

**REEVES MIDDLE SCHOOL  
STUDENT HANDBOOK  
2017-2018**

2200 N. Quince  
Olympia, WA 98506  
Office: 596-3400

**Aaron Davis  
Principal**

**Karen Zarate  
Assistant Principal**

**If lost please return to:**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Main Office  
596-3400

Stephanie Benfield  
Counselor  
596-3404

Lori Smith  
Registrar  
596-3410

Janette Jones  
Attendance  
596-3411

# REEVES MIDDLE SCHOOL STUDENT HANDBOOK

## TABLE OF CONTENTS

<b>SCHOOL PROGRAM.....</b>	<b>3</b>	
Attendance information and Homework requests		
<b>PE, sports, music, and required materials.....</b>	<b>4</b>	
<b>COMMUNICATION.....</b>	<b>5</b>	
Teacher e-mail		
Parent Conferences		
Progress Reports & Report Cards		
<b>Dress Code.....</b>	<b>7</b>	
Relationships		
Lunch Room Behavior		
Hands' Off Policy		
Authorized Areas		
Materials List ... general school supplies		
<b>GENERAL INFORMATION.....</b>	<b>8</b>	
School Closure		
Counseling Services		
Social Services Provider		
Parent Resource		
School Nurse		
Medication		
Student Insurance/ Student Information Cards		
<b>LUNCH PROGRAM.....</b>	<b>9</b>	
Breakfast		
Purchasing Lunch/Breakfast		
<b>SCHOOL GUIDELINES.....</b>	<b>9</b>	
ASB Cards		
Lockers and Locks		
Personal Property and Electronics		
Bicycles, Skateboards, Inline Skates		
Gum, Candy, and Food		
Visitors' Policy		
Buses/ bus pass information		
Telephone Use		
Accidents		
Lost and Found		
Police/Legal Authorities		
Student Council		
Computer Use		
Fees and Price Information		
<b>STUDENT DISCIPLINE.....</b>	<b>12</b>	
Student Rights and Responsibilities		
Philosophy of Discipline		
Discipline Goals		
Discipline Policy and Procedures		
In-School Detention		
End of Year Suspensions		
Serious Offenses—Exceptional Misconduct		
Definition of Terms		
<b>MAP OF REEVES MIDDLE SCHOOL.....</b>	<b>16</b>	
<b>APPENDIX OF DOCUMENTS .....</b>	<b>17</b>	<b>(tear out &amp; return to 2<sup>nd</sup> period teacher)</b>
Student Handbook/Movie Permission Form		
OSDNet User Agreement Form		

## **SCHOOL PROGRAM**

Students at Reeves are enrolled in a six (6) period day. Core classes consist of language arts, social studies, math, and science. Students rotate through PE, health, and technology. 6<sup>th</sup> graders will have a two-period block class (language arts, social studies). Students' schedules will be completed with classes from the fields of art, music, study skills or cultural studies.

### **ATTENDANCE INFORMATION**

#### **School Hours**

School's in session from 8:30 am until 3:02 pm. Our office is open from 8:00 a.m. - 3:30 p.m. Students may enter the building at 8:00 AM. Students should report directly to the cafeteria when they arrive on campus. Students arriving at the front entrance should go directly to the commons entry area. When the halls open at 8:15 a.m. students will be able to stop at their lockers, visit briefly with friends, speak with their teachers, and prepare for the day.

#### **Absences**

Parents...please help us keep the students at Reeves Middle School safe and always accounted for! Form a partnership with our office staff, and contact us immediately if your child will not be at school due to an illness or important appointment. Parents should **call the 24-hour Attendance Voice Mail Line at 596-3411**, first thing in the morning to report absences. Please be sure to leave your child's complete name.

Regular attendance is extremely important to student learning. If your child is absent, please notify the school office to let them know the reason for the absence and when your child will return to school. If contact is not made within 48 hours, the absence will be recorded as unexcused. Both excused and unexcused absences may affect your child's success in school and grade. ***Please refer to the OSD student handbook regarding the OSD policy regarding valid excuses for absence from school.***

If you forget to call, please send a written note, explaining the absence, with your child when they return. Students should turn in this written excuse to the Student Window.

#### **Appointments/Early Dismissals**

When a dental, medical, court, or family appointment makes it necessary for a student to leave school early, the student must bring a note signed by their parent or guardians stating the reason and time for the early dismissal. The attendance staff will issue a dismissal note. This note should be presented to the teacher at the early dismissal time; the student will report directly to the office. **For security reasons, parents or guardians must always come into the office and sign the student out of the building.**

#### **Late Arrivals**

Students arriving late should first go to the Student Window. Those with a note from parents/guardians will be marked "excused tardy"; those without a note will be marked "unexcused tardy." **Students must submit a note within 48 hours in order to be excused.** Three unexcused late arrivals could result in a parent contact and/or disciplinary action.

