

Parent Handbook



CRMS Grades 6 & 7

2011-2012

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Cedar River Middle School

Vision

Cedar River Middle School staff members have a shared commitment to develop strong relationships with students, parents, the community and other staff members. As a professional learning community, staff members support each other to insure student success. We foster a sense of belonging for all students and help them develop into contributing citizens by meeting the academic, social, emotional and physical needs of our students.

Mission

Cedar River Middle School staff members have a shared responsibility to provide support to all students. We provide a safe, trusting learning community that promotes student self esteem and fosters an attachment to school. We develop relationships that have a positive impact on the students' development and academic achievement. We regularly communicate with parents and encourage their involvement.

We accomplish this in the following ways:

- ❖ Students are connected to at least one adult in the school
- ❖ Students have co-curricular enriching opportunities to help build additional connections with school
- ❖ Students meet academic standards through the teaching of adopted state and district curriculum
- ❖ Struggling learners receive additional time and support through a network of interventions
- ❖ Staff collaborates with colleagues and other professionals regarding students in support of the non academic barriers to their learning
- ❖ Students are taught developmentally appropriate social and academic knowledge and skills
- ❖ Teachers use effective instructional practices that are challenging, engaging, relevant and fun
- ❖ Positive acts, including academic achievement, are recognized and reinforced school wide

Cedar River Middle School General Information

Absences and Attendance Policies

The regularity of attendance is a major contributing factor in reaching the instructional objectives of a course. The following procedures have been designed by the Cedar River staff to develop cooperation between parents/guardians and school authorities in order to assist students in establishing lifelong habits of reliability and promptness. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law further states that students shall be regular and punctual in attendance.

Additionally, part of the change to middle school is the autonomy the student has over their decision making and the associated responsibilities that accompany those decisions. While we request notes from home if a student will be leaving with someone other than a parent at the end of the school day, it is ultimately their responsibility to discuss any plans with their parents. Please remind your student that it is important for them to follow the expectations and rules you have established for them.

Admit Slips

After an absence and prior to returning to any class they missed, a student **must** report to the attendance office to pick up an Admit Slip, which will be marked excused, unexcused, or parental excused. No student will be permitted to class without an Admit Slip. Students will be allowed one day to clear any truancy before they are referred to the administration for discipline. Students leaving class to pick up an admit slip are tardy. Please help your student clear all absences by sending a note on the student's return. This note should indicate the date of absence, current date, parent/guardian signature, and the reason for the absence.

Early Dismissal/Late Arrival

A student who arrives late or who needs to leave before the end of the school day must check through the attendance office to obtain an Admit Slip immediately upon arrival on campus. A student is required to bring a written request from home stating the reason and signed by the parent or guardian. If the student does not have a note, the attendance office will attempt to contact the parent/guardian.

Tardiness

Students will be considered tardy when he/she is not in his/her designated area at the start of the class according to the posted classroom policy. If a student arriving tardy does not have a signed pass to class the tardy will be considered unexcused. It is the responsibility of the student to obtain a pass prior to leaving the previous staff member. Students arriving 5 or more minutes tardy to class without a pass will be considered truant from class. Staff detaining a student longer than one minute beyond the end of class will provide an excused pass to the next class. Students are subject to discipline and possible loss of academic work for excessive tardiness each semester.

Academic Reporting

Report cards are issued following the end of each quarter. Semester grades are recorded and maintained in each student's permanent record. In addition, parents will have grades access 24 hours a day online .Weekly academic surveys are available in the counseling center for students to pick up at parent's request.

Approximates dates are as follows:

Quarter 1 Ends	November 7, 2011
Quarter 2/Semester 1 Ends	January 26, 2012
Quarter 3 Ends	April 12, 2012
Quarter 4/Semester 2 Ends	June 15, 2012

**Dates subject to change – please see website for updates.*

Dates to remember:

September 6: First day of school
September 22: Open House
September 26: Picture Day
November 3: Picture Retake
November 15 & 17: Parent Conferences
March 19: 5th Grade Parent Night
June 7: Awards Night
June 15: Last day of school



Assignments

Due to the organizational model of secondary schools, whereby your child attends classes with multiple teachers who specialize in specific curricular areas, generally there exists a tighter policy regarding the turning in of completed assignments than you may have found in elementary schools. This policy exists both to ease the organizational burden load on students and teachers and, more importantly, to help students develop the life skills of timeliness, promptness, and self-direction. The earlier students are able to develop these skills, the easier time they have with their future academic success. Each student will receive a school planner at the beginning of the school year to assist with this organizational skill.

