



ORCHARD
Middle School

STUDENT/PARENT HANDBOOK

2016-2017

1024 Orchard Avenue
Wenatchee, WA 98801
(509) 662-7745

<http://www.wenatcheeschools.org/oms/>

By signing below, we agree that we have read and understand the contents of this document.

Student Signature: _____

Parent Signature: _____

Welcome Bulldogs!

Dear Bulldog families,

On behalf of the Orchard Middle School teachers and staff, we want to welcome you to the 2016-17 school year at Orchard. Our teaching and support staff are proud of the fine academic and extracurricular programs that we offer to students at grades six, seven and eight. Our goal is to provide a quality educational opportunity to each student enrolled in our school.

Part of our district and school wide focus is to encourage parent involvement in their child's school. The family is a vital partner in the educational process with regular communication between the school and family being one way to help assure success of the student. We encourage parents to become involved in our school through one of our valuable PTO projects, Coffee with the Principals, parent conferences or some other school function. When questions arise, please feel free to contact your child's teacher or the office for assistance.

Research continues to enforce that school attendance and involvement is critical to a middle school student's success in school. As a result, Orchard offers a number of club activities, enrichment activities, and sports opportunities for students to choose from. Other special opportunities offer students an incentive to set standards for themselves in academics, citizenship, school and community involvement and school/community service. Involvement in activities at school will lead to a more positive attitude and successful school year.

The teachers and staff look forward to a great year at Orchard this year. We encourage your questions, thoughts, concerns and ideas to help us improve our school. Together we will show our "Bulldog Pride".

Sincerely,

Taunya Brown

Principal

Jeremy Wheatley

Assistant Principal

DAILY SCHEDULE

6th Grade		
	Tue – Fri	Mondays
Core Block	8:00 – 12:03	9:30 – 12:33
<i>Lunch</i>	<i>12:03 – 12:33</i>	<i>12:33 – 1:03</i>
Elective	12:37 – 1:57	1:07 – 2:07
RTI	2:01 – 2:45	2:11 – 2:45

7th Grade (Team A)		
	Tue – Fri	Mondays
Elective	8:00 – 9:19	9:30 – 10:29
Core Block	9:23 – 10:43	10:33 – 11:33
<i>Lunch</i>	<i>10:43 – 11:13</i>	<i>11:33 – 12:03</i>
Core Block	11:17 – 1:57	12:07 – 2:07
RTI	2:01 – 2:45	2:11 – 2:45

7th Grade (Team B)		
	Tue – Fri	Mondays
Elective	8:00 – 9:19	9:30 – 10:29
Core Block	9:23 – 12:03	10:33 – 12:33
<i>Lunch</i>	<i>12:03 – 12:33</i>	<i>12:33 – 1:03</i>
Core Block	12:37 – 1:57	1:07 – 2:07
RTI	2:01 – 2:45	2:11 – 2:45

8th Grade		
	Tue – Fri	Mondays
Core Block	8:00 – 9:20	9:30 – 10:30
Elective	9:24 – 10:43	10:34 – 11:33
<i>Lunch</i>	<i>10:43 – 11:13</i>	<i>11:33 – 12:03</i>
Core Block	11:17 – 1:57	12:07 – 2:07
RTI	2:01 – 2:45	2:11 – 2:45

OFFICE CONTACTS

Principal - Taunya Brown
 Assistant Principal - Jeremy Wheatley
 Counselor - Ronda Brender
 Counselor - Kelli Ottley

Office Manager - Julee Accardo
 Attendance - Isabel Magelssen
 ASB / Accounts - Danielle Bailey
 School Nurse - Julie Martin

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PARENT INVOLVEMENT AND COMMUNICATION

Orchard Middle School has a number of ways for parents and community members to become involved in helping their child's school. We recognize how difficult it is to commit large amounts of time to the school. For this reason we have identified different activities in which parents can get involved without "overextending" themselves. We encourage parents to fill out a Volunteer Application through Wenatchee Learns Connect <http://www.wenatcheeschools.org/wl/>

PTO

Our Parent-Teacher Organization is active in our school with a number of different activities that work directly with students, help in fund-raising or support activities for students. Please sign up to help PTO at Bulldog Day or Conferences.