#### **Homework**

The goal of homework is to develop student self-discipline, responsibility, and the ability to study independently. Individual student needs determine the amount of homework, the level of complexity, and the grading procedure. **Homework must be turned in on time.** Typically, middle school students spend

an average of 90 minutes per night on homework for various classes. In addition, teachers may assign reports, projects, and research assignments. A daily study time each evening develops good study habits.

## **HOMEWORK REQUEST GUIDELINES**

All homework requests must be called into the office by 9:30 a.m. You are welcome to leave a message on our attendance line, 596-3411, or on our main line, 596-3400. Homework requests received after 9:30 a.m. can be picked up the following day.

1. When you expect your child to be absent only one day, please have them call a friend in their classes to find out their assignment or check the teacher's websites for assignments. We will be happy to get homework for 2 or more days of absences.
2. When requesting homework, make sure your child has textbooks at home from which to work. Please bring your child's locker number and combination if you will need books from their locker.
3. Homework requests that have been called in before 9:30 a.m. can be picked up in the office between 2:30 -3:00 p.m. the same day. Remember our office closes at 3:32 p.m.

## **PE, ATHLETICS, and MUSIC**

### **Physical Education**

All students take PE during each of their three years at Reeves. Students must have gym shoes, socks, shorts and a Reeves PE shirt that is to be purchased at the school store. PE clothing must meet the dress guidelines addressed later in this handbook. Students are expected to be prepared by having their PE clothes every day. Clean loaner clothes are made available for emergencies. Students are also given an individual lock and locker (replacement locks are \$5.50). They are responsible for locking their belongings in the locker. The emphasis of the program is on participation and effort. Shower facilities are available. **Students may be excluded from PE for two school days if a note from home is provided.** *Exclusions longer than two days require a doctor's excuse.* Contact the school nurse if you have questions.

### **Sports Program**

An after-school sports program is offered for seventh and eighth grade students. All students are invited to participate. We offer a *no cut* program in which all students will have the opportunity to experience playing time and learn good sportsmanship. The student's effort and attitude during practice are key criteria in determining playing time. Students will need to arrange for transportation from practices. **There will not be an activity bus available.** Clearance forms for sports are available on our web page at [reeves.osd.wednet.edu](http://reeves.osd.wednet.edu)—go to SPORTS and click any of the listed sports to find the required physical form and the athletic travel card. The forms can also be picked up in our office. A doctor's exam or physical is required for all students who participate in the after school sports program. We participate in a league that includes Washington, Jefferson, Marshall, Bush, Tumwater and Griffin middle schools. Student athletes must adhere to all WIAA, league, school, and coaches' rules. **Please refer to the “Olympia Public School Athletic Program Initial Participation” packet for more information.** The sports calendar is scheduled as follows:

- 1st season - boys' soccer & girls' volleyball
- 2nd season - boys' wrestling & girls' basketball
- 3rd season - boys' basketball & girls' soccer
- 4th season – intramural track: grades 6, 7, 8

## **Sports Eligibility**

**Students who are involved in sports are expected to maintain a “C-” grade or higher in every class in order to remain eligible for athletics.** If a student drops below a “C-” grade in any class they become ineligible for competition. Students may continue to practice if they are making an effort to improve the grade(s). The student may be eligible for competition once the grade(s) are back to a “C-” or higher.

## **Music**

Several music offerings are available at Reeves: band, jazz band, orchestra, and choir classes. Concerts are presented throughout the year and are considered a part of the regular music program. Music students are required to attend evening programs.

## **COMMUNICATION**

The school office phone number is 596-3400. Parents are always invited to conference with administrators and teachers throughout the year through a scheduled appointment. You may also call and request a teacher’s voice mail or contact staff via e-mail accounts. E-mail has proven to be a very effective means of communication. Check our web page or use the email addresses listed below. You can also view current information about events at Reeves by accessing our web page at [reeves.osd.wednet.edu](http://reeves.osd.wednet.edu).

### **Classroom Problem Solving Process**

This process supports open communication between parents and teachers for the purpose of resolving concerns related to the child, the classroom, or the teacher.

### **Parent Communication Process**

1. Parents should take the concern directly to the teacher. The teacher is the most logical and helpful person to approach because she/he has the most information and shares responsibility for the child. The best way to contact staff is by e-mail... this can be found in the student handbook on page 6. Feel free to cc the administration. The administration reserves the right to respond. A response from the teacher should occur within two workdays.
2. The parent or teacher may suggest/request a conference. The student should be included in the meeting. One of our goals is to prepare kids for life beyond middle school by helping them to learn to advocate for themselves. The conference is an opportunity for a cooperative solution in which all members of the team (parent, teacher, and child) commit to a plan to resolve the concern.
3. If the concern cannot be resolved, the parent or teacher may arrange a conference with the principal or assistant principal and may choose to include supportive, skilled or knowledgeable mediators. Again, the goal is creative efforts to resolve the issue in the best interest of the child.

