

FOOTHILLS MIDDLE SCHOOL

STUDENT HANDBOOK

1410 Maple Street
Wenatchee, Washington
98801
(509) 664-8961

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Office Staff

Mark Goveia
Principal

Sheli Franklin
Office Manager

Chad Morgan
Assistant Principal

Tami Mahoney
Attendance Secretary

Marc Miller
Counselor

Michelle Garcia
Assistant Secretary

Shanon Baker
Counselor

Patsy Everson-Stewart
Counselor Secretary

The School Day

The school day begins at 8:00 AM in the morning and ends at 2:45 PM in the afternoon. School activities and athletics will be held after school from approximately 2:45 - 5:00 PM.

Students are welcome to enter the building for early classes, business, or as the first bus arrives (7:15 AM) in the morning and are expected to leave, except for activities, after the 2:45 bell in the afternoon.

Closed Campus

Foothills Middle School is a closed campus. That means that you must stay on the school grounds from the time you arrive in the morning until school is dismissed. If you need to leave during the day, you must bring a note signed by your parent (guardian) and take it to the office before classes begin for a pass or dismissal slip. If you wish to go home for lunch on a regular basis, you may bring a note to the office for a permanent lunch pass. (WSD Policy #3242)

*If you need to leave during the school day for appointments or other reasons, you must always check out through the office. We will try to help you to arrange for private music lessons during the day, preferably during the same time when you have music at school.

The Office

The office is open from 7:30 AM to 3:30 PM Monday through Friday. Come to the office if you have questions about school or need to see a principal or counselor. Attendance is handled in the office by the secretaries.

Attendance

Regular and prompt attendance is the responsibility of the student and the parent(s). (WSD Policy #3120)

Excused Absences

In accordance with district policy, the only valid reasons to miss school are **illness, medical appointments, family emergencies, health condition, religious functions, disciplinary action, and required court appearances**. The school will generally excuse parent requests that have been **prearranged**. (WSD Policy # 3122P)

Students who are excused have the right to make up missed work under reasonable conditions. Teachers may choose to provide alternative assignments and set reasonable time limits. **Unexcused** students forfeit the right to make up work.

If you are late to school, please report to the office for an admittance slip to class. If you are late to a class during the day, report directly to class. If you are absent, your parent should call the school at 664-8961 **during the morning of the absence. If you need to call outside of normal office hours a message can be left at Extension 22221.**

Unexcused Absences (Truancy)

It is very important that students attend school regularly and arrive to their classes on time. In accordance with district policy, a student will receive an unexcused absence and be considered truant if: he/she is five or more minutes late to any class during the school day and the reason for the absence is other than those listed for an excused absence.

Note: Students who receive an unexcused absence from class are subject to discipline in accordance with the district Middle School Range of Sanctions. (See Appendix B)

Tardies

A student will be considered tardy if they are not in their class doing what is expected at the beginning of class. Each teacher may determine what constitutes a tardy once students enter their class.

Please contact us when absent . . .

If you are absent, and your parents do not contact the office, the school will follow state guidelines as mandated in the BECCA bill and try to contact your parent by telephone as soon as possible. However, for unexcused absences, the following steps will be taken:

1. The school will inform parents by phone after one unexcused absence in a month and in writing after two in a month.
2. The school may request a parent conference after two unexcused absences within one month. The school and parent will take steps to develop a plan in an attempt to reduce absenteeism.
3. If the steps taken are unsuccessful, upon the fifth unexcused absence during the current school year, the school shall refer the student to the juvenile court system.

***** Most Frequently Asked Questions *****

Why must I take the time to provide a parent excuse for my student?

We really need your help! By law, the office is required to accurately record all student attendance information. Accurate attendance information enables the school to make informed decisions for all of our students. The better the information, the better the decisions made in an effort to support and encourage each student's participation and success at Foothills Middle School.

What kind of information should I include in a parent excuse?

Important information in a parent excuse should include:

- 1) The student's name
- 2) The date the excuse was written
- 3) Date(s) of the absence
- 4) The reason for the absence(s)

Isn't any parent excuse good enough for my child to receive an excused absence?

Only those excuses that are in accordance with state law and school district policy are considered excused absences (i.e.):

- 1) Illness
- 2) Family Emergencies
- 3) Religious Functions
- 4) Required Court Appearances
- 5) Medical Appointments
- 6) Health Condition
- 7) Disciplinary Action

If I have any questions regarding my child's absences, what can I do?

Please call the school office and ask for the attendance secretary. If you have any further questions, please ask to be referred to the assistant principal or principal for further assistance.

