

## **WELCOME TO COLUMBIA JUNIOR HIGH SCHOOL**

We are excited to begin the school year at CJH!

We are a successful school because of the great work of our students, staff, parents, volunteers, and community members. We have built a solid foundation and now continue to add layers of quality to our school. One of the challenges for each person at CJH is, "What positive contribution can I make to our school?" We are going to focus on growing our good school climate and atmosphere to assure that all students, every day, have a World Class Learning experience.

Our teachers continue to design work that is centered on the needs of our students. As a building, we continue to strive to intervene on behalf of students who are struggling to master key content and skills.

We are proud that our school carries the name of the Space Shuttle Columbia. We have the obligation to carry forward the best expectations of its crew: a sense of curiosity, a willingness to learn, and a drive towards excellence. Columbia Astronaut Michael Anderson said, "Whatever you want to be in life, you're training for it now." Please take your years at Columbia as an opportunity for excellence, challenge, and growth.

Have a great year, Cougars!

Mr. Robinson

CJH Principal

### **ACADEMIC NON-PERFORMANCE**

Columbia Junior High School emphasizes the importance of learning. Improving academic performance requires effort and cooperation at all levels. Progressive Discipline may be applied to a student for academic non-performance, which may include one of the following items:

1. Failure to demonstrate consistent on task behavior.
2. Failure to extend sufficient effort to progress in a subject matter.
3. Failure to turn in daily assignments on a consistent basis.
4. Failure to bring needed materials to class each day.
5. Failure to attend school on a regular basis.

## Electronic Systems Use Agreement

(Responsible Use Policy)

Technology and Network Use - For Students

### **GOAL**

The Fife School District believes the Internet and other electronic systems offer vast, diverse, and unique resources to both students and staff. Our goal in providing these services to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to a global network also comes the potential availability of material that may be inappropriate for a school setting. The Fife School District, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The Fife School District believes the educational value of information and interaction through electronic systems outweighs the risk of inappropriate use. The procedures below outlines terms and conditions of system use that must be followed by students, staff, and visitors to the district.

refs.

Board Policy 2022

Board Procedure 2022P

Board Policy 3245

Responsible Use

Electronic resources provided by the Fife School District are to be used in a manner consistent with the district's educational mission and goals. Students and staff are encouraged to use the systems in support of research, instruction, collaboration, and other forms of academic work. Use of these resources is governed by federal, state, and local regulations. Use of the district's electronic resources in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or district sanctions, and referral to appropriate law enforcement authorities. The following guidelines illustrate the types of things that users should and should not do with electronic systems.

### **Personal Security**

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding students without appropriate authorization.

### **System Security**

System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users on the system, or attempt to gain unauthorized access to any entity on the network.

Communications may not be encrypted so as to avoid security review.

Users should change passwords regularly and avoid easily guessed passwords.

No use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Only district approved software shall be installed on district computers.

Only district approved computers (or other network devices such as cell phones) shall be allowed to connect to the district network including wireless networks without authorization.

### **Appropriate Content and Behavior**

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the network shall comply with current copyright laws.

The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Use of the system to access, store, or distribute obscene, graphic, or pornographic material is prohibited.

### **Filtering and Monitoring**

In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to students. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet, and will take reasonable measures to prevent access to inappropriate materials.

From time to time the district will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

## **Google Apps for Education for Students**

The Fife School District is providing online accounts for students through a service provided by Google called Google Apps for Education. These accounts include email, an online calendar, web-based documents, and other communication/collaboration tools. The purpose of these accounts is to help students better communicate with teachers and each other for learning purposes, giving students practice in using the types of technology tools essential to their future.

Google Apps for Education is similar to the tools you can use when signing up for a personal Gmail account but it is specially designed for schools to provide extra management and monitoring tools.

### **Acceptable use of Google Apps in Fife includes the following:**

Email - Participating students will be assigned a district email address. This account will remain active while the student is enrolled in the Fife School District at the discretion of district staff.

Prohibited Conduct - Fife Google accounts should only be used to support educational activities. Fife Google accounts may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communication
- Misrepresentation of the Fife School District
- Interference with Fife technical operations
- Harassment, bullying, intimidation
- Disruption of educational processes

**Access Restriction** - Access to and use of a Fife Google account is a privilege. The district maintains the right to withdraw account access should there be reason to believe that the account has been misused. Further discipline may follow as with other network use violations. Any violation of policies or laws will be referred to the proper authorities as needed.

**Security** - The Fife School District cannot and does not guarantee the security of the electronic files on the Google system. Although Google does have a powerful content filter in place, the district cannot assure that users will not be exposed to unsolicited information such as spam.

**Privacy** - The district maintains the right to access any information stored on a student's Fife Google Apps account for the purposes of performing maintenance, diagnosing problems, or investigating potential misconduct. Students should not share their account information with other students. A legal guardian has the right to access their student's account.

By using Fife School District technologies and networks, staff, students, and visitors agree to all applicable policies and procedures (ie Board Policy 2022, Board Procedure 2022P). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Committing any violation may result in revocation of access privileges, disciplinary action, and/or appropriate legal action.

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to the person in charge and the school office. The appropriate accident report form must be completed and turned in to the office.

## **A.S.B. CARDS**

The Associated Student Body is comprised of all Columbia Junior High School students. Student government is formulated through the Associated Student Body (ASB).

Columbia Junior High School will sell its ASB cards for \$40.00. Students purchasing the ASB card will be admitted free to all home athletic contests and admitted at a reduced rate to away games, dances and other ASB activities. They will also be issued a picture ID card for purposes of identification. ID cards will also have technology use stickers. Students involved in extracurricular activities, including, sports, drama, clubs and student leadership roles will be required to purchase an ASB card.

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum to be attended by all students, and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior.

All students will sit in bleachers provided on both sides of the gymnasium. Students will not be allowed to stand or sit in aisles or pathways because of fire regulations. Assemblies will be held at regularly scheduled times during the school year. On these days an activity schedule will allow all periods to meet for a shortened time to provide for a separate assembly period.

### **On assembly days, students are expected to:**

1. Report directly from class to the assembly.
2. Sit in proper section.
3. Show respect during the flag ceremony by removing hats, not talking, and standing respectfully during the flag salute.
4. Listen considerately and attentively to speakers.
5. Participate in the manner requested.

*Rudeness such as booing, profanity, wisecracks, unkind remarks, roughhousing and throwing things is not appropriate behavior. Faculty members will attempt to verbally, or through nonverbal means, warn a disruptive student. Faculty members who observe a student misbehaving during the assembly will complete a discipline report form. Students will be subject to normal progressive discipline procedures.*

# **COLUMBIA JUNIOR HIGH SCHOOL ATHLETIC/ACTIVITY CODE**

## **Introduction**

Every student who commits himself/herself to an activity at Columbia Junior High School will learn valuable lessons about how to be successful in meeting the challenges of the competitive society of their future.

To lead a successful life, a person needs to be both mentally and physically alert. A person must approach life positively with a sincere desire to realize his/her own dignity and self-worth, as well as that of his/her fellow man. A person must learn to work industriously for not only his/her own well-being, but for the wellbeing of people with whom he/she is associated.

Students and staff in the Columbia Junior High School Activities Program are constantly representing Columbia Junior High School at public performances. This exposure places them in a position that requires they assume a greater amount of responsibility for their conduct. Conduct in and out of school will directly reflect on fellow students, coaches/advisors, and Columbia Junior High School.

For all of the above reasons, an Activity Code of Conduct has been established. The Columbia Junior High School administration, the athletic director, and the coach/advisor will administer this code. They will be responsible for all decisions relating to disciplinary action resulting from violations of the code.

## **Objectives**

- |     |  |     |  |
|-----|--|-----|--|
| 1.  | To develop good citizenship and respect for rules and authority.   | 2.2 | by providing a strong program that attracts student body interest and motivates a positive learning atmosphere.  |
| 1.1 | by experiencing the principles of justice, fair play, and good sportsmanship   |     |  |
| 1.2 | by providing the opportunity for the student to adjust his/her attitude to the concept of team or group goals.                 | 3.  | To promote community interest and involvement in school activities.  |
| 2.  | To promote and contribute to the goals of the total education program.   | 3.1 | by providing enjoyable experiences for participants and spectators by establishing rules and setting high standards for activity participation that reflect the Rules and Regulations that follow. |
| 2.1 | through the realization that a healthy body combined with structured practice increases the probability of effective learning. |     |  |

## **Rules and Regulations**

### **1. Contract**

The rules and regulations of the Activity Code will be regarded as a contract between the student and his/her coach or advisor.