### **Teacher Communication Process**

1. It is the teacher's responsibility to take his/her concerns directly to the student. If the concern persists, the teacher will contact the home.
2. The teacher should respond to a parent e-mail or phone call within two workdays.
3. The teacher may suggest a conference. The student should attend. The conference is an opportunity for a cooperative solution in which all members of the team (parent, teacher, and child) commit to a plan to resolve the concern. The teacher and parent may also request a grade level team meeting with all the student’s teachers.
4. If the concern cannot be resolved, either the parent or the teacher may arrange a conference with the principal or assistant principal. Again, the goal is creative efforts to resolve the issue in the best interest of the child.

## Student Responsibilities

1. Frequently check progress on Skyward; monitor grades, missing assignments, and possible mistakes. If comfortable, initiate discussion with teacher to discuss concerns.
2. Use support opportunities to get extra help:
  - ~ Homework Club (offered two days a week, Tuesdays and Thursdays)
  - ~ Opportunity Time (OT) to meet with teachers.
  - ~ Arrange to meet before or after school if OT is not enough time for needed help.
3. Ask an administrator or counselor for help if a conflict arises with a staff member.

## Teacher E-mail

### 6<sup>th</sup> Grade:

Science	Mr. Watters	<a href="mailto:mwatters@osd.wednet.edu">mwatters@osd.wednet.edu</a>
Math	Ms. Householder	<a href="mailto:chouseholder@osd.wednet.edu">chouseholder@osd.wednet.edu</a>
Math		
LA/SS	Ms. Ottavelli	<a href="mailto:dottavelli@osd.wednet.edu">dottavelli@osd.wednet.edu</a>
LA/SS	Mr. Teachout	<a href="mailto:ateachout@osd.wednet.edu">ateachout@osd.wednet.edu</a>
LA/SS	Ms. Ramsay-Werts	<a href="mailto:sramsaywerts@osd.wednet.edu">sramsaywerts@osd.wednet.edu</a>

### 7<sup>th</sup> Grade:

Science	Ms. Hudson	<a href="mailto:khudson@osd.wednet.edu">khudson@osd.wednet.edu</a>
Science	Mr. Phimister	<a href="mailto:rphimister@osd.wednet.edu">rphimister@osd.wednet.edu</a>
Math	Ms. Knutzen	<a href="mailto:dknutzen@osd.wednet.edu">dknutzen@osd.wednet.edu</a>
Math	Mr. Rowswell	<a href="mailto:trowswell@osd.wednet.edu">trowswell@osd.wednet.edu</a>
Language Arts	Mr. Bartlett	<a href="mailto:bbartlett@osd.wednet.edu">bbartlett@osd.wednet.edu</a>
Language Arts	Ms. Land	<a href="mailto:bethland@osd.wednet.edu">bethland@osd.wednet.edu</a>
Social Studies	Ms. Crawford	<a href="mailto:acrawford@osd.wednet.edu">acrawford@osd.wednet.edu</a>

### 8<sup>th</sup> Grade:

Science	Ms. Land	<a href="mailto:bethland@osd.wednet.edu">bethland@osd.wednet.edu</a>
Science	Mr. Phimister	<a href="mailto:rphimister@osd.wednet.edu">rphimister@osd.wednet.edu</a>
Math	Mr. Gunther	<a href="mailto:kgunther@osd.wednet.edu">kgunther@osd.wednet.edu</a>
Math	Ms. Knutzen	<a href="mailto:dknutzen@osd.wednet.edu">dknutzen@osd.wednet.edu</a>
Language Arts	Ms. Schooler	<a href="mailto:jschooler@osd.wednet.edu">jschooler@osd.wednet.edu</a>
LA/SS	Ms. Sharp	<a href="mailto:msharp@osd.wednet.edu">msharp@osd.wednet.edu</a>
Social Studies	Ms. Henderson	<a href="mailto:dhenderson@osd.wednet.edu">dhenderson@osd.wednet.edu</a>