The Counselor

If you have a problem, you may request to see Mr. Miller or Mrs. Baker. They can help you by providing social, emotional, academic and group counseling. In addition, they can help you and your parents find community based counseling programs. If you wish to see Mrs. Baker or Mr. Miller **please complete a counselor request form located outside of their office and in every classroom.**

Medication

Students may not self-carry prescribed medications. Prescribed medications taken at school, or that may be stored at school, must have an accompanying Authorization for Medication Administration #SN-02 form completed by the prescribing health care professional. Parents must transport medication to school; students are not allowed to carry these medications.

Students in grades 6-12 shall be granted permission to self-carry rescue medication provided certain criteria are met. AMA form must be completed for Epi-pen use and storage, and for inhaler storage.

Students self-carrying an inhaler do not need to provide an AMA form unless a backup inhaler is stored at school. Parents are encouraged to provide a backup rescue medication to store at the school office.

Students, grades 6-12, may carry a small quantity of 'Over the Counter' (OTC) medication equal to a one-day dose, provided their parents have given their child permission to do so. They may carry a one-day dose without providing an AMA form. Parents may provide an AMA form for OTC medications they wish to store at school.

Injectable Medications for Diabetic Management

Accommodations shall be made through the development of an Individualized Health Care Plan (IHP) for students with diabetes, who

require specialized medical care at school, including the possibility of injectable medications and/or blood glucose monitoring. These plans shall be developed and supervised by a licensed school nurse in accordance with the Laws Related to Nursing (Washington State Nurse Practice Act) and the Washington State Task Force (OSPI) Guidelines for Care of Students with Diabetes.

If You Injure Yourself

If you are injured at school, you should tell your teacher immediately. If necessary, the teacher will send you to the office for assistance. First aid will be administered and your parents will be contacted if necessary. Please understand that the school is not liable for doctor or hospital bills resulting from school accidents. School insurance applications are available through the office at your request.

Emergency Drills

We are required to have a fire drill, lockdown drills, earthquake drills, or shelter in place drill at least once a month for the year. When the alarm sounds, or the drill is announced on the P.A., students are to follow their teacher's directions quickly and **silently in an orderly fashion. Please remain with your teacher and class.**

The Elevator

Foothills Middle School has an elevator for student use when a student is unable to go up and down the stairs. If you are unable to use the stairs, come to the office to make arrangements. You may have one other student assist you in the elevator. Keys are checked out one day at a time and need to be returned to the office daily! A five dollar fee is charged for a lost elevator key.

Stairways, Balcony And Hallways

Foothills Middle School is different from many other middle schools because it has open stairways and a balcony over the Commons. We ask that you use caution and respect the rights of others in these areas.

The Associated Student Body (ASB)

When you enroll at Foothills Middle School, you become a member of the student body. This gives you the right to vote in elections and participate in some student activities. However, to participate in **extra-curricular activities and student government**, you must purchase an ASB sticker for the year. This fee helps pay for student activities, student projects, athletic uniforms and other equipment.

Lockers

All students will be assigned a hall locker in which to keep their belongings. Each locker will have its own combination that you need to keep to yourself. All P.E. students will be assigned a locker in which to keep their P.E. equipment and clothes. **To maintain the security of your locker please do not share your combination with other students. Lockers and desks belong to the school which reserves the right to open them at any time to check for cleanliness, books, or contraband.** Locker inspections will be held periodically. Do yourself a favor and keep your locker well organized. If you have any problems

with your locker, please contact the office immediately. (WSD Policy #3232P) Your backpack is to remain in your locker during the school day, and should not be taken to class with you.

Telephones

The telephones in the office and classrooms are reserved for school business and emergency student use. Please ask your teacher for permission to use the classroom phone.

Hall Passes

Students are not allowed out of the classroom during class time unless they have a hall pass from their teacher. This includes going to or from the restroom or office.

Visitors/Guests

Foothills is a friendly school, but there are too many people here to allow you to bring guests or pets to class. All visitors/volunteers who come to FMS on school business must register at the office upon arrival at all times. Volunteers must have a volunteer application on file in the office and complete a background check before volunteering in the classroom. Parents are always welcome and should check with the office so that we may assist you as needed. Otherwise, no visitors are allowed on campus. (WSD Policy #4311P)

Communication

We believe that communication between the school and home is very important for student success. Report cards are mailed home approximately two weeks after the end of each quarter. Teachers have one preparation period and phones in their classrooms. Parents are urged to contact teachers by calling 664-8961 when they have concerns or questions about their child or the school program.