Counseling Services

The counselor focuses on the personal, social, and educational needs of all students. The counselor is an important resource for all students, staff, and parents/guardians.

School Counselors

Cedar River counselors are professionally trained and certified to work within the school setting with students, parents, teachers, administrators, and agencies within the community. The counselor coordinates guidance programs to help students acquire skills in the social, personal, educational and career areas necessary for living in our society. The counselor is a specialist trained to provide prevention and intervention services and to meet the educational and mental health needs of students with the public school system.

Specific services provided may include:

- ❖ Classroom guidance activities
- ❖ Group/individual counseling
- ❖ Academic counseling
- ❖ Crisis prevention and intervention
- ❖ Assistance and consultation for parents
- ❖ Liaison between students, parents, and staff

Study Hall/Math Center

Special help is available after school Tuesday, Wednesday and Thursday in Homework Center.

For further information contact either the counseling center or your student's teacher.

Counselors - Drug and Alcohol

One drug and alcohol counselor serves all Tahoma School District students. This position is funded by grants provided by King County. Services provided include: drug and alcohol assessments, drug education, and information. Students may initiate contact on their own or may be referred by friends, teachers, or parents. Information is available about community resources for students and families. The drug/alcohol counselor may be contacted through the school counseling office.

We recognize that the stresses for our teenagers seem to be changing daily. We do not claim to have all the answers, but can provide local resources that are available should you need outside help dealing with issues. The following is a listing of local agencies:

Youth and Family Resources

*Valley Cities Counseling	253-939-4055
*Kent Youth and Family	253-859-0300

Drug and Alcohol

*Crossroads Treatment	866-473-7575
Auburn Youth Resources	253-939-2202
Kent Youth and Family	253-859-0300
Renton Area Youth and Family Services	425-271-5600
Drug and Alcohol Help Line	800-562-1240
Alateen	206-625-0000

Domestic Violence Counseling and Assistance

Domestic Abuse Women's Network (DAWN)	425-656-7867
King County Sexual Assault Center	888-998-6423

Children's Response Center for Sexual Assault (M-F) 8:30-5:00	425-688-5130
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Crisis Contacts

Teen Link (evenings 6 PM to 10 PM)	888-431-8336 or 206-461-4922
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Crisis Clinic (24 hours daily)	800-244-5767
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WELCOME!

The PTA welcomes you and your student to the 2011-2012 school year! The PTA at the secondary level is a collective effort by volunteers representing Cedar River Middle School, Tahoma Middle School and Tahoma Junior High known as the Tahoma Junior High/Middle School PTA (TJH/MS PTA.)

WHAT DOES THE PTA DO?

We help in a variety of areas, in and out of school. This year our efforts are critical – as we try to fill the gaps left by budget cutting – your help is necessary to ensure our children continue to enjoy an excellent education.

YOU WANT TO HELP - BUT ARE SO BUSY!

HERE’S 3 EASY (GUILT FREE!) WAYS TO SUPPORT THE PTA THIS SCHOOL YEAR...



You want to help – choose which option fits you best:

A. PTA GUILT FREE Contributor Member

Ignore all PTA requests throughout the year – because you gave up front!

B. PTA STANDARD MEMBER

You want to join and pay the \$12 joining fee for one member or \$20 joining fee for family membership. You are interested in volunteering your time or support events throughout the year when it is convenient

C. DON’T JOIN – BE A DIRECT GIVER/SCHOOL SPONSOR

You want to help, but do not want to join the PTA at this time. We are accepting direct gifts for the secondary schools so we have the funds to fill the gaps. Write a check for any amount you can give!



Buy the Entertainment Book in the Fall. The secondary schools receiver 50% of the funds raised.



Register your Safeway Club Card on www.escrip.com and Safeway will donate \$\$\$ to TJH/MS PTA!

What if I don’t know my card number? Just call 1-877-Safeway for your club card number.

MEMBERSHIP TYPE:

A. PTA GUILT FREE: \$50 \$75 \$100

B. PTA STANDARD MEMBER: \$10 Per Member or \$20 Per Family

C. DIRECT GIVE: Don’t join PTA, but donate to specific school

VOLUNTEER OPPORTUNTIES:

We have several volunteer oppourtunities throughout the year that support the students and staff at Cedar River, so please watch for information throughout the year.