Band	Mr. Grostick	<a href="mailto:rgrostick@osd.wednet.edu">rgrostick@osd.wednet.edu</a>
Choir	Ms. Lins	<a href="mailto:plins@osd.wednet.edu">plins@osd.wednet.edu</a>
HOPE	Ms. Benson	<a href="mailto:tbenson@osd.wednet.edu">tbenson@osd.wednet.edu</a>
HOPE	Mr. Huff	<a href="mailto:shuff@osd.wednet.edu">shuff@osd.wednet.edu</a>
Librarian	Ms. Quimby	<a href="mailto:kquimby@osd.wednet.edu">kquimby@osd.wednet.edu</a>
Orchestra	Ms. Daulton	<a href="mailto:adaulton@osd.wednet.edu">adaulton@osd.wednet.edu</a>
Physical Ed.	Mr. Smith	<a href="mailto:ssmith@osd.wednet.edu">ssmith@osd.wednet.edu</a>
Psychologist	Ms. Monjok	<a href="mailto:umonjok@osd.wednet.edu">umonjok@osd.wednet.edu</a>
Special Ed.	Ms. Mallalieu	<a href="mailto:kmallalieu@osd.wednet.edu">kmallalieu@osd.wednet.edu</a>
Special Ed.	Mr. McGuire	<a href="mailto:smcguire@osd.wednet.edu">smcguire@osd.wednet.edu</a>
Special Ed.	Ms. Johnson	<a href="mailto:hjohnson@osd.wednet.edu">hjohnson@osd.wednet.edu</a>
Robotics	Mr. Stave	<a href="mailto:bstave@osd.wednet.edu">bstave@osd.wednet.edu</a>

## **Parent Conferences**

Parent conferences are scheduled each year for all students and as needed throughout the year. These conferences allow for the teaching staff and parents to exchange observations and information that will result in positive academic and social growth by the students.

Parent conferences will be held October 24-27 this year. During conference week, school will be dismissed early. *We encourage parents to schedule other conferences as needed.*

## **Progress Reports**

Parents are encouraged to maintain a regular schedule of monitoring their child's progress. Family access is a great way to monitor academic progress between progress reports. The access form for this online service is available in our office. Please contact the teachers or our counselor if you need assistance in monitoring academic progress.

## **Report Cards**

Report cards are posted electronically on skyward at the end of each semester. To access your child's report card, log into Skyward, select Portfolio, and click on the Report Card link. The report card will download to your computer. For the current school year our quarters end on November 3, February 2, April 20, and June 19.

## **Dress Code**

Many parents have requested some guidelines for appropriate dress at Reeves. Fashions change quickly, but hopefully these guidelines will be of help. It is our intent to promote the school setting as the students' "place of business" and we encourage you to have your student(s) dress accordingly. In general we will assess the disruption or potential for the disruption of the educational process based on the students' appearance. Failure to comply with the dress guidelines will be considered defiant behavior.

### **Specific Dress Guidelines**

- **Pants:** No sagging—waistlines on pants and shorts must be at or above the hip bones. No undergarments should be visible. No chains on pants.
- **Skirts/shorts:** Shorts should have at least a 3" inseam (no cutoffs). Skirts are to hit mid-thigh or longer.
- **Shoes:** Shoes must be worn at all times. High heels must not be over 3 inches.
- **Hoods/Hats:** Hoods and hats are to be off at all times inside the building and on outside only after the final bell rings. Hats must be put away in your locker & out of sight during the school day.
- **Shirts/Tops:** Shirts/tops must touch the top of the waistband when the arms are down at the side. No midriff or cleavage should be visible.
- **Clothing should not allow cleavage or buttock exposure. No mesh tops or see-through clothing.**

### **Dress Not Allowed**

- **No scented products-** deodorant, hair spray, perfume, etc. *We promote a scent-free environment due to allergic reactions for staff and students that can be life threatening.*
- No food or drink allowed in the hallways.
- Articles of clothing must not promote/display/contain/insinuate any of the following in picture, expression, symbol, or word: information supporting the use of drugs, alcohol, tobacco, tobacco-related products; information about sex; profanity; or discriminatory statements or groups.
- No Body or Face Painting. No drawing/writing on arms and hands (including markers, pens, etc.).
- No gang related attire: No bandanas! No colors! No displaying or drawing gang signs!
- No sleepwear and related articles (i.e. pajama bottoms, boxers as outerwear).
- Holiday costumes are not allowed.

Students will be asked to call a parent if their clothing is inappropriate for school. We will attempt to loan clean sweat pants and shirts when possible.

### **Relationships/ PDA**

The physical display of affection (PDA) such as kissing and exaggerated hugging is not a necessary part of the regular school day and should not occur during school activities. These behaviors are not tolerated at school. School is not the time or place for hand holding, kissing, frontal hugs, etc.

### **Lunch Room Behavior**

- Students are expected to be courteous and considerate
- Students must pick up after themselves
- ***Food and drink are not to be taken out of the cafeteria***
- During the lunch period, students may go outside under adult supervision
- Students are to remain in designated, supervised areas at all times

### **Authorized Areas**

Students are to remain in authorized areas during the school day. Those areas include those portions of the school under the direct supervision of school staff members. If a student cannot be seen by a staff member on supervisory duty, that student should assume this is not an authorized area. When in doubt, check with a staff member.