It is the student's and parent's responsibility to know and abide by the contents of this code.

### **2. Alcohol, Drugs, Tobacco, Vulgarity, Stealing and Misconduct**

The use, consumption, possession, transmitting or sale of alcoholic beverages, drugs or tobacco is prohibited.

### **3. Meetings, Practice Sessions and Games**

Students are expected to attend all scheduled meetings, practice sessions, performances and games whether school is in session or not. If a student needs to miss practice or meetings prior arrangements must be made with the coach or advisor.

### **4. Season**

All rules apply to all students during the entire athletic season, which begins with the student's initial athletic clearance of the year and extends through the final spring championship meet of the spring.

### **5. Appearance**

Students, while representing the Columbia Junior High School, are required to be neat, clean and well groomed. The entire uniform, as required by state, league, and school rules shall be worn at all times. Bandanas are not to be included, at any time, as part of the student's uniform.

### **6. Equipment**

School-owned equipment checked out to a student is his/her responsibility. Loss or misuse of this equipment will be the student's financial obligation.

School-owned equipment may be worn only for practices or scheduled performances or activities.

Athletes may be held out of contests during the next sport season unless all the gear that was checked out to them, from the previous sport or activity, has been returned or paid for.

### **7. Insurance**

All student athletes are required to provide proof of insurance coverage before being cleared to participate in extracurricular athletics.

### **8. Additional Rules**

In addition to the rules stated herein, coaches or advisors may require adherence to additional rules needed to regulate their activities.

### **9. School Attendance**

There is no partial-day attendance rule. A student absent from school any part of the day on which his/her extra-curricular activity is scheduled will not be allowed to participate in that scheduled activity. Exceptions will be made for verified doctor or dental appointments or other cases prearranged through a building administrator. Further, students who are truant are automatically withheld from the next scheduled contest.

## **10. Grades**

Students are expected to pass all classes throughout the course of their participation in an extracurricular activity. The first grade check will be at the mid-quarter grading period with additional grade checks each week after until the end of the season. Students will be held to the fact that failing a class in the quarter or semester prior to starting an extra-curricular activity may prohibit them from turning out for a sport.

## **11. Risks of Participation**

Some, if not all, extra-curricular activities involve possible risks to the participating individuals. Some of these (i.e. tackle football) are dangerous activities involving MANY RISKS OF INJURY. We expect the students and parents to be aware of these risks and the serious nature of the injuries that may possibly occur. The participant should recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc. and to agree to obey such instructions.

## **12. Associated Student Body and Class Officers**

Students who hold A.S.B. elective positions are unique. The ongoing nature of their roles, and the prestige and recognition accorded them by their peers and the community makes administering the long-term provisions of this activity code impossible; and would result in certain injustice to those who would have to assume the responsibilities during an extended absence.

For these reasons, A.S.B. elective officers who because of their misconduct would be subject to the long-term provisions of the activity code and/or grade deficiency will be removed from their office for the balance of the school year.

The ASB elective positions are covered by the code from their date of candidacy through the end of that year, during summer camp week, and during the subsequent year starting with the first day of fall athletic practice and ending with the conclusion of their season or term of office.

## **13. Music Department Performing Groups**

The curricular performances of musical groups are an integral part of the music curriculum. They are a required activity and are considered in determining a final course grade.

Music students involved in violations of the activity code will be subject to disciplinary action up to and including dismissal from the performing group. Additionally, students involved in violations of school rules will be subject to the normal school disciplinary procedures.

## **14. Disciplinary Action**

Situations involving violations of the activity code will be dealt with fairly and consistently. Participants who do not comply with the requirements of the Activity Code will face action resulting in discipline or dismissal from participation in the activity. Students disciplined or dismissed from an activity will not be eligible for consideration in the voting for special awards related to the sports season in question. Disciplinary action is cumulative over the course of the calendar year and must be followed both in and out of season (begins with the student's initial athletic clearance of the year and extends through the final spring championship meet of the spring.)

It is the intention of this policy to provide guidance and assistance to students in need. Honesty and cooperation are the main objectives of the discipline policy. Further, students who seek immediate attention for an alcohol or drug-related problem will not be denied the opportunity to continue participation in extracurricular activities at Columbia Junior High School. An assessment will be included as part of this process.

Students who willingly stay at a location in which drugs or alcohol are being consumed are subject to a one-game suspension, to occur at the next regularly scheduled contest.

Students will be subject to Columbia Junior High School Athletic/Activity Code disciplinary actions as well as Columbia Junior High School Student Handbook sanctions. Students who commit acts of Exceptional Misconduct, as stated on page 14-15, are subject to receive the following consequences:

**1st Offense:** suspension from two competitions within the current season. If the incident occurs at the end of the season, consequences may be carried into the next sport season.

**2nd Offense:** suspension from participation for 365 continuous days (1 year) with the opportunity to appeal the suspension to the school principal

**3rd Offense:** expulsion from athletics for the remainder of the student's career

**Anabolic Steroids** – students who use, possess, attempt to sell, or are under the influence of anabolic steroids or other illegal performance-enhancing substances will be subject Columbia Junior High School Student Handbook sanctions. Below are listed the sanctions for use of these items, as outlined by the WIAA.

**1<sup>st</sup> Offense:** suspension for remainder of the current sports season

**2<sup>nd</sup> Offense:** suspension from participation for 365 continuous days (1 year)

**3<sup>rd</sup> offense:** expulsion from athletics for the remainder of the student's career.

Athletes who knowingly remain at functions where there are alcohol/drugs or other inappropriate activities will be suspended for the next scheduled contest.

#### **15. Dismissal:**

This action will be taken in cases where students are involved in serious criminal activity; repeated violations of the activity code or in flagrant violations of the code during school-sponsored activities.

#### **16. Appeal**

Any student who is alleged to have violated the Activity Code is entitled to due process procedures as established by the Fife School District Board of Directors. The principal should be contacted in writing to initiate this procedure.

## **ATTENDANCE**

Regular school attendance is necessary for mastery of the educational program provided to the students of the Fife School District. Absenteeism may adversely affect the student's academic performance (report card, student assessments, etc.) especially when the absences are unexcused, pursuant to FSD Board Policy 3122/3122P. A pattern of absenteeism is cause for a family meeting to discuss ways to improve attendance.

The laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their children at school. Consistent with RCW 28.A.225.010, students will be expected to attend and be punctual to regularly scheduled classes. A written note from the parents stating the reason for the absence or verbal communication from the parent to the school office is required whenever a student is absent. Absences will be excused or unexcused based on administrator approval. A pattern of chronic absenteeism (defined as over 10%) may result in the school asking for a note from a physician regarding further absences.

Teachers are expected to discuss the ramifications of an absence(s) with the student(s). Teachers are expected to contact the parents when attendance, participation and/or other circumstances affect the student's progress. Parent(s) will be sent attendance letters from the office.

**Tardies** - It is the expectation of all students that they go directly to class and be present and in their seat when the bell rings. Students who fail to do this on a consistent basis, or students who do not bring a note from an administrator or teacher, will be written up for excessive tardies, and disciplined accordingly. This includes excessive tardies to school.

### **Prearranged Absences**

Columbia Junior High School strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing class lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work, etc.

During the planning for an extended absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons or provide make-up assignments to cover all the material that will be missed. Since a student needs to attend the full semester to earn full credit/grade, it is reasonable to expect that extended absences will usually result in a lower grade. However, occasions arise where extended absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the damage to the student's educational program.

In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

1. A letter of request outlining reasons for the absence, expected duration and departure date, must be submitted to the attendance office.
2. A Prearranged Absence Form will be issued from the office to be presented by the student to his/her teachers.

3. Teachers have been asked to outline to the student possible consequences that could result from the extended absence and alternatives that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up requirements rests with the student.

4. Final clearance must be completed in the office by returning the Pre Arranged Absence Form to the attendance office.

### **Make Up Work and Time**

In keeping with our belief that the classroom situation itself and the interaction with the teacher are important aspects of the educational setting of Columbia Junior High School, the school reserves the right to require students to make up work and school time lost through absence. The decision as to what is required for make-up and the time and place of make-up will be the responsibility of the teacher or administrator, working in conjunction with the student. Make up work should be completed when teachers are available to work with students, usually before or after school.

