Sager Middle School PTO Facebook page.

OPPORTUNITIES FOR INVOLVEMENT:

- Meals for teachers during conferences
- Snacks for students during testing
- Teacher Appreciation Acknowledgement
- Social Opportunities for Students (example: Movie Night)
- Promote communication between parents and students

SAGER EXPECTATIONS

Communication: 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!

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 are 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

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.

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 referral.

Advisory: Each student at Sager is a part of an advisory group, which serves as a homeroom. Advisory is an important time where students complete their student portfolio, which they will present at Student Led Conferences. Advisory is also time for daily attendance, lunch count, grade checks, morning announcements, and distribution of important school information as well as any school-wide lesson plans. Students will participate in other school-wide activities in their Advisory groups (i.e. assemblies, spirit week activities, emergency drills, testing, etc.) Advisory meets from 8:00 to 8:15 Monday through Thursday.

Conferences: Student-Led Conferences are held twice per year: once in the fall and once in the spring. We urge parents/guardians to come and meet students' teachers. Conferences are scheduled by your students' advisor; advisors will send home a letter or call/email you 2-3 weeks prior to conference week to set up a time. Conferences are an opportunity for your student to present the portfolio they complete in their advisory class. They will discuss their academic and personal goals, current progress in school, strengths and any struggles they may have. Sager strives for **100% parent and student participation**, please plan on attending these important events where you can meet your student's teachers and celebrate their achievements!

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 assigned to the after school program to get caught up.

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!

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 consequences.

ATHLETICS

Please see the web page for the complete Athletic Handbook. www.cpps.org. There is a one-time sports fee per year for athletic participation at Sager, no matter how many sports a student is involved in. A sports packet must be completed. The following guidelines apply:

Athletic Academic Requirement: Sager students must maintain a 2 or above in all classes to remain eligible for athletic contests. Weekly grade checks will be made. Any student who has a 0 or 1 in a class is placed on athletic probation for that week, and may participate in practices and contests for that week. If, on the following Monday, the student still has a 0 or 1 in that class, he/she may continue to practice but is not eligible to participate in any contests.

Conduct for Sager Athletes: 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/vape, drugs, alcohol or paraphernalia.

General Athletic Rules:

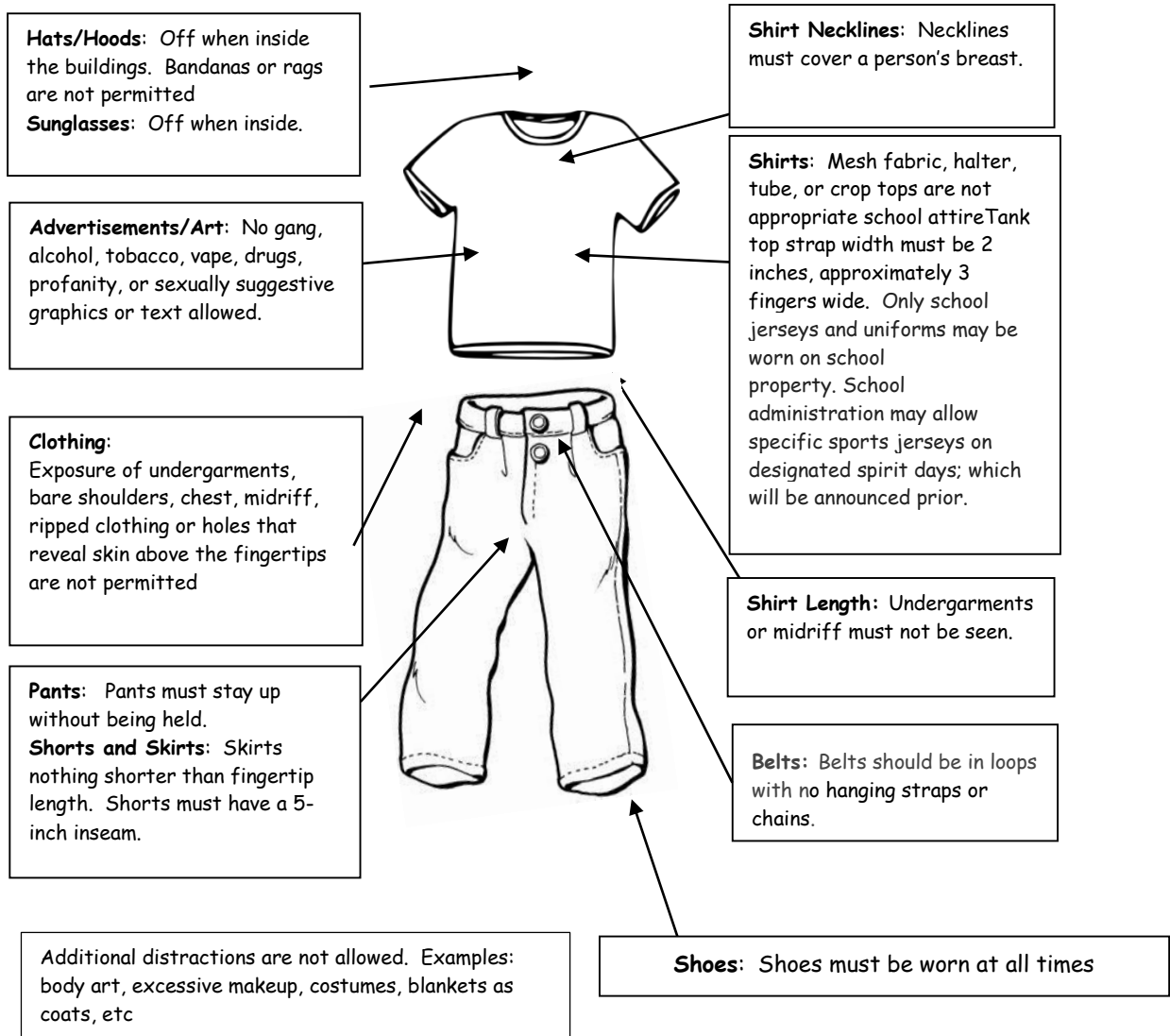
1. All contestants must be eligible under the rules of the Washington Interscholastic Activities Association (WIAA) to participate in an interscholastic contest.
2. If a student is absent for the entire day due to sickness, he/she cannot participate in a game or sports practice the same day.
3. A student 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 12 practices for Football and 8 practices for all other sports prior to 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.

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, vape, drugs, profanity, or have sexually suggestive graphics and text.
2. Sunglasses, hats and hoods are for wearing outside of the building. Bandanas or rags are not permitted.
3. Pants must stay up without having to be held.
4. Exposure of undergarments, bare shoulders, chest, midriff, ripped clothing or holes that reveal skin above the fingertips are not permitted.
5. Necklines must cover a person's breast.
6. Belts should be in the belt loops with no hanging straps or chains.
7. Body art or drawing on skin is not allowed..
8. Mesh fabric, halter, tube, crop tops are inappropriate school attire. Straps must be a minimum of two (2) inches in width, approximately 3 fingers wide
9. Shorts and skirts be finger tip length or have a 5 inch inseam.
10. No pajamas or blankets worn as coats.
11. Excessive makeup or costumes are not allowed.
12. Shoes must be worn at all times.

Students dressed inappropriately will be sent to the office to locate appropriate clothing or allowed to call home for replacement attire



**Subject to the Principal's discretion.

Cell Phone/Telephone (Policy 3245): Students will comply with rules developed by the school concerning the appropriate use of telecommunication or other electronic devices. Students will not use telecommunication devices once they arrive at school until school dismissal. When a school official has a reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunication device in a manner that violates the law or school rules, the official may confiscate the device.

Parent Contact by Phone: During school hours students should only use the office telephone, NOT personal cell phones, to contact parents. Parents or guardians will clear after-school activities before school. Classroom telephones are OFF LIMITS to students. Personal cell phones may not be used for phone calls, text messaging, app or internet useage during school hours unless approved by a staff member. Cell phones and ear buds are to be turned off and put away during the school day.

- 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 (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. 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.

Digital Citizenship and Media Literacy (Policy 2023)

In recognition of the fact that students use technology to play, learn, and communicate while at home and at school, it is important that they learn how to use that technology responsibly. The District is committed to educating every student on how to use technology in ways that augment their learning experience, leading to analysis, evaluation, reflection, and enhanced skills of expression. As the District's educators guide exploration of the digital landscape, they will encourage students to be critical and creative thinkers. Students, in turn, are expected to actively engage with and express their voices in the digital landscape.