Personal Belongings Please do not bring valuable personal belongings to school unless arrangements are made with your classroom teacher. Toys, i-Pods, radios, game players, etc. should be left at home to minimize the risk of being lost or stolen at school. However, if you choose to bring them to school, you do so at your own risk. Please leave those belongings in your locker and take them home at the end of the school day. **All cell phones and other technology devices must be kept in your locker, in silent mode, during the school day unless you have completed the “Bring your own device” form and received a use sticker.** Cell phones are not to be used anywhere inside the building. If you are not following the cell phone expectations your phones will be confiscated and will be released only to a parent or guardian.

Clothing

Foothills Middle School is dedicated to preserving a beneficial learning environment and assuring the safety and well-being of all students. Clothing worn at school should be made in consultation with parents. The following district guidelines are intended to assist students and parents in making reasonable choices in matters of dress. These

guidelines are district guidelines which will affect all of the schools (K-12) in the Wenatchee School District.

1. The wearing of any covering over the head is prohibited. This includes, but is not limited to hats, bandanas, scarves, hairnets, etc.
2. Clothing articles that inappropriately reveal body areas of the shoulder, back, chest, waist, and upper thighs are prohibited. This includes, but is not limited to tank tops, halter tops and midriff shirts. Shirt sleeves must be the width of a dollar bill or longer. Skirts and shorts must be longer than the mid-thigh. Cut-offs, which are not hemmed, exposed underwear/undergarments, and holes in clothing exposing inappropriate body areas, and pajamas, are not permitted.
3. Clothing and/or other accessories that would be considered a safety hazard or could result in injury to the individual or others, and that would be considered a disruption to the learning environment are prohibited. This includes, but is not limited to chains, sharp protruding objects affixed to necklaces, collars, bracelets and rings. A disruption to the learning environment occurs when the student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of obscene, sexual, drug or alcohol-related apparel, gang related attire, or dress of the opposite sex. (WSD Policy #3224P)

Food, Breaks and Lunchtime

Eating and drinking beverages is allowed only on the tiled area in the cafeteria. Teachers may give special permission to eat in their own classroom.

Teacher's Aide

The duties of a teacher's aide, instructional aide, office aide or a library aide are very important to the smooth operation of Foothills Middle School. Student aides provide helpful assistance to the staff and students at our school. Because the positions require service, self-direction, and added responsibility, application for a position should be considered carefully by the student.

A student will be scheduled into a semester aide position if the following criteria are met:

1. A staff member has requested his/her assistance.
2. The student is passing all of his/her classes.
3. The student is a good citizen meeting the quarterly Make Your Day expectations with no suspensions or expulsions during the time of service.
4. The student aide will serve in only one aide position during the semester.
5. The student has written parental permission.

Serving as a TA at FMS is a privilege.

To Be In Good Standing

To hold and retain elective office or receive citizenship awards and recognition, a student must be in good standing. This means that during the current or past semester the student shall not:

1. have been involved in the use or possession of tobacco, alcoholic beverages, illegal drugs or controlled substances
2. have engaged in activities at or away from school that are detrimental to the student's citizenship or the good reputation of the school

To Be Eligible

To be eligible to participate in after school activities, hold an ASB office or participate in school athletics the student must:

1. be in good standing with no serious or major disciplinary action pending
2. be making reasonable academic progress, passing all classes (there can be no U's, or F's on the last report card)
3. have purchased an ASB sticker
4. be in attendance on the day of the activity unless excused by the office
5. have completed and signed the Athletic/Activities contract
6. have completed a physical exam, medical insurance, concussion information form and safety guidelines where appropriate

Athletic Clearance Procedures

All students must complete the following obligations before being allowed to participate in an athletic practice, event or contest:

1. have a record of a physical examination on file in the office (good for thirteen months);
2. show proof of adequate medical insurance or purchase medical insurance through the school program
3. purchase an ASB card/sticker
4. have a signed parent permission slip on file in the office
5. have emergency information on file in the office
6. have a completed and signed Athletic/Activities contract on file and completed concussion form.
7. be a bona fide resident of the Wenatchee School District
8. be under 15 years of age prior to June 1 of the current school year.

Wenatchee Public Schools
Student Conduct Policy
Notice

Weapons

Pursuant to State law, students who possess or carry onto school premises, school provided transportation, or areas of facilities being used exclusively by public private schools any firearms, other dangerous weapons, nun chuck sticks, throwing stars, air guns, or other projectiles shall be subject to expulsion. Students who with malice display what appears to be a firearm shall be subject to suspension or expulsion of up to one (1) year. Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year.