Students have the right to make up work for all absences except unexcused absences or truancy. The student is responsible for making arrangements with the teacher to complete the required make-up work (normally outside of class time). Each teacher will explain the grading/makeup timelines, which students must follow to receive credit for missed work/instruction.

For absences in a class, there will be some variations in the amount of make-up class time required. This will be determined by the nature of the individual classes and the specific type of work that was missed. This time will be used to make up the course work missed, and to review with the teacher the student's progress in class to ensure that the loss of course material due to absence is minimized.

Students or parents who find themselves in an unusual situation (i.e. extensive illness, hardships, etc.) should make direct contact with the counseling office to allow a counselor sufficient time to work with the student and teachers to minimize the effects of the absences.

At the teacher's request students failing a course may be required to put in additional time before or after school until satisfactory progress is achieved in that class. Individual teacher's make-up policies will be posted in the classroom.

### **TRUANCY:**

Truancy is the willful absence from school/class without a parent or school consent. If a student is truant, a parent meeting will be scheduled immediately.

Under RCW 28A.225.010, children between the ages of 8 and 18 must be in attendance every day unless they are ill or have approval from the school to be excused from attendance at school. State law indicates that parents/guardians may be subject to a fine by the juvenile court of \$25.00 per day for unexcused absences. Students who have five trancies in a school year will be referred to the juvenile court.

## Remote learning updated attendance policy:

### **Definition of Remote Learning Absence**

The emergency rule defines a remote absence as when a student is not participating in planned instructional activities on a scheduled remote learning day. The rule provides examples of what student participation could look like in order to be counted as present, including, but not limited to:

- **Daily logins to learning management systems;**
- **Daily interactions with teacher(s) to acknowledge attendance (including messages, emails, phone calls, or video chats); or**
- **Evidence of participation in a task or assignment.**

Student presence is determined by engaging in planned asynchronous or synchronous activities. **If a student does not engage or demonstrate participation in any way, the student would be marked as absent.** The new definition most closely approximates in-person learning by establishing when a student has been exposed to a remote learning activity, as opposed to completing or mastering a concept. When a student is not engaging in any way with a class or activity, it tells us something different than when a student is engaging or attempting to engage; a student who is not engaging at all requires a different response from school staff. The rule does not change the definition of in-person absence.

### **Daily Attendance Taking**

The emergency rule establishes that districts must take daily attendance for all students participating in remote and in-person learning.

Daily attendance data is a leading indicator that provides frequent and actionable data to inform educators and schools of barriers students are facing. It can signal a need for additional support or flag where the student is experiencing challenges with our system(s). This signal is even more critical during the COVID-19 pandemic, where responding to weekly contact or a less frequent data point is not sufficiently responsive to address inequities and barriers for students furthest from educational justice and resources.

### **Additional Reasons an Absence is Excused Due to the COVID Pandemic**

The new chapter outlines several new reasons that a student's absence would be considered excused due to COVID circumstances, including an ill family member, lack of access to necessary instructional tools, parents' work schedule, or a student's obligations to their family.

The expanded list of excused reasons is intended to be responsive to the unprecedented situations families and students find themselves in due to COVID-19. The new reasons provided

in the rule can signal to districts when flexibility is needed. This flexibility for students and families will prevent unnecessary involvement in the judicial system due to unexcused absences.

#### **Non-Truancy Remote Learning Absence Until October 4**

The new chapter directs districts to mark any absence from remote learning as a “non-truancy remote learning absence,” that is neither excused nor unexcused until October 4, 2020. On October 5, districts must differentiate between excused and unexcused remote absences.

This change to the rule is intended to provide a transitional period during which a student who is absent from remote learning is not marked as unexcused so that the truancy process is not engaged at the beginning of the school year. This transition period will allow families, students, and districts to re-calibrate schedules, expectations, and routines that have been disrupted and are possibly changing frequently due to COVID, remote learning, and access to childcare.

#### **Tiered Response System**

The new chapter includes new requirements for districts to implement a tiered response system to reduce chronic absenteeism, which must include universal supports, monitoring daily attendance, verifying contact information of families, outreach and communication that identifies students’ needs, the development of plans and a system to address barriers, and provide support in increasing intensity for students at-risk of or experiencing chronic absence.

This change to the rule is intended to strengthen the efforts of schools and districts to proactively respond to student absences in a timely and supportive manner. OSPI recognizes that truancy responses are sometimes too punitive, focused on compliance and do not address all students’ needs. COVID-19 has presented an opportunity to build systemic responses to all absences that seek to support, engage, and reengage students where needed.

#### **BELL SCHEDULES - Remote setting**

Columbia Junior High School Class "Bell" schedule Remote Learning Student School Day, 8:10 a.m. - 2:50 p.m.		
Monday	Tues/Thursday	Wednesday/Friday
AM Staff Duties: 7:20-10:20	Staff Duties: 7:20-8:30	Staff Duties: 7:20-8:30
8:10-10:30 Independent Learning Time for Students	8:10-8:30: Independent Learning Time for Students 1 <sup>st</sup> Period: 8:30-9:45	8:10-8:30: Independent Learning Time for Students 4 <sup>th</sup> Period: 8:30-9:45
10:30-11:00 Family Class	2 <sup>nd</sup> Period: 10:15-11:15	5 <sup>th</sup> Period: 10:15-11:15
11:00-11:30 Lunch	Lunch: 11:45-12:15	Lunch: 11:45-12:15
11:30-2:50 Independent Learning Time for students	3 <sup>rd</sup> Period: 12:15-1:15 1:45-2:50 Independent Learning Time for student	6 <sup>th</sup> Period: 12:15-1:15 1:45-2:50 Independent Learning Time for student
PM Staff Duties: 1:20-2:50	Time in between classes: "Passing Time" 9:45-10:15, 11:15-11:45, 1:15-1:45 <b>Support and Independent Learning Time</b> Teacher directed zoom meet ups with students, Student initiated appointments with teachers, and Independent student learning time	
Office Hours: 11:00-11:30, 12:20-1:20	Office Hours: 1:45-2:50	Teacher directed zoom meet ups with students/parents, Student initiated appointments with teachers, IEP Meetings, ELL Check and Connect

## **BELL SCHEDULES - Building Setting**

### **Regular Bell Schedule**

1 <sup>st</sup>	7:40 – 8:34
2 <sup>nd</sup>	8:38 – 9:30
CoreFLEX	9:34 – 10:04
3 <sup>rd</sup>	10:08 – 11:00
1 <sup>st</sup> Lunch	11:00 – 11:30
4 <sup>th</sup>	11:34 – 12:26
4 <sup>th</sup>	11:04 – 11:56
2 <sup>nd</sup> lunch	11:56 – 12:26
5 <sup>th</sup>	12:30 – 1:22
6 <sup>th</sup>	1:26 – 2:20

### **One Hour Late Start**

Period	Time
First Bell	8:35
1	8:40-9:30
2	9:34-10:22
3	10:26-11:14
4	11:18-12:06
1st Lunch	11:14-11:44
4	11:48-12:36
2nd Lunch	12:06-12:36
5	12:40-1:28
6	1:32-2:20

### **Two Hour Late Start**

Period	Time
First Bell	9:35
1	9:40-10:20
2	10:24-11:02
3	11:06-11:44
4	11:48-12:26
1st Lunch	11:44-12:14
4	12:18-12:56
2nd Lunch	12:26-12:56
5	1:00-1:38
6	1:42-2:20

### **Pep Assembly**

Period	Time
First Bell	7:35
1	7:40-8:32
2	8:36-9:27
3	9:31-10:22
4	10:26-11:17
1st Lunch	10:22-10:52
4	10:56-11:47
2nd Lunch	11:17-11:47
5	11:51-12:42

6 12:46-1:37  
Assembly 1:41-2:20

6 10:30-11:00

### **Early Release**

Period	Time
First Bell	7:35
1	7:40-8:10
2	8:14-8:44
3	8:48-9:18
4	9:22-9:52
5	9:56-10:26

### **3 Period Day**

Period	Time
First Bell	7:35
1	7:40-8:44
2	8:48-9:52
3	9:56-11:00

### **BULLETINS AND ANNOUNCEMENTS**

The announcements for the day will be read during first period each day. If you wish to have announcements made regarding school activities, you must have the announcement initialed by a teacher, advisor, or by an administrator. All notices must be in the main office prior to 3:00 p.m. for the next day's bulletin. Persons or groups wishing to distribute literature on campus must first get the approval of the administration. The daily bulletin is posted on the CJH website.