The District is dedicated to promoting and instilling principles of digital citizenship and media literacy in each of its students. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use, including digital and media literacy, ethics, etiquette, and security. Digital citizenship includes the ability to access, analyze, evaluate, develop, produce, and interpret media, as well as Internet safety and cyberbullying prevention and response.

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 are NOT permitted beyond the office lobby. For Example: Coffee and Fast Food Drinks, Soda Bottles, and/or Energy Drinks, etc. GUM IS NOT ALLOWED ANYWHERE ON CAMPUS.

Deliveries: To avoid disruption to the learning environment, deliveries to students (birthday balloons, snacks, drinks, etc.) will be held in the school office until the end of the day.

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.

Student Personal Property/Searches (Board Policy 3230): School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons and contraband. The superintendent, the principal and other staff designated by the superintendent will have the authority to conduct reasonable searches on school property as provided by the board policy. A search is required when there are reasonable grounds to suspect a student has items, materials, and/or substances on school grounds, transportation, or at school events that are in violation of school rules and/or are unlawful.

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, lockers or other personal property if there is reasonable belief that stolen property, weapons, drugs/alcohol or related paraphernalia are concealed within that property.

Wheels on Campus: Skateboards, scooters, and 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.

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.

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 or above.
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 referral per Trimester will be removed from office.

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.

8th Grade Trip: The 8th grade trip is a fun common experience. 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.

Electives: Opportunities abound for enrichment classes to enhance education! Classes contributing to creativity include the arts, STEM, home economics, band, choir, drama, 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.

Sager Raider Behavior Celebration: Each trimester, students who have received one or less referral, no ISS, and no OSS, earn the right to attend a Fabulous Friday celebration. Students who have received one or less 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 on 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 prizes throughout the year to recognize achievements.

ASB Officer/per year	100	Honor Roll/per tri	50
Positive Behavior/per year	50	Yearbook staff/per year	50
Volleyball/Football/XC	50	Basketball/Wrestling	50
Drama Club	50	ASB Activities	25
Softball/Baseball/Track	50	Managers/per sport	25
Student of the Month	25	MESA	20
Fair – Art /Home Ec	20	Pass SBA/MSP per section	25
Reflections/D.A.R.	20	Scrabble	20
Chess	20	Band/Choir Solos	20
Paper Airplane	20	Jazz Band	50
Perfect Attendance/per tri	25	Destination Imagination	20
Response-ABLE Raider	10 per slip		

Student Discipline (Policy 3241): CPPS has established and made available rules of student conduct, designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of the district's rules of student conduct, including behavior standards that respect the rights, person, and property of others. "Discipline" means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The district acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The school district 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. 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. Body art or 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. 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 (intramural contests, tournaments, game challenges) are sometimes available during lunch. You may visit with friends outside or in the commons. Recreation equipment is available for students to use 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.

Tobacco, Alcohol, Drugs (Policy 5201, 4215): College Place Schools are considered to be Drug Free. Students may not use, possess, or sell tobacco/vape, alcohol, drugs, or paraphernalia 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.

Graffiti: Graffiti will be 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.

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 (Policy 6610): Surveillance cameras are located throughout the school campuses. Locations include, but are not limited to: each entry way, hallways, common spaces, parking lots, and athletic fields. The district will not install or use cameras in restrooms and locker rooms. The district will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.

DISCIPLINE

“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. Depending on the behavior that has occurred and the circumstances surrounding the problem, one or more of the following will occur: forfeiting free time, lunch detention, parent conference, in-school suspension (ISS), out-of-school suspension (OSS), short or long-term suspension, or expulsion.

A 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 you need to follow the referral process.

Referral Process:

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 referral card. This is not the time to discuss the situation with staff or friends.
3. Go directly to the support room. This is not the time to discuss the situation with staff or friends.
4. Enter the support room quietly, and go directly to the place where the Behavior Referral Forms are kept. Sign in, carefully fill out the top half of the form and then wait. There is no talking in the support room except with the support room supervisor.
5. When it is convenient, the support room supervisor 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.
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.
8. Parents will be notified if a student is removed from the education experience and receives a referral.

SUPPORT ROOM GUIDELINES

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

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

- ❖ Students who accumulate 5 Referrals in a trimester or 10 Referrals throughout the year may be placed on a behavior contract.
- ❖ Once a student acquires three lunch detentions, it will be recorded as a referral.