CRMS PTA CONTACT: [evapaterson @earthlink.net](mailto:evapaterson@earthlink.net)



A TIME OF TRANSITION



We know what a new experience going from elementary to secondary school can be. Our first goal here is to provide a safe learning environment for all students. In order to do that, there are a few items about which you need to talk to your student:

Harassment: Students at CRMS must be free from harassment. Harassment is defined as the abusive attention from one person to another. A student who persistently disturbs, torments, or pesters another person shall be subject to corrective or disciplinary action. This includes sexual harassment. Parents need to talk to their students about harassment. The sexual harassment that most often occurs by middle school students is “making unwelcome, offensive, or inappropriate sexually suggestive remarks, comments, gestures or jokes...” As staff members and as parents, we have to tell our students that it is not okay to make these comments, nor is it okay for others to make them towards our students. Our guidance counselor will complete a school-wide training on what constitutes harassment. All harassment should be reported immediately to the counseling center or an administrator in the main office.

Inappropriate Social Behavior: Students need to refrain from showing signs of physical affection at school. This includes no hugging, hand holding, or kissing.

Bus/Transportation Issues: It is important for students to remember that all the same rules, which apply on a school campus, apply on the school bus (the only exception is the wearing of hats). Students who violate the rules are subject to discipline from one or more of the following: bus driver, transportation department, and/or school administrator. Our primary concern is for all students' safety and well being; we take it very seriously. In the event that your student loses bus rider ship privileges for some period of time, you will need to arrange transportation to and from school for them.

Please DO NOT drop your student off at school no sooner than 15 minutes before school starts. For further information on the bus rules/regulations, please see the "bus" section in the last few pages of this handbook.

Cell Phones and Pagers: Students may have cell phones and pagers at school. They may be used outside of the regular school day and outside the building only. We are not responsible for theft or loss.

We appreciate the support on behalf of parents by reviewing these and all the rules listed in the student handbook. We also appreciate the support when it comes time to hold your student accountable. A consistent message from both the school and the parents will encourage students to make better choices in their future.



DRESS CODE

The students and parents 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 pedagogical purposes or the district's educational mission.

The following guidelines are established to provide guidance to students:

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 thereof is prohibited.
3. Hats and/or other headgear (i.e., scarves, hoods or sweatshirts, bandannas, sunglasses) shall not be worn in the school building during the school day. (Hats and headgear of students in violation of this standard will normally be confiscated and sent to the student at the end of the school day. In the case of repeated violations, the confiscated item(s) may be kept in the school office until the end of the semester.)
4. Attire that exposes the torso (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 the body is covered by a shirt.
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 and spiked accessories.)

6. Spandex clothing worn as outerwear is not permitted during the instructional day.
7. Shorts must be fingertip in length and hemmed. (Not running shorts.)
8. Shirts and blouses must be free from holes and pants must not be cut or have holes above mid-thigh.

Exceptions may be made to one or more of the standards by the principal 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.

Dress code guidelines for extracurricular activities:

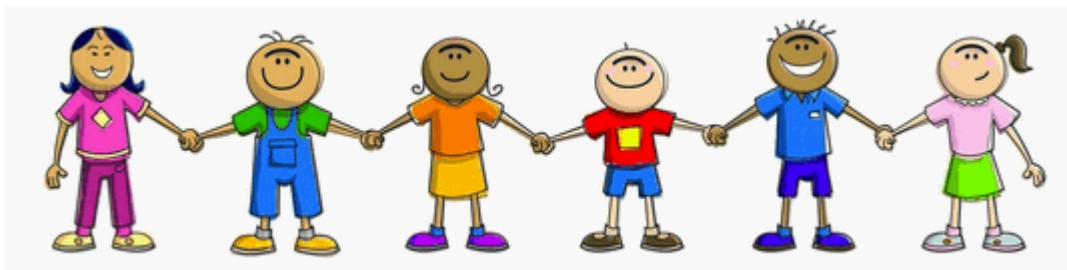
The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in an activity if the principal reasonably believes that the student's dress or grooming:

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 principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent. Students may be subject to corrective action, if circumstances so warrant. Students who violate provisions of the dress code relating to an activity may be removed from the extracurricular activity for such period as the principal may determine. All students shall be accorded appropriate due process.

Medications:

All medications that need to be taken at school must be sent to the school nurse. Your student will need to go to the nurse's office for the administration of the medication. Please remember that all prescription medication requires a doctor's note.



Open House:

This is an opportunity to spend 10 minutes in each of your student's classrooms; however, there will be no time for individual teacher-parent conferences. If you desire a conference with one or more of your student's teachers, please contact the counseling office to schedule a meeting.