COMMUNICATION

Often the difference between a student's smooth transition in school and a less positive experience is how well the school and the parents communicate about issues as they occur. It is important that middle school students begin assuming the responsibility for day-to-day requirements of school such as homework and special assignments. Report cards, progress reports, grades online, notes and phone calls to parents are all methods of communication which teachers use to help keep parents informed. To avoid any surprises the following tips are offered:

- each day, discuss your child's assignments with them
- if your child is unsure of an assignment, have them ask the teacher again
- communicate with the teacher if there is a question or concern which your child is not able to answer

ACADEMIC SUPPORT SERVICES

We recognize that students are different in their needs, yet we believe with support students can succeed. Support services are available to students and their families both within the school and outside the school. Staff are available to students and their families in defining learning difficulties and developing plans of action.

TEACHER ASSISTANCE

Students needing assistance with schoolwork should contact their teacher first to arrange a time to receive additional help. Times should be prearranged to avoid conflicts with other commitments.

COUNSELING SUPPORT

Our school counselor and building principals are available to assist students and parents with questions or concerns regarding a student's academic progress and needed assistance.

SPECIAL EDUCATION

Academic assistance is available for students who qualify through federal and state guidelines.

ENGLISH AS A SECOND LANGUAGE

Students qualifying for assistance as "second language learners" may qualify for classes to assist them in learning the English language.

HONOR SOCIETY TUTORING

The Honor Society at Wenatchee High School has offered private tutoring to students. Fees from this service benefit the Honor Society programs. Contact the Honor Society at Wenatchee High School (663-8117) for more information.

HOMEWORK

Orchard Middle School is committed to student success. We believe that homework is an integral part of the educational process because it is an extension of the classroom and part of the learning process.

Homework:

- allows students to develop self discipline
- encourages students to work independently, use time wisely, and develop a sense of responsibility

- fosters good study habits which will be useful throughout the student's school career
- provides a communication between school and home

Academic subjects usually require some time at home to be completed. As a general rule, it is expected that an average study time is:
50 minutes for 6th grade : 60 minutes for 7th grade : 70 minutes for 8th grade

Types of homework may include:

<ul style="list-style-type: none">• a specific assignment to complete• a project type assignment• preparing for a presentation	<ul style="list-style-type: none">• reviewing for a test• conducting research• reading
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Students are responsible for completing work and turning it in on time. There may be consequences such as lower grades for work not turned in as expected.

Suggestions to assist your child at home:

- Every day, discuss with your child what they are working on and what, if any, assignments they may have to complete that evening.
- Provide a specific study area, which is free from distractions where your child can work uninterrupted.
- Set specific family guidelines for when and where homework will be done. Preferably the time should be the same each day. If your child does not have any homework, have them spend time organizing their notes and materials, reviewing material which was covered that day, checking to make sure assignments are complete or reading for pleasure. Each student should become accustomed to this study time.
- Supervise homework. Make sure your child has enough time, understands directions and works carefully. Review any assignment calendars that the student brings home.
- If you are not sure if there is homework or you have a question, call your child's teacher by contacting them before or after school at 662-7745.

GENERAL INFORMATION

THE OFFICE

The office is open from 7:30 a.m. to 4:00 p.m. daily. 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. All school forms are available in the office.

CLOSED CAMPUS

Orchard Middle School is a closed campus. This means you must stay on 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.

VISITORS/ GUESTS

Visitors and guests of our school are reminded that Orchard is a closed campus. All visitors to Orchard must be on legitimate school business. Since student safety is our main consideration, **all visitors to Orchard must check in with the office** upon entering the building. Visitations should be prearranged through the teacher or office to assure availability of staff. "Friends" of Orchard students are not allowed to visit during regular school hours.

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. Students should not ask to use the phone to call home to make social arrangements after school. These plans should be made before coming to school.

INJURIES

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.