All posters are to be approved by the activities coordinator before they are placed on a wall or bulletin board. Nothing can be posted on campus without permission.

### **BUS TRANSPORTATION**

Buses will load and unload in the bus turn around. Buses have the right-of-way when leaving the campus. Letting off and picking up students is much safer in front of the school. Questions pertaining to transportation may be referred to: Head of Transportation (253)517-1060.

### **CHANGE OF ADDRESS**

If there is a change of address or phone number, students should report this to the counseling center in order to have this change made on their registration cards.

### **CLUBS**

Columbia Junior High School has a variety of clubs and activities to offer students. Students should listen to the bulletin and attend meetings if they want to get involved.

### **CIVIL RIGHTS**

The Fife School District No. 417 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all students who are interested in participating in educational programs and or extracurricular school activities. Inquiries

regarding compliance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator:

Ben Ramirez, Assistant Superintendent

Fife School District No. 417

5802 20th Street East

Tacoma, WA 98424

(253) 517-1000

### **CLOSED CAMPUS**

The Fife School District policy regarding closed campus is as follows: Washington State law makes school districts responsible for students from the time they leave their home until they return. In order to abide by this law, students must remain under the supervision of school personnel. Any student leaving the junior high school campus once they have arrived must have permission from the principal or assistant principal and must sign out through the attendance office. CJH students are not allowed to drive to school.

### **FOOD DELIVERY**

Commercially delivered food (e.g. Jimmy John's, Dominos, and Uber Eats) are not allowed to be received by students. In order to provide a safe environment for our students and staff, we want to minimize the number of outside individuals who visit campus. For those students who do not bring food from home, breakfast and lunch are available for purchase in our cafeteria.

### **COUNSELOR**

Students wishing to visit the counselor should sign up in the counseling center between classes or before or after school.

### **AFTER SCHOOL ACTIVITIES**

In order to increase our pleasure and enjoyment at after school activities (i.e. dances/parties/clubs/drama programs), the following guidelines have been developed:

1. All rules and regulations of the Fife School District and Columbia Junior High apply to ac. Students missing school the day of the activity, receiving two or more F's (the last grading period) or having a suspension within the last ten school days will not be allowed to attend.
2. Once students leave, they may not return.
3. Students may not go home or leave campus after school and then return.
4. All students are to remain in the designated areas and are not permitted to use lockers, unauthorized hallways or outside areas once the dance has begun.
5. Please make arrangements ahead of time for your transportation.

### **DISCIPLINE**

It is impossible for teaching or learning to take place in a classroom unless good order is maintained.

Students who violate the rules of the school or school district will be subject to discipline, suspension, or expulsion.

Prescribed penalties may be designated by administrators for certain types of misconduct. However, the nature and circumstances of each case will be reviewed separately on its own merits and disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances.

The frequency with which students violate various school policies, rules, and regulations is often of equal or greater concern than single violations. The cumulative effects of these acts may determine the form of corrective action imposed, including suspension and/or expulsion.

Parent notification will be done in a timely manner, depending on the nature of the offense and consequence. In all incidents involving Exceptional Misconduct, parents will be notified as soon as possible.

Law enforcement authorities may be contacted regarding incidents of misconduct which also implicate violations of the law.

### **DISCIPLINE Ranges:**

In cases involving minor violations of school policy, the range of disciplinary actions could include:

- Conference with administrator
- Service work around the school
- Lunch Detention
- Student Management Center (SMC)
- Out of school short term suspension
- Out of school Long term suspension

### ***These infractions would include but are not limited to:***

Activity spectator problems	Gum chewing
Acceptable Use Policy Violations	Horseplay
Bus Misconduct	Inappropriate dress
Cheating	Inappropriate language
Cutting a class	In-class disturbances
Disruptive Behavior	In-hall disturbances
Electronic Device Usage during Inappropriate times	Insubordination
Excessive Tardies	Lunchroom problems
Failure to cooperate	Malicious Behavior
Failure to follow procedures	Minor theft or property damage
Failure to complete detention	Non-Compliance
Food or drink out of commons area	Not telling truth about school-related situations
Forgery	Personal electronic devices
Gambling	Profanity or vulgarity

Possession/Distribution of inappropriate materials  
Possession of a lighter or matches  
Possession of laser pointers  
Public Displays of Affection  
Tampering with fire extinguishers or alarms  
Text messaging

Threatening physical injury  
Throwing snowballs or objects  
Trespassing  
Truancy  
Unsafe Behavior

For further information see FSD policy no. 3240P

It is the responsibility of a student to report any misconduct they witness to a person of authority.

The following are examples of Progressive Discipline:

**Bullying, Harassment, and Intimidation**

Individuals found to have bullied, harassed, or intimidated others on campus will face disciplinary action.

The range of disciplinary actions could include:

- Conference with administrator
- Service work around the school
- Lunch Detention
- Student Management Center (SMC)
- Out of school short term suspension
- Out of school Long term suspension up to the length of an academic term
- Expulsion

**Initiating/Promoting Fighting or Fighting, including the recording of a fight**

Individuals found to have been in a fight, including those who initiated, promoted or recorded the fight will face disciplinary action. The range of disciplinary actions could include:

- Out of school short term suspension
- Out of school Long term suspension up to the length of an academic term
- Expulsion

**Disrespect to Staff or any District Employee**

- Student Management Center (SMC)
- Out of school short term suspension
- Out of school Long term suspension up to the length of an academic term
- Expulsion

**Use or Possession of Tobacco / Tobacco Paraphernalia including electronic means such as e-cigarettes or vape-pens**

- Out of school short term suspension

**Lack Of Compliance - Unlawful Interference with School Authorities**

Emergency expulsion pending parent conference. The final disciplinary recommendation could include the following:

- Conference with administrator
- Service work around the school
- Lunch Detention
- Student Management Center (SMC)
- Out of school short term suspension
- Out of school Long term suspension up to the length of an academic term
- Expulsion

**Cheating**

- A score of zero on the appropriate assignment
- Conference with administrator
- Service work around the school
- Lunch Detention
- Student Management Center (SMC)
- Out of school short term suspension
- Out of school Long term suspension up to the length of an academic term

**EXCEPTIONAL MISCONDUCT**

As a general rule, no student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his/her conduct has been imposed upon the student as a consequence of misconduct of the same nature. However, the building administrator may prescribe these corrective actions for a first offense of the listed misconduct.

The appeal process for short and long-term suspensions does not change as a result of this set of prescribed corrective actions.

***These infractions include but are not limited to:***

Arson	Inappropriate use of electronic devices, i.e.: 'sexting', harassment, bullying, etc.
Assault	Possession and/or using a Weapon or Explosive (or facsimile)
Causing Physical Injury	Inappropriate Discharge of a Chemical Spray
Damage of property	Indecent Exposure
Disrupting the Educational Process	Intimidation
Extreme Disrespect	Malicious Behavior
Gross Insubordination	Racism
Harassment – Sexual, Verbal, Written or Inappropriate sexual comments/language	Theft and/or Possession of stolen items

Threatening or causing physical injury  
Unsafe Behavior  
Vandalism

Verbal Abuse

Range of Corrective Action That May Be Taken:

- Out of school short term suspension
- Out of school Long term suspension up to the length of an academic term
- Expulsion

**NOTE:** A police report will be filed in all cases involving weapons, narcotics, drug paraphernalia or unlawful interference with school authorities. Students sustaining a physical injury during an altercation with another student will be encouraged to file a police report.

Certain offenses will result in specific punishments. (In extreme situations long term suspension will be imposed at the first occurrence).

### **SUBSTANCE ABUSE**

The following regulations shall be applicable to students of the Fife School District while they are in school, on school grounds, or at school-sponsored events. Any student subject to disciplinary action under the categories listed below may instead be subject to emergency expulsion if the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process as determined by a building level administrator. Alternative corrective actions may be provided for those students who are cooperative and voluntarily commit to appropriate treatment solutions.