Parent Communication:

Parents/guardians are encouraged to communicate regularly with teachers regarding their student's progress. Developing and maintaining direct lines of communication between students' families and classroom teachers is of paramount importance in assuring each child reaches his/her potential. **When there are questions or concerns that arise with our children's education, our first point of contact should be with the classroom teacher.**

The easiest, fastest, and most efficient way to reach any teacher is via email. Such communication should include your questions or issues, along with your name, your child's name, and a phone number (if you prefer to have a conversation).

Parent Conferences:

Parent conferences will be conducted in November, at which time parents may choose to meet with core academic teachers. Additionally, parents may schedule a parent/teacher conference at any time throughout the year by calling the counselor or the teacher.

For the 2011-2012 school years, our conference sessions are:

**Tuesday, November 15, 2011~ 5-8 PM
Thursday, November 17, 2011~4-7 PM**

Possible Disciplinary Actions:

Formal notification of students' rights and responsibilities can be found in your student's planner. Please review this with them. The following is a summary:

A fair and consistent discipline plan must also provide degrees of flexibility for the consideration of individuals involved. The considerations include: 1) intent and severity of the act, 2) the number of previous acts by the parties involved, 3) prior disciplinary action taken to alleviate the situation, 4) previous parent involvement and input. Progressive and corrective disciplinary action may involve any of the following actions:

Informal warning: an administrator or staff member will talk with student explaining the expectations for future situations.

Student conference and/or warning: A formal conference is held between the student and staff member to discuss the behavior and expectations and consequences of future situations.

Parental involvement: A parent/guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent/guardian, and staff member.

Emergency expulsion from school: An emergency expulsion means the immediate removal of a student from school, school activities, and all related school functions for an indefinite period of time.

Expulsion from school: An expulsion means the removal of a student from school, school activities, and all related school functions for an indefinite period of time.

Restitution: Payment for replacement or repair of theft or vandalism.

Discipline Program Definitions:

Possible disciplinary actions considered least to most severe may include:

30-minute Lunch Detention: The student is assigned to a supervised detention room during his/her own lunch period. The student is to report within five minutes of the start of lunch.

After School Detention: The student is assigned to a supervised detention room after school for one hour and there will be a bus available to take them home.

Friday School: The student may be assigned two hours of after school detention on a Friday evening. Homework and school beautification will be assigned. Failure to complete will result in a three day in school suspension.

Partial Day In-school Suspension: The student is assigned to a supervised in-school suspension room for part of the school day. The student is excluded from school activities during the suspension period. The student is expected to complete schoolwork or read silently.

Full Day In-school Suspension: The student is assigned to a supervised in-school suspension room for the entire school day. The student is excluded from school activities during the suspension period. The student is expected to complete schoolwork or read silently.

Short-term Suspension from School: (1 to 15 days) the student is excluded from school and related school activities.

Long-term Suspension from School: During a long term suspension the student is excluded from school and related activities for more than 15 days.

- ❖ Students receiving disciplinary action from a substitute teacher may receive double consequences.
- ❖ All students suspended or expelled have the right to apply for re-admission at any time. All disciplinary actions, which remove the students from classes, are subject to limitations set by WAC 180-40-245 and 250.
- ❖ Additional infractions under exceptional misconduct are accumulated from the date of the first infraction. (i.e., may include infractions from previous school years).

Weapons and Dangerous Instruments: A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, air gun, dangerous weapon/ammunition, taser, pepper spray, or a facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. State and federal law require that students in possession of a firearm on school grounds be expelled without the opportunity to apply for readmission for at least one calendar year. The Superintendent may make exceptions in this mandatory penalty on a case-by-case basis.



Bus Rules and Procedures
Procedure 6605P
Management Support

STUDENT SAFETY WALKING TO SCHOOL AND RIDING BUSES

Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus, shall be sufficient cause for the transportation supervisor to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. The driver is in full charge of the bus and students. The students must obey the driver and/or aide promptly.
2. Students shall be on time. Students are to be at the bus stop five (5) minutes early and wait in a safe and orderly manner. Students who are late arriving to the bus stop will need to find other transportation to school.
3. Students shall ride their regularly assigned bus at all times unless written permission has been granted by the building or transportation authorities.
4. Students are not allowed in the driver's area. The driver may assign each student to a seat. Students who have been assigned will use only the assigned seat unless permission to change is given by the driver.
5. Student must remain seated while the bus is in motion. Students must seat facing the front of the bus, keeping their feet and legs out of the aisle. They may talk in a low, conversational level with those near them.
6. Students shall enter and leave the bus in an orderly fashion. A student shall be permitted to leave the bus only at his or her regular stop, unless they have a bus pass.
7. Students must look both ways before crossing a roadway and always cross in front of the bus in full view of the driver. Cross only when the driver signals it is safe to do so. Once off the bus, students should follow the rules for pedestrians.
8. In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills. Students will not tamper with emergency doors or equipment.
9. When the bus stops at a railroad crossing or other dangerous crossing, there will be absolutely no noise or talking.