LOST & FOUND

During the school year there are always a number of clothing and other items that are found and turned in to the office. Students are expected to check with office personnel should they lose something. It is strongly recommended that students' names be placed in their clothing to help with identification. As always, students should not bring valuables to school. The items in the lost and found will be displayed periodically during the school year. Unclaimed items will be donated to non-profit community organizations.

LOCKERS

All students will be assigned a hall locker in which to keep their belongings. Students are required to use their locker. Backpacks, etc. will not be used to transport materials from class to class. All P.E. students will be assigned an additional locker in which to keep their P.E. clothes. **To maintain the security of their lockers, students should not share their 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. Students are responsible for maintaining the contents of their locker in an organized manner. Students are strongly encouraged to leave valuable items at home to reduce the chance of loss.

GUM

Gum is allowed at Orchard Middle School and in the classrooms based on teacher discretion. Students are expected to be responsible, especially with the disposal of chewing gum. We expect students to use a garbage can to throw away used chewing gum.

PERMANENT MARKERS

Students at Orchard Middle School have no need for personal permanent markers. If they are needed for a class project, the instructor requiring the project will provide the permanent markers during class and will collect them at the end of class. **Students should not at any time have permanent markers in their personal possession or in their lockers.**

EMERGENCY DRILLS

Emergency drills are a serious matter and must be conducted as quietly, smoothly, and quickly as possible. Student participation and cooperation in such activities is very important to the safety of everyone. During fire drills, students are expected to exit the building quietly at the direction of their teacher and proceed to their assigned area outside of the building. Building evacuation procedures will be reviewed during the first week of school. Drills will be held in accordance with state law.

DRESS CODE

Student dress shall only be regulated when, in the judgment of school administrators, there is reasonable expectation that:

- A. A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;
 - B. Damage to school property shall result from the student's dress; or
 - C. A material and substantial disruption of the educational process will result from the student's dress or appearance.
.....Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.
1. Head Coverings – The wearing of any covering over the head is prohibited.
 2. "Shoes" should be worn at all times.
 3. Clothing articles that inappropriately reveal body areas of the shoulder, back, chest, waist and upper thighs are prohibited.
 4. 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.
 5. Dressing in a manner that promotes gangs is prohibited See "Gangs" section.

STUDENT ID CARDS

All students will be issued a picture identification card early in the fall. These cards will be used throughout the entire school year for the lunch program, library book check out, ASB identification, etc. Replacement cards will be available for a \$5.00 charge.

LUNCH

Our school offers students the opportunity to purchase school lunches and snacks during their lunch break. There are a number of entrees students may choose from each day. Students who qualify are eligible for free or reduced prices. Prices for the 2015-2016 school year are expected to be:

Breakfast:	\$1.65
Lunch:	\$3.00
Reduced Price Breakfast:	Free
Reduced Price Lunch:	\$.40
Adult Breakfast:	\$2.75
Adult Lunch:	\$3.50
Milk Only	\$.25

FINES AND FEES

Textbooks are furnished free of charge. Textbooks are among our school's greatest investments. **All students will be held accountable for replacement of lost, stolen, or damaged books, as well as loss or damage to any other school property, including but not limited to library books, iPads, musical instruments, choir robes, mariachi uniforms, and sports uniforms.**

CELL PHONES & ELECTRONIC DEVICES

Orchard Middle School will NOT be responsible for any lost, stolen, or damaged electronic devices. If a student chooses to bring a cell phone or electronic device to school, they must have on file with the office WSD Policy #2022(BYOD), which provides the student with a sticker to be placed on the device. Electronic devices are permissible in the cafeteria in the mornings until the first bell. After such time it is expected that all devices be shut down and put away. Cell phones will not be allowed in the hallways, locker rooms, restrooms, and courtyard. Electronic devices may be used in the classrooms for learning purposes based on teacher discretion. Inappropriate possession or usage of any electronic devices will result in confiscation by school administration.

DAILY SCHEDULE

The school day begins at 8:00 a.m. (except Mondays) and ends at 2:45 p.m. Every Monday school begins at 9:30 a.m. and ends at 2:45 p.m. School activities and athletics will be held after school from approximately 3:00 to 5:00 p.m.