## **GENERAL INFORMATION**

### **School Closures**

If there is adverse weather or environmental conditions, please tune to a local radio station or visit the media's web sites. All information regarding closures, changes in the scheduled school day, or bus routes will be announced and updated as soon as it is available. Please do not call the school or radio station.

### **School Counselor**

Our school counselor is available to assist students with personal or school related problems. Every effort is made to link the student with a counselor in as timely a manner as possible. The school counselor also is responsible for scheduling student's classes, meeting with parents about their child's academic concerns, and providing outside resources for mental health services.

### **School Psychologist**

Reeves has a part time school psychologist who provides direct support and interventions to students, consult with teachers and families to improve support strategies, and collaborate with community providers to coordinate special education services.

### **Nurse**

A nurse is on call at all times. Due to the need for the nurse to serve other buildings, the nurse will not always be in our building. The duties of the nurse are to maintain up-to-date records, check health concerns referred by teachers or parents, and attend to illnesses and injuries occurring within the school day. Special medical concerns or requests should be relayed to the school nurse. If staff determines that a student is unable to continue the school day, a parent or guardian will be notified. State law requires that all students have **up-to-date immunizations to attend school.**

### **Medication**

According to state policy, **all medications** are to be kept in the office and only the prescribed amount needed should be brought to school. An **authorization form** must be filled out by a physician and given



to the school. **Medications must be in the original container.** Doctors have been given these forms, but please remember to ask for it. It is the student's responsibility to come to the office for medications. School personnel may not dispense any other medications, including aspirin or pain relievers.

### **Student Insurance**

Student insurance is made available at a nominal cost when school opens in the fall. A dental policy is also available. Forms are available in the office.

### **Student Information Cards**

An enrollment card and personal information card should be kept up to date in the office. Please inform the office promptly of any changes to the information card so we can maintain accurate information and ensure the wellbeing of your child.

### **Required Materials for core classes... each grade level may have an additional materials list:**

- ~ three (3) ring binder (1.5 inch or larger)
- ~ notebook paper
- ~ 12" wooden ruler (3-hole punch)
- ~ pink pearl eraser
- ~ ball point pens (blue or black)
- ~ #2 pencils
- ~ pencil pouch with 3-hole punches
- ~ 3 composition notebooks (for science)
- ~ colored pencils
- ~ calculator
- ~ mechanical pencil
- ~ Kleenex
- ~ Spiral notebooks (up to 3)
- ~ subject divider tabs
- ~ one ream of white copy paper (bring to 1<sup>st</sup> period teacher)

## **LUNCH PROGRAM**

### **Lunches**

We have two lunch periods at Reeves. Please check your student's schedule to determine the correct lunch period. The Parent Club operates a student store at lunch. Check the weekly lunch menu. Due to the school district's food services guidelines, **students are not permitted to charge lunches if there is an unpaid balance.** A student who forgets a lunch will be offered a food item. **Free and reduced lunches** are available for those students who qualify. They may not offer those lunches to other students.

### **Breakfast**

Breakfast is available for students beginning at 8:00 A.M. Cereals, a hot entree, and milk and/or juice are available.

### **Purchasing Lunch/Breakfast**

Students purchase lunches in the cafeteria. Credits are assigned to their account. Each time a lunch is purchased a credit is deducted from the balance. Students who qualify for free or reduced lunches should complete a qualification form. They may be obtained in the office. Students are only to use their own credits for lunches. Using another person's account will result in disciplinary action. It is illegal to give or sell a free or reduced lunch to another student.

### **Lunch/Breakfast Prices for 2017-2018**

Breakfast \$1.60    Lunch \$2.70    Milk \$.60    Reduced Priced 4-12    Lunch= \$.40

## **SCHOOL GUIDELINES**

### **A.S.B. Cards**

Associated student body cards (ASB) are provided to the students free of charge. They are beneficial to the students in the following ways:

- Provide student identification as a member of the Reeves Middle School student body;
- Allow for discounted admission to high school athletic events;
- Are useful in checking out the school's recreational equipment

### **Lockers and Locks**

The school will provide lockers for students' use. Items left in the lockers are the responsibility of the students. Should an item of value need to be brought to school, arrangements should be made to leave it with a staff member. A combination lock is built into each locker. **It is the student's responsibility to maintain the confidentiality of his/her locker combination.** Students must use a locker and are responsible for the locker including maintenance and cleanliness. Lockers are intended for the storage of required school supplies, coats, and lunches. Please remember that lockers are the property of the school and are subject to inspections. Students may choose to hang a mirror or personal family pictures in their lockers. However, they are not to write or mark in lockers, or apply items with adhesives backings (i.e. stickers).