Use, Possession, Sale, Distribution, Trade or Transfer of Alcohol, and Other Drugs and Inhalants. A student shall not use, nor possess, nor be under the influence of (however slight), nor sell, distribute, trade or transfer any amount of alcohol, illegal and/or other drugs and substances (including inhalants, paraphernalia, vape-pens, and substances which purport to be real). Misuse of prescription or legal non-prescription drugs will be a suspendable/expellable offense.

- Possession or Under the Influence,
- Possession of Drug Paraphernalia
- Selling and/or Distribution
- Misuse/Sale/Distribution of Prescription
- Misuse/Sale/Distribution of Non-Prescription/Over the Counter Drugs

### **Corrective Action:**

Recommendation for Long-Term Suspension. Building administrators have the authority to reduce long-term suspensions to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with drugs and alcohol.

### **Alternative Corrective Action:**

Students who have been suspended or expelled according to this policy and who wish to re-enter school prior to the completion of the suspension/expulsion may choose to be evaluated by a state accredited substance abuse treatment agency. If the parents and the student agree to follow the health care recommendations of that agency, a portion of the suspension/expulsion may be suspended. In all cases, if the health care recommendations are not followed, the remainder of the suspension/expulsion will be reinstated.

## **GANG ACTIVITY**

Students who initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. For purposes of District policies and procedures, such groups are referred to as “gangs.” The use of hand signals, graffiti or the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Students will not be permitted to use gang sign language, graffiti, or communication devices that disrupt the educational process while on school property.

Under authority provided in the Washington Administrative Code 392-400-205, the Fife School District will impose corrective action ranging from Short-Term suspension to Long-Term suspension upon those secondary students who are gang members, make such claims, or wear recognizable or display gang symbols/attire (i.e. bandannas, colors, graffiti, etc.).

### **Corrective Action:**

Recommendation ranging from Short-Term to Long-Term suspension. Building administrators have the authority to reduce Long-Term suspensions to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.

## **POSSESSION OF WEAPONS**

### **Firearms**

It is the policy of the Fife School Board that all students are prohibited from carrying or possessing a firearm or other dangerous weapon (as defined by federal and state law and district policy and procedures) on school property, on school-provided transportation, in areas of facilities being used exclusively by public schools, or at school-sponsored events or activities.

A student shall be expelled for possession of a firearm on school premises, school-provided transportation, or areas of facilities being used exclusively by public schools. In addition to being expelled or suspended from school, it is a crime under Washington state law for a person (not just students) to knowingly carry a weapon on school premises. The penalty for conviction could be up to a year imprisonment and a \$5,000 fine. RCW 9.41.280

### **Other weapons**

Students are forbidden to knowingly and voluntarily possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose (i.e. toy weapons) are prohibited. State laws RCW9.21.280 and RCW9.21.250 defines other dangerous weapons. Examples include, but are not limited to: ammunition, incendiary or explosive devices, clubs, knives of any kind, other cutting or stabbing instruments, chemical inhalants, stun-guns, slingshot, sand club, metal knuckles, air pistols, and look-alike items or replicas displayed or represented as real weapons.

Possession is having a weapon on district property or at a district-sponsored event and includes, but is not limited to space assigned to a student such as a locker or desk; on the student's person or property such as clothing, backpack, purse or motor vehicle; under the person's control or accessible or available and is hidden by the student.

Students who possess a weapon or who carry, exhibit, or display any weapon or item capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or warrants alarm for the safety of other persons, shall be the subject of discipline up to and including expulsion.

## **DRESS AND PHYSICAL APPEARANCE**

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not lead school officials to reasonably believe that such dress or grooming shall present a health or safety hazard, create a material and substantial disruption of the educational process, or promote, advertise, or encourage behavior or convey messages contrary to valid school related/educational purposes or Fife School District's educational mission.

### **DRESS CODE- Remote learning**

Students are to make appropriate choices when they are on camera. Please make sure to adhere to the following numbers below when on camera. (1,2,4,5,6)

### **DRESS CODE**

The following standards were established with direction from Columbia Junior High Student Dress Code Committee comprised of students, staff, and parents:

1. Clothing and/or accessories displaying or making reference to alcohol, illicit drugs or tobacco or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
2. Apparel, accessories, or manner of grooming which evidences gang membership, affiliation, or promotion, therefore, is prohibited. Big fluffy coats and trench coats will not be allowed because of safety concerns.
3. Hats and or other headgear, (i.e., scarves, hoods on sweatshirts, bandannas, sunglasses) shall not be worn during the school day. Hats and headgear of students in violation of this standard will normally be confiscated and sent to the office where they may be returned at the end of the school day. In the case of repeated violations, the confiscated items may be kept in the school office until the end of the semester.
4. Clothing, which exposes the torso or cleavage (i.e., halter tops, tank tops, see-through clothing and clothing that does not cover undergarments) is not appropriate school wear. Pants will be worn at waist level even if a shirt covers the body.
5. Jewelry and other accessories or clothing, which may present a safety hazard or danger to the welfare of self or others, shall not be worn (including wallet chains, dog chains and large metal balls along with spiked accessories, safety pins other than those used for wrestling recognition).
6. Costumes and capes and accessories that accompany (ears, tails, etc.) are not permitted during the instructional day unless specifically permitted and publicized by administration.
7. Pajama clothing is not permitted during the instructional day. Slippers that are a class disruption or safety factor will not be allowed.
8. Shorts/skirts/skortts must be fingertip or mid-thigh in length. (Even if leggings are worn underneath).
9. Shirts and blouses must be free from holes. Pants must not be cut off or have holes above mid-thigh.

10. For safety, shoes are mandatory, and they must not pose a safety hazard for students.

Exceptions may be made to one or more of these standards by the administrators on a case-by-case basis for physical education classes, students with disability-related needs, students with bona fide religious dress requirements, and with consideration given to the physical and social developmental level of students.

The administration in cooperation with the sponsor, coach, or other people in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in an activity if the administration reasonably believes that the student's dress or grooming:

1. Creates a hazard to the student's safety or to the safety of others; and or
2. Prevents, interferes with or adversely affects the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the administration shall then request the student to make appropriate corrections. If the student refuses, the administration shall notify the parent. Students may be subject to disciplinary action.

#### **DISPLAYS OF AFFECTION**

The school building, school grounds or school activities are not the places for inappropriate public displays of affection. This would include unnecessary prolonged hugging, kissing, and touching. Students who fail to conduct themselves appropriately in these situations will be subject to disciplinary action including parent contact. All faculty members will consistently help with enforcement of this rule. Students who are not cooperative will be referred to the office. If this becomes a school-wide problem, a "no physical affection" policy may be enforced.

#### **DROPPING A CLASS**

Once a course has begun, the student has an obligation to complete the semester and accept the grade that is earned. Under normal situations, students dropping a class after 12 days into the semester will receive an "F" grade for that class. Every effort is made to schedule students into appropriate classes prior to the start of each semester. However, the school recognizes that there are situations where students are inappropriately placed in a class.

The first week of each semester is set aside to make any appropriate changes and work through these situations. After the first 4 days of each semester, conferencing with the student, parent(s), teacher and counselor is required to determine that the student has been making a reasonable effort in class and that it would be in the student's best interest to drop that class. The student would then be allowed to drop the class and be reassigned to another class, if possible, for the balance of the semester. The identification of these situations is a joint responsibility: the student, by asking for help from a counselor or teacher; the parent, by calling a counselor; and the teacher, through the normal progress report procedure.

After 12 days, students will only be dropped from a class (without receiving an "F" grade) for medical reasons that will significantly affect the student's ability, through no fault of their own, to complete the course.

## **ELECTRONIC DEVICES**

Students using personal electronic music devices, electronic games or cell phones during class time for anything other than educational purposes may have progressive discipline enforced. Acceptable times to use these devices would be in the commons before school, during lunchtime, and after school. Students are not to use technology devices in a manner that disrupts the educational process, invades the privacy or rights of others, or violates district and/or school rules. Any device used in such a manner may be confiscated. Inappropriate or lewd words or pictures shared or displayed via cell phone or any other electronic technology device is prohibited at school.

It is recommended that students should not leave these devices unattended at CJH. The school accepts no responsibility for loss or damage to devices. Parents will need to pick up these items from the office or Assistant Principal if an occurrence has happened previously. Please refer to 'Exceptional Misconduct' for other concerns relative to electronic devices.