GANGS

Orchard Middle School will not tolerate any of the following gang-related behaviors or activities:

- A. Writing on self, personal property, assignments, notebooks, textbooks, or school property any information that is related to gangs or gang behavior.
- B. Discussing or promoting gangs or gang-related behaviors.
- C. Dressing in a manner that promotes gangs:
 1. Bandanas (wearing or carrying) and hairnets are not allowed.
 2. Clothing associated with gangs is not allowed. This includes:
 - a. "Dallas Cowboys" clothing or accessories of any kind or anything with a 5-pointed star, Emmitt Smith, E. Smith, number 22.
 - b. "Oakland Raiders" and "Los Angeles Raiders" clothing or accessories of any kind.
 - c. "Playerz 69", "Playboy", or "Playgirl" clothing or accessories.
 - d. Anything with the number 13, 14, 69, or 8-ball in any style of font or graphics.
 - e. Clothing with "Old English" style text (especially belt buckles) will not be allowed.
 - f. Allowing a belt to hang rather than placing it in the belt loop.
 - g. Pants may not be nailed or pinned to shoes.
 - h. The "smile now/cry later" in words or the theatrical masks will not be allowed.
 - i. Clothing with "ICP", "Insane Clown Posse" or any graphics of "HatchetMan" representing Insane Clown Posse.
 - j. Clothing with South Side, East Side, or West Side.
 - k. Los Angeles clothing and sports apparel.
 - l. Pictures or graphics of hands showing "sign language" of letters or numbers.
 - m. Rosary beads. The church has told us that they are not considered jewelry and should not be worn as a necklace. Rosary beads have also been associated with gangs nation-wide.
- D. Personal Appearance:
 1. Gang tattoos must be covered at all times
 2. Physical appearance will not be altered in any way to reflect gang association, i.e., shaved eyebrows, etc.
- E. Flashing of hand signs
- F. Visual or audio signals such as whistling

G. Intimidation of staff and/or students. Any student who promotes gangs could be suspended or emergency expelled from school.

SCHOOL NURSE

Currently our school nurse is at Orchard one day per week. If your child appears to be ill in the morning before school, please do not allow him/her to come to school. We do not have facilities for keeping sick children at school. If your child becomes ill at school, you will be contacted and requested to take him/her home.

IMMUNIZATION / MEDICATION PROCEDURES

State law requires that each student be immunized in order to attend public school. The office can assist you with which immunizations are required.

Students who need to take medication (prescription) during the school day are required to have both a parent and a physician's signature.

Forms are available in the office. All medication must be kept in the office under lock and key. Medication must be in the original container listing the contents and dosage. Medication taken at school must be administered in the presence of school personnel. Parents and students are reminded that sharing of any medications is a violation of school policy. Detailed guidelines for all medications will be sent home with students each September.

District Guidelines for All Medications: Prescribed and "Over the Counter"

Prescription medications: Prescribed medications taken at school, or that must be stored at school, require an accompanying Authorization for Medication Administration Form #SN-02 (AMA) signed by the parent and the prescribing health care professional. Students are not allowed to carry these medications. Parents must transport them to school.

"Over the counter" medications (OTC): Over the counter medications are discouraged at school. However, as indicated in school board policy, students may carry a one-day dosage of over the counter medications to school provided they have parent permission.

Rescue Medications:

*Inhaler: No AMA form is required for students to self-carry inhalers. However, an AMA form is required if a back-up inhaler is stored at school.

*Epi-pen: An AMA form must be completed for a student to self-carry an Epi-pen.

TRANSPORTATION

SCHOOL BUS

Student safety is a top priority in the Wenatchee School District's Transportation Department. Students are informed each year of the policies for riding school buses. Should students choose to ignore the rules and regulations established by the Wenatchee School District, disciplinary action may result in a suspension from the bus.

PARENT PICK-UPS & DROP-OFFS

Parents transporting their child to or from school should use the pick-up/drop-off lane along the east end of the building by the office or the rear entrance to the building near the District Office. Please do not use the area in front of the school on Orchard Avenue. This area is reserved for school buses. Due to the large number of students arriving and leaving school, please use caution in the school zone.