Lockers and locks will be provided in the PE locker rooms and for Band students. Students are charged for the replacement cost of a lock should it become damaged or lost.

### **Bicycles, Skateboards, Inline Skates**

There is a bike rack for student use in the area in front of the school. Bikes should be **locked** in this area only. Students are not allowed in the bike rack area during the school day. The use of skateboards, inline skates, and related items are not permitted on school grounds. This is an Olympia School District policy.

### **Gum, Candy, and Food**

Chewing gum or eating candy or food during class time is allowed at the discretion of the individual teachers. **Food, candy, and drinks are allowed in the cafeteria only**, unless distributed and supervised by a staff member.

### **Closed Campus and Visitor Policy**

Reeves has a closed campus. We do not allow visits by non-enrolled students. Adult visitors must check in at the office at the computer kiosk. You will be able to print a visitor's badge at the kiosk. Students must stay on campus from arrival in the morning, during lunch, and until dismissal. In order to leave campus during school hours, a parent must sign his/her child out of school in the office. Loitering on the outskirts of campus, in the street, or in the surrounding neighborhoods is not allowed. *Students will leave campus immediately following dismissal unless participating in a school-approved function or activity.*

### **Volunteer Policy**

Volunteers are required to fill out a district application. Upon completion of the district application, volunteers are asked to report to the office when arriving on school grounds. Please sign in at the kiosk and print a visitor's pass. This is a matter of safety and security. Unauthorized visitors are not permitted on school grounds and may be referred to legal authorities for trespassing charges.

### **Buses**

The privilege of riding a school bus is based on displaying proper conduct and following the rules and guidelines established by the transportation department. Information concerning bus routes may be obtained by contacting the transportation department at 596-7700. ***Students that need to ride an alternate route MUST bring a signed note from home. For safety reasons, parent calls for bus passes are not allowed.***

### **Telephone Use**

The office phone is intended for business use and emergencies. Students may use the office phone before or after school. If a need to use the phone arises during the day, the student should contact the classroom teacher if it is related to class, or contact an administrator or counselor for other requests. Phones are located in all classrooms. After extra-curricular activities, students may obtain access to coaches' phones to arrange transportation or contact their parents.

### **Accidents**

Any accident occurring in the school building, on the school grounds, at practice sessions, or at any school function must be reported immediately to the person in charge and to the office.

### **Lost and Found**

A lost and found area is maintained in the cafeteria. Once a month unclaimed items will be donated to a local charity. It is suggested that students' clothing be labeled. If an item is lost, the student should retrace his/her steps, check with teachers or friends and check the lost and found. Parents are also encouraged to contact the school (596-3400) if an item is missing.

### **Police/Legal Authorities**

In accordance with legal statutes, the staff of Reeves Middle School works cooperatively with other schools, the Olympia Police Department (usually via our **School Resource Officer - SRO**), Sheriff's Office, and juvenile, state, and county agencies who have or need information pertinent to the operation of the school the student's well-being, or other legal matters.

### **Student Council**

The student council is our students' governing body. Each class is represented on the council. The primary responsibilities are to establish the ASB budget, approve the expenditure of funds, promote and support improvements to the campus and school climate, and support community service activities.

### **Electronics and Personal Property**

Students are discouraged from bringing items of personal value not related to their lessons.

The following electronic devices are not allowed at school:

- **Cell Phones (put away in backpacks before entering school then stored in lockers throughout the school day)**
- **Using headphones to listen to music on your phone or electronic device is not allowed during the school day**
- Electronic Games
- Laser pointers

**For a first offense, detention will be assigned and the item will be taken away until the end of the day. If it is brought a second time, disciplinary action will be taken and a parent/guardian must pick up the item. A third electronic related incident could result in the item being confiscated until the end of the year.**

**Progressive discipline steps will be followed under non-compliance if a student does not abide by these electron/personal property expectations.**

The school is not responsible for personal items that students bring to school. As with other valuables, students are solely responsible for their personal possessions. Should an item of value need to be brought to school, arrangements should be made to leave it with a staff member. They are not to interfere with the learning environment.

### **Technology/Computer Use**

Students are reminded to only be in "authorized" computer sites. Unethical use of the computer will result in disciplinary action including loss of computer privileges. Students are responsible for their personal computer accounts and any use or access to their account by others. As a courtesy to others, students should restrict the size of stored files. Files will be deleted from accounts that exceed a reasonable

capacity. Students are reminded that staff members have authority to monitor their accounts. Information transferred from or on the district's computers is NOT confidential.

### **Fees and Price Information**

The following is a summary of financial obligations at Reeves Middle School. Should paying a fee become a problem, please contact the office. (These prices are subject to change.)