## **EMERGENCY SITUATIONS**

The winter months sometimes bring weather conditions, which require school schedule delays or closure. The Fife School District will utilize an automatic phone system, as well as electronic media to communicate any schedule changes. In addition, families are encouraged to listen to the radio between 6:00 a.m. and 7:40 a.m. if you feel the weather may create hazardous traveling conditions. Radio stations will be announcing schedule changes by district name and number. These radio stations will be broadcasting school emergency information:

AM-KIRO 710, KJR 950, KOMO 1000, KING 1090, KMPS 1300, KVI570 KTAC 850, FM-KZOK 102.5

### **Announcements will be in the following form:**

1. **SCHOOLS CLOSED** - all schools will be closed for one day only! All meetings, field trips, after school activities etc. will be postponed or canceled.
2. **SCHOOLS OPEN LATE** - usually one or two hours late and will be dismissed at the regular time unless otherwise announced. Listen to your radio for further announcements.
3. **SCHOOLS OPEN - NO TRANSPORTATION** - weight restrictions can also contribute to transportation changes due to thawing of frozen roads. Be prepared to provide transportation if such notice is given.
4. **SCHOOLS OPEN - EMERGENCY SCHEDULE**- bus service is limited due to road restrictions or weather conditions, bus drivers will inform students of roads that will not be traveled because of snow or ice (severe hills, bus stop changes, etc.)

## **EXTRA HELP**

Students may always seek extra help from teachers if they do not understand an assignment, if the work is difficult or if a student has been absent and missed assignments and class discussions. Arrange a conference with teachers before or after school or at a time convenient to both of you during the day. Students behind in classes are also encouraged to attend after school help sessions.

**FEES**

Fees are required for specific classes. Exact costs are identified in the individual course description printed in the Columbia Junior High School Curriculum Guide.

**FINES AND BILLS**

A student's diploma and transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalent through voluntary work, the diploma and transcript will be released.

The student and his/her parents may appeal the imposition of a charge for damages to the building administration, the superintendent and the board of directors.

**FIRE ALARM**

At the signal, all students and faculty must leave the building via the posted emergency exit routes. Students should be escorted from the exit to areas well clear of the building.

**FLOWERS/GIFT DELIVERIES**

Deliveries of flowers/balloons/gifts to students at school are discouraged. Items will not be delivered to classrooms. Students will be notified to pick up items in the office after school. Per Washington State Law, balloons may not be transported on school buses.

## **FREEDOM OF EXPRESSION**

Students shall enjoy the privilege of free verbal and written expression providing such expression does not disrupt the operation of the school (i.e. profane, obscene or disrespectful language to students or staff). The school administrators shall have the authority to monitor student verbal and written expression.

The guidelines below shall be observed to assure both free expression of opinion and the orderly conduct of school.

Students who violate the standards for verbal and written expression shall be subject to corrective action or punishment (see Fife School District Policy and Practices for complete description), which may include suspension from school.

1. Neither verbal, symbolic, nor written opinion shall be expressed or disseminated in such a way as to interfere with or interrupt the normal conduct of classes, school activity, or the movement to and from classes.
2. Students wishing to disseminate their opinion by distributing pamphlets, leaflets, or other written material on school property shall be subject to disciplinary action if the materials are found to:
  - a) be libelous, vulgar, profane, or obscene;
  - b) be soliciting funds or advertising a commercial enterprise;
  - c) be racially derogatory, harassing or intimidating to others;
  - d) have created substantial disruption of the ordinary and necessary order of the school.

Such material must bear the name or names of the student or students distributing them.

Material may be distributed in a manner and at the times and in the places the principal has designated in order to assure both a minimum interruption of the normal activities of the school and the reasonable opportunity of students to disseminate their opinion.

3. Official student publications, such as newspaper or yearbook, shall comply with the criteria established in section 2, except that paid commercial advertisements may be included. Standards of responsible journalism, such as accuracy, completeness, and objectivity in reporting, shall be observed. The advisor to the student publication shall be responsible to assure that the publication meets these standards and criteria.

## **GRADING PROCEDURES**

Report Cards will be mailed home at the end of each semester. Progress reports, which will represent academic progress at the quarter will be printed and sent home with students on the 9th or 10th week of each semester. If for some reason you do not receive them, call the school at (253) 517-1600. The progress grade is meant to be an indicator of how a student is doing to that date. Progress grades are not designed to be a designated portion of the semester grade. Progress grades are advisory only and are meant to help students and parents know where they stand and to help set directions for the rest of the semester. Final grades are issued at the end of each semester. Teachers will identify in their course grading procedures criteria used for determining grades. Missed work from tardiness, attendance, and/or lack of participation may be used to determine grades for each course. Grading policies for each course will be discussed and posted in the classroom. Credits are granted only for final semester grades.

A computer printed Progress Report may also be requested by the student or parent. Grades are also available on the Columbia Junior High School District Website through the web-based grading program called Skyward.

**WAC 392-415-050** Grade reporting and calculation system. (1) The standardized high school transcript shall report the marks/grades earned by students in courses as follows. It is not required to adopt a marking/grading system that uses pluses or minuses or, if adopted, to report pluses or minuses on standardized transcripts.

(a)	A	=	4.0
(b)	A-	=	3.7
(c)	B+	=	3.3
(d)	B	=	3.0
(e)	B-	=	2.7
(f)	C+	=	2.3
(g)	C	=	2.0
(h)	C-	=	1.7
(i)	D+	=	1.3
(j)	D	=	1.0
(k)	E or F	=	0.0

(2) The minimal passing mark/grade is D = 1.0. Non-numerical marks/grades such as pass/fail, pass/no pass, credit/no credit, and satisfactory/unsatisfactory marks also may be used. A mark/grade of "W" shall be used to indicate a withdrawal from a course.

## **HARASSMENT FREE ENVIRONMENT**

*Har'ass-ment* n. comes from the verb harass. 1. To disturb or irritate persistently. 2. To wear out; to exhaust. Implies systematic persecution by besetting with annoyances, threats, and demands. Unrelenting pursuing in order to gain a desired end. Any action that inflicts distress, vexation, or the like. (American Heritage Dictionary)

Columbia Junior High School will not tolerate any verbal or physical conduct by any student, faculty or staff which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment within the Columbia Junior High School community.

-Verbal: jokes and slurs, which are bigoted and show prejudice. Derogatory names, put downs, and "off-handed" retorts.

-Physical; threats of harm, vandalism, activity with bias to intimidate, fights, hostile environment, bullying.

### **SEXUAL HARASSMENT**

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

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

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

You can report sexual harassment to any school staff member or to the district's Title IX Coordinator (listed under Non-Discrimination). For a copy of your district's sexual harassment policy and procedure, refer to the Student Rights and Responsibilities or contact your principal or Title IX Officer.

## **Conflict Resolution**

Rumors, misunderstandings and assumptions cause many of the conflicts and fights at Columbia Junior High School. Do your part to make Columbia Junior High School a great place to be by:

- Not participating in rumors. If someone isn't there, don't talk about them, at all.
- Tell the truth. Don't spread rumors or talk about things that are none of your business.
- Learn to manage your feelings appropriately. Yelling, blaming, and intimidation are not mature or helpful coping styles.
- Be a part of the solution, not part of the problem.
- Get some help. Talk to a counselor

The policy of Columbia Junior High School is not to tolerate any verbal or physical conduct by any faculty, staff, volunteer, or student who harasses, disrupts, or interferes with another's work performance or who creates an intimidating, offensive, or hostile environment within the Columbia Junior High School community. Sexual harassment or any type of harassment on the basis of color, disability, race, religion, gender, national origin, or sexual orientation whether intentional or unintentional will not be tolerated.

## **HEALTH ROOM/NURSE**

Students should see the nurse in the nurses' office between classes or arrange an appointment time during the day. When the nurse is not available a student may leave a note for the nurse with the counseling secretary.

During other times, office staff will handle student health problems of a minor nature. Students who appear to have serious or prolonged health problems will be sent home.

Parent contact must be made prior to releasing a student from school. If contact is not possible, then the decision to release a student can only be made by a building administrator. Staff will insure that the appropriate action is taken to safeguard the health and safety of the student. Parents are expected to come to the counseling center or send a responsible adult to pick up their student. This is needed to insure that the school releases the student to the appropriate party.