STUDENT ACTIVITIES

STUDENT GOVERNMENT – ASB

Orchard Middle School's Associated Student Body (ASB) gives students the opportunity to become student leaders. The role of the ASB officers and representatives allows involved students to grow in decision-making and confidence as they represent the school. The ASB also supports student activities that encourage growth outside of the basic curriculum. This includes financial support to provide field trips, supplies, and uniforms for our groups. When you enroll at Orchard Middle School you become a member of the student body and are entitled to vote in elections and participate in school activities for which you are eligible.

MATH COMPETITIONS

Math is Cool is a competition for all students who enjoy the challenge of competing with students at their own grade level from schools throughout the state of Washington. Math Counts is an opportunity for all students to compete with other middle schools at the local, regional, state, and national levels.

SPELLING BEE

All students are invited to participate at their own grade levels in this fun competition. The top two Orchard spellers will go on to the district level to compete. Winners participate in a state meet.

DRILL TEAM

The OMS Drill Team is a group of 7th and 8th grade girls who begin their season during second semester. They participate in the Wenatchee Apple Blossom Youth Parade and the Manson Apple Blossom. High academic standards are expected from these ladies, as well as participation in fund raising events and lots of marching practice! Come join the fun!

ACADEMIC INFORMATION

PROGRESS REPORTS & REPORT CARDS

We believe that communication between the school and home is very important for student success. Teachers will send progress reports home about halfway through each quarter and may also contact parents by phone to celebrate successes or discuss concerns about student progress or behavior. Report cards are mailed home approximately two weeks after each quarter ends. Teachers have one preparation period and phones in their classroom, so parents are urged to contact teachers by calling 662-7745 when they have concerns or questions about their child or other school-related issues.

GRADES ONLINE

Parents may also check grades online by going to <http://www.wenatcheeschools.org/oms/> and clicking on Parent Links then select Illuminate (online grades). The school has individual log ins for parents that can be picked up at school or parents can log in through the student accounts.

HONOR ROLL

Outstanding academic achievement should never go unnoticed. Throughout the school year, the Orchard Middle School Honor Roll is published in The Wenatchee World so students can be recognized for their academic achievement. To be included on the honor roll, a student must achieve a 3.0 grade point average in all of their subjects.

STUDENT OF THE MONTH

Each month classroom teachers will have the opportunity to select two students who, along with their parents, will be honored guests at a Student of the Month program. These programs are usually held on the last Monday of each month at 10:00 a.m. in the Orchard Library.

END OF THE YEAR ASSEMBLY

The year-end assembly, traditionally held on the last day of school, recognizes students for academics, participation in school activities, attendance and leadership.

SCHOOL SERVICES

GUIDANCE AND COUNSELING

The school counselors are available daily. If you have a problem, you may request to see Mrs. Brender or Mrs. Ottley. They can help you with problems 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. Brender or Mrs. Ottley, **please complete a Counselor Request Form located in the office.**

STUDENT ATTENDANCE

School attendance is extremely important for life-long learning. Chronic absenteeism (10% or 18 days in a year) are an early indicator of students likely to drop out of high school.

EXCUSED ABSENCES

Please contact us when your student is absent. It is the responsibility of the parent/guardian of the absent student to call the office by 3:00 p.m. on the day of an absence or send a note with the student on his/her return to school. State law and District policy requires parent verification for all absences. This verification must include a reason for the absence. In accordance with District policy, the only valid reasons to miss school are illness, medical appointments, family emergencies, health condition, religious functions, disciplinary actions or court appearances. The school will generally excuse a parent request that has been prearranged provided it does not have a negative impact

on the student's learning. Students who are excused have the right to make up work missed under reasonable conditions. Teachers may choose to provide alternate assignments and set reasonable time limits.

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:

1. He/she is 30 or more minutes late to school or 5 or more minutes late to any class during the school day, **and**
2. The reason for the absence is other than those listed for an excused absence. Unexcused students forfeit the right to make up work.