Reeves PE shirt.....	\$7.00 (Required for PE)*
Books.....	(Students are charged the replacement or repair costs for lost or damaged books.)
Change of locker combination fee.....	Free (PE & Band lock replacement is \$5.50)
ASB card.....	Free

## **STUDENT DISCIPLINE**

At the beginning of each new school year, the Olympia School District provides every student and staff member with its policies related to student rights and responsibilities. These policies are contained in a district publication, "Olympia School District Student Rights and Responsibilities". This publication or handbook is distributed to all students and is used as guidance for staff when orienting students at the beginning of the school year. It is the expectation of the district that each student will share the publication with parents and the parent and student will acknowledge receipt of the handbook by reading and signing the parent acknowledgement form enclosed in the handbook and by returning that signed form to the school during the first ten days of the school year.

### **Philosophy of Discipline**

We believe everyone involved in our learning community shares a commitment to a school environment which supports and nurtures the uniqueness of each individual. In our work together we strive to develop integrity by establishing an atmosphere of collaboration, trust, and respect.

We believe in each person's ability to make appropriate choices, to exercise self-discipline, to reflect on one's choices and actions, and to make restitution for inappropriate choices. Knowing that the mistakes we make in life can be our best teachers, we strive to maintain a positive and healthy climate where we can use our mistakes to learn and grow.

### **Discipline Policy and Procedures**

Students are encouraged to take responsibility for their actions and permit the steps of discipline to occur at the lowest level. Our discipline policy is referred to as "progressive discipline." This means that should an infraction of a rule be repeated, the next resulting consequence may be more significant than the preceding consequence. The school discipline consequence guidelines are located on page 15. It is our goal to help students learn to make better choices.

- A time out is provided in classrooms to allow students who are committing minor offenses to gain control of their actions.
- Students are referred to the office for non-compliance or for offenses that are more significant. Office administrators or their designees will follow the school discipline consequence guidelines.
- Students could be excluded from activities (i.e. assemblies, a time out from the classroom, etc.).
- Students could be assigned to lunch detention (usually 15 or 30 minutes).
- Students could be assigned to in-school detention (ISD).
- Students could be assigned to a home suspension.
- A short term suspension shall be for up to five days. This might be served in ISD or at home.
- A long term suspension shall be for a suspension greater than five days. This is served at home
- An expulsion shall mean the exclusion from attendance at any school in the Olympia School District.
- There is a process to appeal any suspension or expulsion. It is included in Olympia School District policy, section 5100. A copy is available in the school office.

**Each student will receive a copy of this policy.** Our discipline policy extends **door-to-door**. This means our jurisdiction may begin once a student leaves home in the morning and may extend until the student returns home after school.

### **In-School Suspension (ISS)**

We maintain an in-school detention room as a service to our students and parents. If an incident warrants its use, we assign a student to ISS. While assigned to ISS, homework is provided and an education assistant is available to help the student with assignments. Students may be detained in the ISS room pending a resolution to a conflict that resulted in their referral. Students are expected to adhere to the ISS rules or the detention time will be converted to a home suspension. Students are excluded from regular and extra-curricular activities when suspended.

### **End-of-Year Suspensions**

During the month of June, suspension days may be assigned to include important end-of-the-year activities. For instance, a student suspension could mean exclusion from the wild-waves field trip or the 8<sup>th</sup> grade breakfast. The procedure and consequences for end-of-year suspensions will be clearly outlined for students in early June.

### **Serious Offenses - Exceptional Misconduct**

Students may be referred to the Administration for offenses including, but not limited to:

- Fighting or intent to do bodily harm; assault/verbal threats.
- Use or possession of potentially dangerous objects/weapons (including look-a-likes).
- Harassment, intimidation, or bullying.
- Vandalism/False Alarms (including fire).
- Use or possession of tobacco products, drugs, drug paraphernalia, or alcohol.
- Truancy.
- Non-Compliance/Refusal; Blatant Disregard.
- Falsification of documents.
- Profanity directed toward a staff person or peers.
- Criminal actions.
- Sexual Harassment.

**The offenses on this page constitute misconduct and may be punishable by suspension and/or expulsion on a first offense.** They are prohibited at any time: on, in, or adjacent to school premises; in transit to and from school; and at school-sponsored activities. They may also constitute a violation of federal, state, or local laws. **Specific consequences in these areas are clearly defined in this handbook and in the Olympia School District's Student Rights and Responsibilities Handbook.** Additionally, ongoing disruption of the educational process may also result in suspension or expulsion.

### **Definition of Terms**

#### **Fighting or Intent to do Bodily Harm; Assault**

Intentionally causing, attempting to inflict, behaving in such a way as to cause, or the actual infliction of physical injury on any school personnel, student, or other person is prohibited.