The nurse's office will only be used for students waiting to be picked up by a parent or under the supervision of the school nurse. All other students will either be sent back to class, to the attendance office, or parents will be contacted to take students home.

## **HOMEWORK**

The educators at Columbia Junior High School believe that students who are assigned and do homework regularly are able to achieve not only more but more quickly, and that homework provides a useful extension of students' learning opportunities. Homework is an opportunity for students to demonstrate their capabilities and further educational growth. Parents and teachers working as partners can provide assignments, direction, encouragement, and good study conditions, but it is the student who must complete the assignment and do the learning. Planning for a consistent homework study time allows students to practice, apply, extend, and enrich classroom learning. The teaching partnership of home

and school will give students the clear message that educational excellence is a high priority goal, not only during school but at home as well.

Homework is an integral part of the learning process and presents opportunities for:

- practice or drill in those skills already taught
- preparation for material to be presented or taught subsequently
- extension or transfer of a skill or concept to a new situation
- completing assigned work not finished in class

### **Homework and Absence**

A student is responsible for making up homework missed because of absence from school. It is the student's responsibility to ask if there have been assignments during his/her absence. The time allowed for this is usually equivalent to the number of days absent. Homework requests via the office will be honored for excused absences of three days or longer. Students who are out of school on a short-term suspension have the right to make up work upon their return to school. Generally, work will not be collected for students out of school for disciplinary reasons.

### **Homework and Vacations**

Extended project oriented homework will not normally be given during vacations. It would be typical to have a regular assignment on the day preceding a vacation, and some students may need to finish such assignments over vacation.

### **Rewards and Consequences**

Students who routinely finish homework correctly and turn it in on time will find improved levels of understanding and increased probability of success on assignments, projects, and exams. Students who do not routinely finish homework correctly, nor turn it in on time, in addition to having decreased levels of understanding, and decreased probability of success on assignments, projects, and exams, may incur progressive discipline consequences under 'Academic Non-Performance' as detailed in the Student Handbook.

### **Shared Responsibilities for Homework**

*Students are responsible for:*

- understanding the homework assignment(s) before leaving school
- taking home all necessary materials to complete the assignment
- scheduling time for homework that is compatible with family and/or after school activities
- working towards the goal of doing homework with a minimum of parental help
- beginning assignments promptly, and turn them in when they are due, done correctly
- seeking extra help before or after school

*Parents are responsible for:*

- providing encouragement and support, and showing an interest in the student's work
- assisting students to develop good study habits by providing a comfortable, well-lit area away from distractions

- encouraging students to set a regular time for studying
- evaluating student's out of school activities to be sure the student has sufficient study time
- communicating with teachers regarding homework concerns

*Teachers are responsible for:*

- communicating homework expectations to students and parents
- assigning, monitoring, correcting, acknowledging and returning student homework in a timely manner
- communicating with parents regarding homework concerns
- making sure materials and objectives have been fully explained
- being sure homework is reviewed

### **INSURANCE**

School-Time Plan covers students during the school year while on school property, engaging in school-sponsored activities and coming directly to school and going directly home from school. (Excluded transportation in two or three wheel vehicles or snowmobiles). This plan includes all interscholastic sports except football. (See Activity Code for Insurance requirements)

The 24 Hour Plan covers students on a 24-hour-per-day basis for the full calendar year. Coverage is the same except that it also excludes skiing, rodeo, boxing, lacrosse (except interscholastic teams The Football Plan has additional costs and a Dental and Life Insurance Policy are also available.

Students can obtain more information including costs and application forms at the start of the school year.

Parents wishing this coverage work directly with the insurance company, not through the school.

### **IMMUNIZATION**

Each student is required to meet the state's immunization standards. State regulations prohibit students from attending public schools without proper immunization. WAC 246-100-166

### **LIBRARY**

The mission of the library media program at Columbia Junior High School is to support and extend the curriculum and to ensure that students and staff are effective users of ideas and information in a variety of formats. To accomplish this goal, the library program will provide both intellectual and physical access to up-to-date and diverse materials as well as instruction on locating, selecting, using, and evaluating information. In addition, library media program will encourage and support lifelong learning and literacy by promoting a love of literature and an interest in reading for recreational and personal interest.

#### **Hours**

The library is open from 7:30 a.m. to 3:00 p.m. Mondays-Fridays. The library will close at 11:00 a.m. on early release days.

#### **Library Rules**

- Treat everyone with respect.

- Use voice and behavior appropriate for your purpose in being here. Do not disturb others.
- Report any and all computer problems to staff immediately.
- Food, beverages (including water), gum, candy are not allowed in the library.
- No cell phones or other personal electronic devices are to be out or used while in the library.
- Check out all materials before leaving the library.

### **Library Computers**

Student usage of computers in the library must be consistent with the Fife School District "Electronic Systems Use Agreement" and applies before, during and after school hours. Students may not play games or access non-school e-mail accounts while at school. Printing of materials not related to school assignments and activities is prohibited. Students should notify the library staff immediately if they notice something is missing or broken. Students must log on using their own username and password.

### **Library Passes**

Students must have a signed agenda when coming to the library without their teacher during school hours. Students may come to the library without a pass before school, at lunch, and after school.

### **How many books can students check out?**

Students may check out up to 4 books at a time (2 fiction and 2 non-fiction). In special instances, however, when an entire class is studying the same subject the teacher may reserve some books for other students to use. These books will be on a reserve cart.

### **How long can students keep the books and/or materials they check out?**

The circulation period is four weeks for regular books and overnight for textbooks and some reference books. Most reference materials do not circulate.

### **Overdue Books**

The library staff will attempt to run overdue lists on Mondays. We do not charge a daily overdue fine; however, if your item becomes overdue, we will restrict your checkout privileges. If a library or textbook is more than 60 days late, students will be charged for the replacement cost of the book. Upon return of the book, the student's account will be credited the book fine.

### **Damaged Books/Fines**

Students will be required to pay for any lost or damaged books. We will perform minor repairs on books as needed. Patrons who have damaged books beyond repair will be charged the replacement cost of the book.

### **Refunds**

Patrons that find books they have paid for will be issued a refund. This usually takes four to six weeks.

### **LOCKERS**

Upon entrance, each student is issued a locker. Students are expected to keep belongings in their own lockers. Report locker problems to the Attendance Office. Students will have the same locker for two years and it is entirely their responsibility to keep their locker combination secret and their lockers clean and neat. All straps, clothing, and items in the locker are not to be hanging out. Because of damage caused by hanging items, these may be removed and placed in the office. The cost of locker repair and

vandalism will be charged to the student. Students should not keep valuable items or money in their lockers. The school will not be responsible for lost or stolen items from student lockers.

Students are reminded that lockers are the property of the school district. Each student is responsible for all items in his/her locker. School authorities may search lockers under certain circumstances. (See Search/Seizure)

### **LOST AND FOUND**

A lost and found service is maintained in the main office and locker rooms. Students are urged to turn in all items found (for which ownership is unknown) to be taken to the main office. The bulletin will not list lost and found information. Any clothing unclaimed will be given to charity.

### **LUNCH PERIOD**

Columbia Junior High School has two lunch periods. Regular schedule lunches are 11:00 - 11:130 for first lunch and 11:56 - 12:26 for second lunch. See bell schedule for other scheduled times. Student lunches are determined by their fourth-period class assignment.

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition in which you would like to live. Varied and economical meals are offered in the cafeteria - or bring your lunch from home if you prefer. Whichever you decide, we will appreciate your cooperation in helping us to keep the cafeteria clean and attractive. You can do this by observing the following rules: 1) deposit refuse in the containers provided; 2) make sure the table and floor in your area is clean for the next student.

Students will go through the cafeteria line and pay for their choice of food. (Cutting in line will not be tolerated and should be reported to the lunch room supervisor.) Continued cutting in line will result in a referral to the office.

Snacks and beverages will not be allowed in the hallways or classrooms, unless a special occasion/ class project exists. Classes are in session during both lunch periods and students are not to go into areas where classes are being held during their lunch period.

No food or beverages will be allowed in the library or computer labs. Be reminded that Columbia Junior High School has a closed campus and students are not to leave campus during lunch. The faculty parking lots are off limits during both lunches for the protection of vehicles.