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 tobacco/vape, drugs, alcohol, other controlled substance or paraphernalia.
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.

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.

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.

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.

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.

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 campus, 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.

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.

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, sign in at the office and wear a visitors badge upon arrival.

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.

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. (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.

Excused Absences (Policy 3122)

The following absences (with a communication from the parent as required by district policy) 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.

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 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.

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

Promotion/Retention (Policy 2421, 2421P): College Place School District established a Student Promotion and Retention/Acceleration of Pupils Policy and Procedure. 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.

Counseling: Sager has a school counselor available to help support students for a variety of reasons (problems with school, academics, friends, family, personal issues, scheduling, transitions to middle/high school, etc.). The counselor will listen to student concerns, explore solutions, connect to resources and help students get back on their feet. The counselor rewards positive behavior, with the school-wide ResponsABLE Raider program and planning the trimester Honor Roll celebrations. There is on-going peer mentor program which is coordinated with the "Friends" organization and CPHS, and as needed, the opportunity for group sessions. The school counseling office is located in the front office, if a students need to speak with the counselor, just stop by the front office window!

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 by school personnel. 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 *Personal or Philosophical MMR vaccination exemptions will no longer be allowed.
- **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.

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.

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: go to CPPS.org, select Menu, select Pay Fees icon, follow the prompts, and use your Skyward information. 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 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

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.

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. Check with the school office if you are not sure what parking area is available to you.

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 in charge of student safety.

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 trashcan.

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 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.

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/vape, drugs, alcohol or paraphernalia.
No weapons or lasers.	No harmful materials.
No throwing things.	No screaming, loud noises, spitting or distractions.

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 meaningful educational and career choices to prepare students for post-secondary options. The College Place District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The school district offers many career and technical education classes. Program areas include: Culinary, Computer Programming, Design and Production and Media under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact the High School Principal Robert Aguilar, raguilar@cpps.org or the CTE Director at CTE@cpps.org 1755 South College Ave. (509) 522-3312. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following individual(s) have been designated to handle inquiries regarding the nondiscrimination policies: James Fry (509) 525-4827, jfry@cpps.org, 1755 South College Avenue, College Place, Washington, 99324.

Remediation Programs (Policy 2108, 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.

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 free and reduced 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.

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 Policy 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.

Affirmative Action (Policy 5010) The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for employment. The Superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual.

Nondiscrimination (Policy 3210, 3210P)

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. College Place Public Schools does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. Persons needing accommodation in the application process or need this announcement in an alternative format may contact the College Place Public Schools Administration Office. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX and Section 504 Coordinator: James Fry (509) 525-4827, jfry@cpps.org, 1755 South College Avenue, College Place, Washington, 99324. 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, Harassment, Intimidation and Bullying policies and procedures, contact your school or district office or view it online here: www.cpps.org

Prohibition of Harassment, Intimidation and Bullying (Policy 3207, 3207P)

The College Place School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Aggressor: is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Targeted Student: is a student to whom harassment, intimidation, or bullying has been allegedly perpetrated against.

Retaliation: when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying. College place School District prohibits acts of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying

Staff: includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Harassment, Intimidation and Bullying: an intentional electronic, written, verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, and interaction with peers, participation, and other indicators. Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Incident Reporting Form: may be used by students, families or staff to report incidents of harassment, intimidation, or bullying. Forms are available at the District office or online at [Incident Reporting Form](#).

Sexual Harassment Policy (Policy 3205, 3205P)

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

Sexual harassment is unwelcome behavior or communication that is sexual in nature when: A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a

promotion, a place on a sports team, or any educational or employment decision, or the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.cpps.org

Discrimination and Sexual Harassment Complaint Process:

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment 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 is listed above. This is often the fastest way to resolve your concerns.

Complaint Process to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

Public Disclosure of District Records (Policy 4040) Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District. In regards to inspection and/or copying of non-exempted public records. A written request shall be made to the Coordinator at the district's central office.

To request records contact:

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

College Place Public Schools does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX and Section 504 Coordinator: James Fry, (509) 525-4827, jfry@cpps.org, 1755 South College Avenue, College Place, Washington, 99324



STUDENT and PARENT 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 _____

Parent/Guardian Signature: _____

Date _____