If your student is absent and a parent does not contact the office, the school will follow state guidelines as mandated in the BECCA Bill and try to contact the parent by telephone as soon as possible. The school will inform the parent by phone after one unexcused absence in a month and in writing after two unexcused absences in a month. Upon the **third** unexcused absence during any month or the **tenth** unexcused absence during the current school year, the school may file a Truancy Petition, which refers the student to the juvenile court system.

TARDIES

A student will be considered tardy if they are not in their class doing what is expected at the start time of each class. Each teacher may determine what constitutes a tardy once students enter their class. If a pattern of tardiness occurs, parents will be contacted.

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 Orchard 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.

CANINE PROCEDURES

PURPOSE: To ensure that illegal drugs are not being brought, used, or sold on Wenatchee School District campuses.

As part of our no tolerance policy toward the use, possession or sale of illegal drugs or alcohol on all Wenatchee School District campuses, we have established procedures for searching school grounds with a trained certified Law Enforcement Drug Detection Canine.

A description of our procedures is listed below:

1. Wenatchee schools can be searched anytime without prior notice or warning to the students. The searches will be scheduled with the school district through the Wenatchee School District Safety and Security Department, building administration and the Wenatchee Police Department or the agency having control of the Drug Detection Canine.
2. If Wenatchee School District or Wenatchee Police Department has reasonable cause, as established in the RCW's, or as an intervention/prevention measure, the school can be searched.
3. When the search occurs:
 - The school will designate an area to be searched. If a locker is suspect, then a bank of lockers will be designated for the search. All school property is subject to search including the school's parking lot. The search will take place when students are in class or off grounds. The search will not happen when students are able to watch.
 - If the Drug Detection Canine "hits" on an area that is designated school property, it will be searched immediately by School District Security, school building administrator or designee. If the area or property is not designated school property, the Wenatchee School District or Law Enforcement can ask the owner to sign a "permission to search" form. If they do not sign a "permission to search" form, Law Enforcement may obtain a search warrant while the area or property is secured.

Should you have any questions regarding this procedure, please feel free to contact the Wenatchee School District Safety and Security Department at 663-1248 or your building's principal.

ATHLETIC PROGRAM

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 one calendar year).
2. Show proof of adequate medical insurance or purchase medical insurance through the school program.
3. Pay the ASB fee.
4. Have a signed Safety Guidelines, Athletic Code, and Concussion Form, all of which can be completed online at (www.familyid.com/orchard-middle-school)

WSD RULES FOR MIDDLE SCHOOL ATHLETICS

1. In-District Program – non-traveling teams (all 6th grade sports, 7/8 "C" teams, Tennis, Swimming, Soccer)

To be eligible, a student must be passing all classes on their most recent report card. If a student has not met the grade requirement, they will be placed on academic probation (practice only). Academic eligibility may be reinstated at any time the student demonstrates that they are passing all of their classes. Students on academic probation are not allowed to ride a WSD bus to a game as a spectator.

2. Interscholastic League Program – traveling teams (7/8 Volleyball, Football, Basketball, Cross-country, Wrestling, Track, Softball, Drill Team)

In order to be eligible to compete on a team that travels in the middle school league, a student must be passing all classes on their most recent report card. If a student has not met the grade requirement, he/she will be placed on academic probation. The student will be allowed to practice with the team during the probationary period but not compete in any games. Academic eligibility may be reinstated at any time the student demonstrates that they are passing all classes. Students on academic probation who are playing on an Interscholastic League team are not allowed to ride a WSD bus to a game as a spectator.

ORCHARD RULES FOR MIDDLE SCHOOL ATHLETICS

All Grades, All Sports

Academic Probationary status may be assigned at the building level if a student has met the initial eligibility requirements on their most recent report card but is currently not working up to satisfactory standards. The student will be allowed to practice with the team during the probationary period but not compete in any games. The probation will be lifted as soon as the student demonstrates satisfactory academic performance. Students on academic probation at the building level are not allowed to ride a WSD bus to a game as a spectator.