### **MEDICATION**

Students who take medication at school must provide written instructions from a doctor and a note containing parent/guardian permission. This information and medication should be checked through the main office. The school nurse will then make arrangements to dispense the medications. No medication (prescribed or over the counter) is permitted on campus without prior approval as noted. Students are reminded that these guidelines include medications such as aspirin, Midol, Pamprin, etc. These medications MUST be left with the nurse. Students are NOT to carry these medications. Disciplinary action will be taken in all cases with these types of medications.

### **NATURAL DISASTERS or EMERGENCY**

One of the important responsibilities for any school district is to provide for the safety of students in the event of an emergency or natural disaster. Parents and students should be aware of the following:

- If the event occurs during the time students are coming to school, buses will continue to school rather than returning to their bus stops.
- Students will remain at school, and will not be released or returned home unless/until conditions allow them to be returned safely. In extreme cases this may involve remaining at school overnight.
- Parents/Guardians are advised not to remove a student from the school grounds unless they have first checked with school officials and the student has been checked out. Students will not be released to neighbors, friends, or relatives unless permission is given, or they are designated on the emergency contact form.
- Parents should avoid calling the school. The phones may be needed by school officials for emergency communications.

### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the building administrators by telephoning the school office. One evening conference will be available each semester.

### **PROFANITY**

Obscene, lewd, vulgar, or offensive expression is not protected by the First Amendment. Teachers, administrators, and staff will not tolerate profanity on any part of the campus. This includes all activities. Students who engage in profanity will be disciplined under progressive discipline procedures.

### **RIGHTS AND RESPONSIBILITIES**

Fife School Board policies concerning student responsibilities are printed in the pamphlet entitled "Revised Student Responsibilities and Rights Code" published by the school district. Copies are available in the office. Violation of these policies will result in appropriate action, up to and including expulsion from school.

### **SCHEDULE CHANGES**

Every effort is made to schedule students into appropriate classes prior to the start of the semester. Occasionally mistakes are made or students and parents would like an opportunity to reconsider their choices. The first four (4) days of each semester are set aside by counselors to deal with these situations. Schedule changes will be made when feasible.

To promote the importance of being in class and avoid disruptions during the first days of each semester, class changes will normally not be allowed after this period.

### **SEARCH AND SEIZURE**

School authorities may seize any contraband, substance or object, the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. Authority to Conduct a Search - The law allows school authorities to search students, their lockers, and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection - School authorities will be making general inspections of lockers for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such

general inspections shall not include searching personal items stored in lockers, such as clothing, bags, or purses, unless reasonable suspicion exists.

3. Locker/Storage Area Inspections - All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

4. Personal Searches - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

5. Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent(s) and/or law officials as appropriate.

### **SELLING ITEMS AT SCHOOL**

The conducting of private business or selling unauthorized items is prohibited.

### **SPECIAL SERVICES**

If your child (age 3 to 21 years) 1) has a mental, physical or developmental disability that significantly impairs self-care, performance of manual tasks, walking, seeing, hearing, speaking, breathing, learning and/or working; and/or 2) has a recorded history of such an impairment; and or 3) has characteristics that cause others to treat him/her as if he/she had such an impairment; then your child may be eligible for special education, related services and/or specialized educational accommodations under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973. For further information, to refer your child for screening or to make your child a Focus of Concern, please contact the office listed below:

Department of Special Services

Fife School District No. 417

5802 20th Street East- Tacoma WA

98424 (253) 517-1000

### **STUDENT COUNCIL**

The Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where the students can assume as much of the responsibility of organizing their school activities as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

### **STUDENT PROPERTY AND/OR VALUABLES**

The school district assumes no responsibility for loss to students' personal property or for items such as (but not limited to) clothing, cameras, I-pods, electronic tablets, cellular phones, electronic games, or skateboards.

### **STUDENT RECORDS/PERMANENT RECORDS**

A permanent record will be kept on all students who attend school. The goal of record keeping is to place in the file of each student data and information, which is as objective as possible. This record will consist of identifying information, attendance records, and documents pertinent to the school situation. All information maintained in student files will be reviewed annually to assure relevance and appropriateness. All dissemination, inspection and review of the student records will be in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974.

### **DIRECTORY INFORMATION**

"Directory Information" includes the student's name, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors earned and the most recent previous educational agency or institution attended by the student.

Columbia Junior High School would like to make clear to parents what types of information will be dis-seminated about their students to outside agencies without receiving prior approval from a parent of the student involved. As a parent, you have the right to refuse to permit the dissemination of any or all of the categories of personally identifiable information.

You should inform this junior high school in writing that such information is not to be designated as "directory information" with respect to your son or daughter.

If you have any questions concerning the procedures followed by the junior high school in safeguard-ing the privacy rights of parents and students please feel free to contact us

### **TECHNOLOGY**

Students may not bring any computer applications including games to school for any reason. Students may not use personal storage devices without permission District workstations may not be altered without direct teacher permission. Each class may establish additional guidelines that will be posted in classrooms. Any vandalism, intentional copyright violations, or attempted access to unauthorized data will result in disciplinary action, which may include restitution and or suspension. (See Acceptable Use section)

### **TELEPHONES**

The telephones in the school are for business purposes and should be used by pupils for emergencies only. UNDER NO CIRCUMSTANCE IS A STUDENT TO USE A CLASSROOM TEACHER'S TELEPHONE WITHOUT PERMISSION.

### **THEFT**

(See Exceptional Misconduct Section)

### **VISITORS**

Columbia Junior High School has a no visiting students policy during the school day. This visitor policy is in the best interest of the safety of all Columbia Junior High School students.

Parents are always welcome at Columbia Junior High School but must check in at the office before going out onto campus.

Students should advise friends and relatives that they should not come on to the Columbia Junior High School campus without first checking in with the office. It is a violation of state law and could lead to their arrest.

### **CAREER AND TECH PROGRAMS**

Columbia Junior High School offers vocational programs that provide students the opportunity to acquire skills to seek immediate employment or continue their education. (see the Curriculum Guide)

### **WEAPONS AND INSTRUMENTS**

(See Exceptional Misconduct Section)

### **WITHDRAWAL FROM SCHOOL**

Anyone who will be transferring schools during the year must have a parent/guardian notify the registrar in writing, by phone, or in person. The request must include the date of withdrawal, the pupil's new address and if possible, the name of the new school. The pupil must report to the office on the morning of the last day of attendance to be given a withdrawal check-out slip and to be informed as to proper withdrawal procedures. All books and materials loaned by the school must be returned and all fines and bills settled before proper clearance can be made. Transcripts will not be mailed until all fines have been paid. Any and all returned books, material or fines should go directly to the bookkeeper. Appropriate credit will be given and material returned to appropriate place.

### **YEARBOOK**

Students wishing to purchase an annual must make their order by the scheduled deadline established by the yearbook advisor. Orders will be made through the bookkeeper's office. An extra fee may be charged for annuals ordered after the deadline.

## **COLUMBIA BOOSTER CLUB**

The Columbia Booster Club is a parent run organization which provides volunteer and financial support to the staff and students at Columbia Junior High. Meetings are held once a month.

We are always seeking new ideas and volunteers for some of the Booster Club activities listed below:

·Cougar Gear - Columbia Booster Club offers Hooded Sweatshirts and Sweatpants, as a way to show your school spirit and support Columbia Booster Club. Cougar Gear is available during Cougar Kick Off, Spirit Week Lunch, and Parent Conferences. You can also download an order form off our website.

·Fundraiser - This is the main fundraising event held at CJH during the spring. This is a wonderful opportunity to connect with CJH Families and the Community. Check our website for more up to date information and volunteer opportunities for this event.

·Sports Concessions - Booster Club hosts an after school concession stand which is open during various sports seasons and provides food and beverage sales. This is a fantastic opportunity to meet CJH families and families.

·Staff Appreciation - Every month our Booster Club volunteers host a recognition event for the staff at CJH. This is a great way to interact with and get to know the amazing Staff at CJH.

·Purchase a beautiful personalized legacy tile which will be permanently displayed at the entrance to our State of the Art Performing Arts Center at CJH. This is a unique opportunity to support CJH and at the same time create a special legacy for your family or business.

Legacy tiles are a great gift for any occasion.

Order forms are available in the CJH PAC and Online at: [fifeschools.com/cjh/boosterclub/main](http://fifeschools.com/cjh/boosterclub/main)

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