

REEVES MIDDLE SCHOOL STUDENT HANDBOOK 2021-2022

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SCHOOL PROGRAM

Students at Reeves are enrolled in a six (6) period day. Core classes consist of language arts, social studies, math and science. Student electives are music, PE, health, robotics, broadcasting, wood tech (woodshop), art, leadership and yearbook.

ATTENDANCE INFORMATION

School Hours

School's in session from 9:20 am until 3:50 pm. Our office is open from 9:05 am - 4:20 pm. Students may enter the building at 9:05 am. When the halls open at 9:05 am, students will be able to stop at their lockers. Students should report directly to their first period class when they arrive on campus.

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 Voicemail Line at 360.596.3411**, 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 Attendance Policy for valid excuses for absence from school.***

If students must stay home due to Covid related illness, exposure or quarantine, assignments will be made available via Schoology and/or arrangements with their classroom teachers. These absences will not count towards attendance law.

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 guardian 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.**

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 submitted to teachers. When you expect your child to be absent one or two days, please have them call a friend in their classes to find out their assignment or check the teacher's Schoology/websites for assignments.

HEALTH & FITNESS, ATHLETICS AND MUSIC

Health & Fitness

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 office. 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 up to 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.

Athletic Sports Programs

An after-school sports program is offered for sixth, 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. **There is an activity bus available for student athletes after practices. Parents will need to provide transportation after games.** Online clearance for sports are on our web page at <https://www.familyid.com/family/dashboard> A doctor's exam and physical is required for all students who participate in the after school sports program. We participate in a league that includes Washington, Jefferson, Marshall and Griffin Middle Schools. Student athletes must adhere to all WIAA, league, school and coaches' rules.

The sports calendar is scheduled as follows:

- 1st season - 7/8 grade boys' soccer & 7/8 grade girls' volleyball
- 2nd season - 7/8 grade girls' basketball
- 3rd season - 7/8 grade boys' basketball & 7/8 grade girls' soccer
- 4th season - 6/7/8 grade intramural track

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, coaches and the athletic director will work with athletes to support academic progress so athletes can become eligible 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, 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 360.596.3400. 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 voicemail or contact staff through email accounts. Email 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 website at 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 email. Email addresses can be found 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 home.
2. The teacher should respond to a parent email 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 the teacher to discuss concerns.
2. Use support opportunities to get extra help:
 - 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 Emails

6th Grade

Science	Mr. Stave	bstave@osd.wednet.edu
Math	Mrs. Woronka	cworonka@osd.wednet.edu
Social Studies	Ms. Ottavelli	dottavelli@osd.wednet.edu
Social Studies	Mrs. Mikler	amikler@osd.wednet.edu
Language Arts	Mr. Teachout	ateachout@osd.wednet.edu

7th Grade

Science	Mrs. Hudson	khudson@osd.wednet.edu
Math	Mr. Rowswell	trowswell@osd.wednet.edu
Social Studies	Mrs. Hummel	khummel@osd.wednet.edu
Language Arts	Mrs. Nied	dnied@osd.wednet.edu

8th Grade:

Science	Ms. Land	bethland@osd.wednet.edu
Math	Ms. Dean	jdean@osd.wednet.edu
Social Studies	Mrs. Henderson	dhenderson@osd.wednet.edu
Social Studies	Mrs. Mikler	amikler@osd.wednet.edu
Language Arts	Ms. Householder	chouseholder@osd.wednet.edu

Specialists:

Band/Orchestra	Mr. Grostick	rgrostick@osd.wednet.edu
Choir	Ms. Lins	plins@osd.wednet.edu
Librarian	Mrs. Quimby	kquimby@osd.wednet.edu
Health	Mrs. Crawford	acrawford@osd.wednet.edu
PE, Leadership/Yearbook	Mr. Gunther	kgunther@osd.wednet.edu
Robotics/Broadcast	Mr. Bartlett	bbartlett@osd.wednet.edu
Wood Tech	Mr. Shriver	ashriver@osd.wednet.edu
Art	Ms. Ramsay	sramsaywerts@osd.wednet.edu
Healthy Habits	Mrs. Yardley	syardley@osd.wednet.edu
HOPE	Mr. Bonilla	cbonilla@osd.wednet.edu
HOPE	Mr. Huff	shuff@osd.wednet.edu
Psychologist	Dr. Monjok	umonjok@osd.wednet.edu
Special Ed.	Mr. Claussen	lclaussen@osd.wednet.edu
SPED/HeaHab/PeerMent	Mr. McGuire	smcquire@osd.wednet.edu
Special Ed.	Mrs. Johnson	hjohnson@osd.wednet.edu

Parent Conferences

Parent conferences are scheduled each fall 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 26-29 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. Skyward Family Access is a great way to monitor academic progress between progress reports. Please contact the office for help setting up this service and 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 semesters end on February 4th and June 21st.