10. Students are to assist in keeping the bus clean. Eating and drinking on a school bus is not permitted except when specifically authorized and supervised by school district personnel. When transporting classes or teams, the teacher or coach will be primarily responsible for supervising the behavior of students. The teacher or coach will be responsible for insuring that the students clean up after eating on the bus.
11. Any damage to a bus must be reported to the driver at once. The parents/students will be required to reimburse the school district for damage to buses resulting from a student's misconduct and may be subject to loss of riding privileges and suspension or expulsion from the school.
12. Students must see that personal belongings are kept out of the aisle. Large items which cannot be held in student's lap will not be transported on a school bus unless other arrangements are made with the bus driver. This includes musical instruments and school projects.
13. No student shall at any time extend head, arms or hands out of the windows, whether the school bus is in motion or standing still.
14. Students must not have anything in their possession that might cause injury to another such as laser pens, sticks, breakable containers, balloons, any type of firearm or fireworks, skateboards, or pins extending from their clothing. No animals, reptiles, fish, fowl or insects are permitted on the bus (except seeing-eye animals).
15. If requested by the bus driver, students must identify themselves. If 7-12 grade students refuse to identify themselves, they may be denied transportation.
16. Rude, obscene language and/or gestures will result in immediate discipline. Physical and/or sexual harassment will not be tolerated and will result in immediate disciplinary action.
17. Smoking, chewing, spitting tobacco, and using any type of flame or sparking device will not be allowed on the school bus. No alcohol, illegal substances or other paraphernalia, weapons, explosives or replicas will be allowed on the school bus.
18. Fighting, vulgar language or obscene gestures directed towards the driver will result in loss of bus privileges.

Disciplinary Procedures

The Transportation Supervisor and building administrators are responsible for correcting those students whose abusive behavior results in a bus-incident report or violate the rules above. The principal shall provide supervision during bus arrival and departure times at his/her school and receive reports (written and oral) from the drivers. Principals must maintain open lines of communication among school officials, bus drivers and the transportation department. When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these mores may result in formal complaints by citizens to the proper law enforcement agency.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules

or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules by the student after his/her having received previous oral warnings from the driver. In order for drivers to effectively maintain control on their buses, it is expected that action be exercised by the Transportation Supervisor and building administrators when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver shall complete a report on the students describing the incident or damage that occurred. The driver shall provide the student the original report, fax a copy to the principal and submit a copy to the transportation supervisor. The principal or Transportation Supervisor, upon receiving a copy of the warning slip, shall investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. (See Policy 3241.) When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

1. **Warning:** When a student's misconduct is of a minor nature that does not jeopardize the safety or welfare of other students or the operation of the bus.
2. **Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and bus operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
3. **Expulsion:** When a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

If the discipline slip warrants a suspension of bus riding privileges as determined by the transportation supervisor, the transportation supervisor will notify the parents/guardians and the building administrator.

Drivers shall be advised to file assault and battery charges against students who physically assault them. Under no circumstances shall the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may grieve the suspension by submitting a written statement to the superintendent. The superintendent/or designee shall investigate the suspension and render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules

of conduct for students riding buses, the decision shall require board of director concurrence before implementation.

Emergencies

The Transportation Supervisor shall review the contents of the *School Bus Driver's Handbook* with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook.

In the event of an accident, the driver shall make contact with the transportation supervisor who shall:

- ❖ Determine the nature of the accident;
- ❖ Contact 911.
- ❖ Contact the State Patrol regarding the accident, depending on location and severity of the incident
- ❖ Advise the Superintendent's Office & Public Information Officer
- ❖ Investigate the accident and gather the names of all students and witnesses
- ❖ Dispatch another bus to transport the students to their destination
- ❖ Contact the parent(s) or guardian(s) of any students who are injured

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers, which are authorized to ride each bus route.

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