Tobacco

Using tobacco in District facilities or vehicles or on District property is prohibited. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Alcohol, Chemical Substances

The District recognizes the dual responsibility to establish disciplinary procedures in relation to student alcohol and other drug use and to support other alternatives for helping students and their families, such as staff training, and community education/awareness activities related to alcohol and other drug education.

These guidelines are intended to provide a measure of consistency among all schools, while permitting flexibility to impose alternatives as circumstances warrant.

I. First Offense:

Possession of drug paraphernalia, possession and/or use of controlled substances, marijuana, alcohol and/or other substances intended to alter mood, or purported controlled substances, not taken at the direction of a physician, will be grounds for an emergency expulsion to be followed by a long-term suspension. At the high school level, long-term suspension will be for the remainder of the semester or not to exceed 90 days, whichever is greater, subject to the limitations of WAC 180-40-260(5). At the middle school level, long-term suspension will be for 90 days, subject to the limitation of WAC 180-40-260(5). At both the high school and

middle school levels, the long-term suspension may be reduced to a short-term suspension if the student provides evidence of having scheduled, within 48 hours, a drug assessment and having complied with all health care recommendations, and may be accompanied by one or more of the following:

- A. Referral to law enforcement agency.
- B. Referral to prevention intervention specialist/counselor.
- C. Behavioral contracting.
- D. Other appropriate alternatives

Failure to complete alternatives to suspension and health care recommendations shall be grounds for reinstating original sanctions.

At the elementary level, students will receive an emergency expulsion followed by a short-term suspension or alternative correction plan.

II. Second offense:

A second offense may result in:

- A. Expulsion.
- B. Long-term suspension.
- C. Referral to law enforcement agency.
- D. Implementation of additional alternatives.
- E. Extension of alternatives for first offense.

III. Sale or delivery of all drugs, alcohol, controlled substances or purported controlled substances shall be cause for referral to a law enforcement agency, emergency expulsion, and recommendation for expulsion.

IV. Student use of tobacco products is prohibited in district facilities, vehicles, or on district property. Students will be subject to progressive discipline for violation of policy.

The Wenatchee School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator, Section 504/ADA Coordinator

Mark Helm, Executive Director of Student Services -

helm.m@wenatecheschools.org

235 Sunset Ave, Wenatchee WA, 98801

509.663.8161

Civil Rights Compliance Coordinators

Mark Helm, Executive Director of Student Services (students) -

helm.m@wenatecheschools.org

Lisa Turner, Executive

Director of Human Resources (staff) - turner.l@wenatecheschools.org

235 Sunset Ave, Wenatchee WA, 98801 509.663.8161

Student Conduct

Foothills Middle School acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. Foothills 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. In addition, special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of socially acceptable behavior;
- B. Respect the rights, person, and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

The following acts or commissions by a student while on school property (or in reasonable proximity thereto) or at any school-sponsored activity or event off school property are prohibited and shall constitute cause for discipline, suspension, or expulsion by authorized school district authority. The following sanction charts are for reference only and do not supercede administrative prerogative.

SCHOOL DISCIPLINE AND SANCTIONS GRIEVANCES/HEARINGS/APPEALS

At Foothills Middle School, we believe that all students should have the opportunity to learn free from fear, harassment and distraction. As a school, we are committed to working together with students and parents to establish the best possible learning environment at FMS. It is our belief that everyone at FMS **should have a mutual respect and courtesy for one another** so we may all share in a quality school experience.

School Discipline

School discipline refers to any form of corrective action other than suspension, expulsion or emergency expulsion. A classroom teacher may remove a student from class **not exceeding the balance of the immediate class or activity**. Any student referral to the office will be handled in accordance with the Middle School Range of Sanctions.

Exceptional Misconduct

Exceptional misconduct refers to any student misconduct that is a violation of district rules, and that is so serious in nature that short-term suspension, long-term suspension or emergency expulsion may be imposed without prior alternative corrective action or consequences.

Grievances/Hearings School Discipline/Short-Term Suspension Appeals

Any student and parent or guardian who disagrees with the imposition of discipline or short-term suspension has the right to an informal conference with the building principal or designee for the purpose of resolving the disagreement.

Long-Term Suspension/Expulsion, or Emergency Expulsion

If a student is long-term suspended, expelled or emergency expelled, then the student and his/her parent(s) or guardian(s) may appeal the decision and shall reply to the notice of opportunity for a hearing and request a hearing within three (3) school business days after the receipt of notice. A request for a hearing shall be provided to the District employee specified in the notice of opportunity for a hearing, or to his/her office. A request for a hearing shall be in writing.

Important: For a more detailed explanation of the due process for grievances and hearings, please request a copy of the Wenatchee School District Discipline Policy at the Foothills Middle School office.