DRESS CODE

Students and parents are primarily responsible for determining the student's personal dress standards, provided the student's dress does not violate district policy or procedures.

Student attire must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop classes and other activities where unique hazards, specialized attire or safety gear is required.

Students Must Wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)
Note: Courses that include attire as part of the curriculum (for example, professionalism, public speaking and job readiness) may include assignment-specific clothing. Similarly, courses at any level that require specific clothing to meet safety requirements, such as closed-toed shoes in wood or metal shop courses, may be enforced.

Students Cannot Wear:

- Violent or lewd language or images
- Images or language depicting drugs, tobacco or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Apparel identified by local law enforcement as belonging to or identifying one as a member of any violent or criminal group.
- Hats, hoodies and headwear. Exceptions will be made for medical/health and religious reasons. Headwear is also allowable for sun protection.

If it is necessary for staff involvement around a student's attire, it should be done in a way that is the least restrictive and disruptive to the student's school day. Violations of the dress code that are outside the bounds of what students must wear or include items under the *Students Cannot Wear* section may be removed from class. In these situations, administrators have discretion over how to rectify the situation with an emphasis on the student missing the least amount of learning time. Any school dress code enforcement actions should not be done publicly in front of other students and should minimize the potential loss of educational time. Students should not be forced to wear clothing that is not their own when they are in violation of the dress code.

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. We will follow Local Health Guidelines for appropriate physical distancing.

Lunchroom 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 designated eating area**
- 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 and/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, consults 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.

LUNCH PROGRAM

Lunches

We have two lunch periods at Reeves. Check the monthly lunch menu. This year the Federal lunch program allows all students to have free lunch each day.

Breakfast

Breakfast at no cost is also available for students beginning at 9:05 am.

SCHOOL GUIDELINES

Face Coverings

Face coverings are mandatory with breaks during lunch.

ASB Cards

Associated Student Body cards (ASB) are provided to the students free of charge on picture day(s). 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;

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, lunches and **cell phones/electronics**. Please remember that lockers are the property of the school and are subject to inspections. Students may choose to hang a mirror and/or personal family pictures in their lockers. However, they are not to write or mark in lockers or apply items with adhesive 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 and skateboard 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. Roller skates of any kind are not permitted on school grounds per Olympia School District policy.

Gum, Candy, and Food

Chewing gum during class time is allowed at the discretion of the individual teachers. **Food, candy and drinks are allowed only in food distribution areas.** Water bottles are allowed in class.

Closed Campus and Visitor Policy

Reeves has a closed campus. We do not allow visits by non-enrolled students. 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 their 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 and background check. 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. Volunteers must abide by District Guidelines.

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 360.596.7700. ***Students that need to ride an alternate route MUST bring a signed note from home. Alternative arrangements can not be made over the phone for student safety reasons.***

Telephone Use

The office phone is intended for business use and emergencies. Students may use the office phone before or after school or during lunch. 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. See below for student cell phone use.

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 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, 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.

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 DURING SCHOOL HOURS:

- **Cell phones (put away in backpacks before entering school then stored in lockers throughout the school day - no phones allowed in food distribution areas)**
- **Using headphones/earbuds to listen to music on your electronic device is not allowed during the school day without teacher permission**
- **Electronic games**
- **Laser pointers**

For a first offense, lunch 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. 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. Students are reminded that staff members have authority to monitor their accounts. Information transferred from or on the district’s computers is NOT confidential. The Olympia School District uses Securely to monitor student browsing history and web usage.

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.....	\$8.00 (Required for PE)*
Books.....	Students are charged the replacement or repair costs for lost or damaged books
Change of locker combination.....	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.