#### **Use or Possession of Weapons/Potentially Dangerous Objects/Look-A-Likes**

Items which are deemed as potentially dangerous objects, weapons, or look-a-likes at school are prohibited on school grounds. Students who possess a weapon or who carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion. Students carrying or possessing a firearm shall be

expelled for a period of not less than one (1) year. **Students who unwittingly come to school with such an object should notify an administrator, teacher, or adult immediately.**

### **Intimidation, Profanity or Harassment**

Any conduct or expression by a student directed toward or in the presence of any other student, teacher, administrator, or other school personnel for the purpose of intimidating or coercing him/her is strictly prohibited including, but not limited to, disrespectful and discriminating language, signs, or acts. This also includes the use of profanity; obscene, indecent, or lewd conduct or expression of inappropriate display of affection written or verbal (including gestures, signs, drawings, pictures, or publications) directed toward staff or peers.

### **Vandalism/False Alarms**

The student will honor and maintain personal and public property by not defacing (including writing graffiti on), damaging, destroying any article or facet thereof relating to a possession. The student will not enter or use any school facilities without authorization. The student must not tamper with alarms, fire extinguishers, fire alarms, or other emergency equipment (including emergency communication lines, i.e. 911).

### **Use or Possession of Tobacco, Alcohol, Drugs, Drug Paraphernalia**

Students are not permitted to have in their possession, consume, be under the influence of, or show evidence of having used, sold or distributed any alcoholic beverages, tobacco products, marijuana, illegal drugs, medications (prescriptions, OTC nutritional supplements) drug paraphernalia, or look-a-likes. Students must not infer, pass off as, or sell items/non-drugs as being the real thing. To do so will result in the situation being treated as if they were the real item/drug. Additionally, articles of clothing and student possessions must not promote/ display/ contain/ insinuate any of the following in picture, expression, symbol, or word: information supporting the use of drugs, alcohol, tobacco, tobacco-related products; information about sex; profanity; or discriminatory statements or groups.

### **Paraphernalia**

All equipment, products, and materials of any kind, which are used for, intended for the use of, or designed for the use of a controlled substance.

### **Truancy**

Truancy is defined as any time the student is out of the classroom/assigned area (i.e. library, assembly, advisory class, or activity) without permission and a hall pass during the school day.

### **Non-Compliance/Refusal; Blatant Disregard**

Students must, by law, submit to reasonable directions, corrective action or punishment imposed by the school staff acting in the performance of their duties. This includes all searches (i.e. lockers, bags, persons). School personnel (and designees) have the right to request that persons on school grounds, school buses, or at school related activities, identify themselves. No student shall fail to provide his/her name and other pertinent information when asked.

### **Falsification of Documents**

Students must not write, accept, use or attempt to pass a forged (falsified) note/signature or make any false entry or alteration of any document used or intended to be used in connection with the operation of the school. This also includes aiding and abetting others to do the same. Falsification of documents includes cheating on class assignments, projects, or tests.

### **Disruption of the Educational Process**

Students must not use noise, force, violence, or any other conduct to cause the disruption or obstruction of the educational process. Students must not interfere with the discipline of other students, either by expression or conduct.

### **Criminal Action**

**Arson:** The intentional setting of a fire.

**Explosive Devices:** Possession, discharging, or housing of any explosive device(s) (including fireworks, firecrackers).

**Extortion, Blackmail, Coercion:** Obtaining money or property by violence, threats, or by forcing someone to do something against his/her will by force or threats.

**Theft:** Stealing (or assisting in stealing) private property, school district property, or information (including, but not limited to, computer files/disks, tests, keys, grade books). Includes "borrowing" Without prior permission.

**Trespass:** Being in an unauthorized area of the campus/building or refusing to leave when asked.

### **Sexual Harassment**

Any conduct that constitutes sexual harassment is strictly forbidden. Specific examples of behaviors that may constitute sexual harassment are: (1) Persistent, unwelcome flirtation, advances, and/or propositions of a sexual nature; (2) Repeated, offensive, and unwelcome phone calls, leers, insults, and/or jokes that are sexual in nature; (3) Repeated, unwelcome comments of a sexual nature about individuals, physical appearance, sex life, or clothing; (4) Deliberate and unwelcome touching, such as patting, pinching, hugging, or brushing against an individual's body; (5) Unwelcome and offensive displays such as leering, kissing, physical gestures of a sexual nature, or sexually suggestive objects or pictures (i.e. nude pictures); (6) Pressure for dates or sex, if unwelcome and repeated. Note: These should be used as guidelines for determining whether conduct constitutes sexual harassment. Any student who believes that he or she has been sexually harassed is encouraged to take the complaint to an administrator or counselor. Complaints will be investigated as quickly as possible. Every effort will be made to preserve confidentiality and protect the student's privacy to the extent the investigation process allows. District Policy No. 3112 provides additional information on sexual harassment.