TRANSPORTATION TO ATHLETIC EVENTS

Athletics are team activities, and it is important and necessary for your son/daughter to travel to and from an athletic event on the team bus. The WSD Policy concerning the travel of athletes requires that a Departure From Group form is needed any time a team (or group) travels to another school district (even Eastmont) and, for a good reason, the student will NOT ride the bus to or from the event.

SIX-SEASON ATHLETIC PROGRAM

2015-16 Orchard Middle School Calendar of Interscholastic and In-District Sports (check with the office for season start and end dates)

<u>Season: Fall 1 Sports</u> 7/8 Football (Interscholastic) 7/8 Volleyball (Interscholastic) 7/8 Co-ed Cross Country (Interscholastic) 6 th Co-ed Cross Country (In District) 6 th Flag Football (In District) 6 th Volleyball (In District) 6/7/8 Co-ed Tennis (In District) <u>Season: Winter 1 Sports</u> 6 th Boys' Basketball (In District) 7/8 Boys' Basketball (Interscholastic) <u>Season: Winter 2 Sports</u> 6 th Girls' Basketball (In District) 7/8 Girls' Basketball (Interscholastic)	<u>Season: Winter 3 Sports</u> 6 th Wrestling (In District) 7/8 Wrestling (Interscholastic) 7/8 Drill Team (Interscholastic) 6/7/8 Girls' Swimming (In District) <u>Season: Spring 1 Sports</u> 6 th Co-ed Track (In District) 7/8 Co-ed Track (Interscholastic) 6/7/8 Boys' Swimming (In District) 7/8 Softball (Interscholastic) <u>Season: Spring 2 Sports</u> 7/8 Boys' Soccer (In District) 7/8 Girls' Soccer (In District)
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STUDENT CONDUCT

School Campus Expectations: In order to assure a safe environment for all students, Orchard Middle School designed the following procedures for students to follow:

- Students should walk on the school campus
- No horseplay or "hands on" behavior is permitted
- Respect school property as if it were your own
- Keep conversation tones to a normal speaking level

Cafeteria Expectations:

- Students are expected to know their student I.D. number at lunch
- Students are expected to form lines and wait when purchasing lunch or breakfast in the cafeteria
- Students are not permitted to purchase food for others or to save spots in line
- Students are responsible for using good table manners and clearing their table before they leave
- Students may play in the courtyard when dismissed by the lunchroom supervisor

General Classroom Expectations: It is our belief that teachers have the right to teach and all students have the right to learn free from unnecessary disruptions. With this in mind, the following guidelines are recommended for students:

- Students are expected to arrive to class on time and be ready to work when class starts
- Students are expected to bring all necessary materials to class with them
- Students are expected to display good manners, courtesy, and respect to other students and staff
- Students are expected to be attentive, good listeners, remain in assigned areas, and attempt assignments
- Students are expected to know and follow individual classroom expectations as outlined by the teacher

STUDENT CONDUCT (Board Policy 3240)

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

Students are expected to:

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

STUDENT CONDUCT

(1) Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the State of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property—and which acts have a detrimental effect upon the maintenance and operation of the schools or the District—are subject to disciplinary action by the school and prosecution under the law.

(2) Compliance With Rules

Students shall comply with all rules adopted by the District. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- On the school grounds during and immediately before or immediately after school hours,
- On the school grounds at any other time when the school is being used by a school group(s), or
- Off the school grounds at a school activity, function, or event, or
- Off the school grounds if the actions of the student materially or substantially effect the educational process.

(3) Alteration of Records and Cheating

Alteration of records. A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.

Cheating. Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others.

(4) Attendance

A student shall not be absent or tardy from classes without an approved excuse. A student absent or tardy without excuse shall be subject to corrective action or punishment.

(5) Alcohol, Chemical Substances and Tobacco Products

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

(6) Disruptive Conduct

A student shall not intentionally cause a substantial and material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- A. Occupying a school building or school grounds in order to deprive others of its use;
- B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- C. Setting fire to or substantially damaging school property;
- D. Using or threatening to use, firearms, explosives or other weapons on the school premises, including use by an unauthorized student of a personal protection spray device, or use of such device in other than self-defense as defined by state law;
- E. Preventing students from attending a class or school activity;
- F. Blocking normal pedestrian or vehicular traffic on a school campus;
- G. Interfering seriously with the conduct of any class or activity; and
- H. Gambling or encouraging other students to gamble.

(7) Damage or Theft of Property

A student shall not intentionally or with gross carelessness damage school or private property.

(8) Extortion, Assault or Causing Physical Injury

A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

(9) Gang Activity

A student shall not knowingly engage in gang activity including but not limited to gang clothing, signs, tattoos or symbols while on school grounds. A gang is a group of three or more persons with identifiable leadership which on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

(10) Leaving Campus During School Hours

A student shall not leave the school campus during the school day unless excused by the school office.

(11) Loitering

A student shall be expected to leave school campus at the official close of the school day unless permission to do otherwise has been granted.

(12) Vulgar or Lewd Conduct

Any lewd, indecent or obscene act or expression is prohibited.

(13) Weapons and Dangerous Instruments

A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one-year expulsion, unless modified by the superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal

protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of this rule.

Cross Reference:

Board Policy 6605 Student Safety Walking to School and Riding Buses

Legal References:

RCW 4.24.190	Action against parent for willful injury to property by minor — Monetary limitation — Common law liability preserved
RCW 9A.16.020	Use of force—when lawful
RCW 9.41	Firearms and dangerous weapons
RCW 9.91.160	Personal protection spray devices
RCW 28A.210.310	Prohibition on use of tobacco products on school property
RCW 28A.400.110	Principal to assure appropriate student discipline
RCW 28A.600.020	Exclusion of student from classroom — Written disciplinary procedures — Long-term suspension or expulsion
RCW 28A.600.040	Pupils to comply with rules and regulations
RCW 28A.635.060	Defacing or injuring school property—Liability of pupil, parent or guardian
20 USC 3171 et. seq.	Drug-Free Schools and Communities Act
WAC 392-400-205	Definitions
WAC 392-400-225	School District rules defining misconduct—Distribution of rules

Adoption Date: 09.27.05

Wenatchee School District

Revised: 2/22/11

ADMINISTRATIVE PROCEDURES REGARDING HARASSMENT

Any incident of harassment that is brought to the attention of the principal or assistant principal shall be assessed in order to determine what immediate and/or long-term disciplinary actions may be required. The principal or assistant principal shall investigate any reported incident of sexual harassment. If, after the investigation, the administrator finds that school policy has been violated, the student accused of harassment will be disciplined.

SEXUAL HARASSMENT (Board Policy 6590)

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

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

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

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References:

Board Policy 3210	Nondiscrimination
3240	Student Conduct
3421	Child Abuse and Neglect
5010	Nondiscrimination
5281	Disciplinary Action and Discharge

Legal References:

RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope
WAC 392-190-056	Sexual harassment

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

(Board Policy 3207)

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written **message or image including those that are electronically transmitted**, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, **when an act**:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical **or electronically** transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:		Management Resources:	
Policy	3200	Policy News,	
	3210	December 2010	Harassment, Intimidation and Bullying Policy Strengthened
	3240	Policy News,	
	3241	April 2008	Cyberbullying Policy Required
	6590	Policy News,	
		April 2002	Legislature Passes and Anti-Bullying Bill
Legal Reference:		Adoption Date: 2/24/03	
RCW 28.A.300.285	Harassment, intimidation and bullying prevention policies	Wenatchee School District	
		Revised: 2/22/11, 10/26/11	

NONDISCRIMINATION STATEMENT □FOR SCHOOL PUBLICATIONS □AND PUBLIC ANNOUNCEMENTS

The Wenatchee School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries may be directed to RCW Officer, Title IX and ADA Coordinator Lisa Turner. Issues related to 504 should be directed to Mark Helm, Executive Director of Student & Support Services.

Lisa Turner, Director of Human Resources
RCW Officer and ADA Coordinator

Mark Helm, Executive Director of Student Support Services
504 Coordinator

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