



CARMICHAEL MIDDLE SCHOOL

620 Thayer Drive, Richland, WA 99352
(509) 967-6425 (Main Office)

STUDENT HANDBOOK 2007-2008

Our mission, in partnership with parents, students, and community, is to provide an educational experience within a safe, caring environment that nurtures the innate potential of each learner while promoting accountability and mutual respect in our society.

We believe that...

- *Student learning is the prime directive;*
- *All students can learn and must be appropriately challenged;*
- *The entire community is accountable for student education;*
- *Respect for each other and the rights of the individual are imperative for learning;*
- *A safe, orderly and positive environment facilitates education.*

For more information, please visit us online at:

www.rsd.edu/schools/carmichael

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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CARMICHAEL MIDDLE SCHOOL MAP TRACKER

MATHEMATICS

	Fall 07	Spring 08
Mathematics Score		
• Number Sense	-	-
• Measurement	-	-
• Geometric Sense	-	-
• Probability and Statistics	-	-
• Algebraic Sense	-	-

READING

Reading Score		
Lexile Score	-	-
• Word Recognition	-	-
• Reading Comprehension	-	-
• Knowledge of Text Components	-	-
• Think Critically and Analyze	-	-
• Read Different Materials	-	-

SCIENCE

Concept & Processes Score		
• Processes & Concepts	-	-
• Scientific Inquiry	-	-
General Science Score		
• Life Sciences	-	-
• Earth/Space Sciences	-	-
• Physical Sciences	-	-

These tests measure a student's academic growth from year to year. In the MAP system, the difficulty of each question is based on how well the student has answered all of the questions up to that point. As the student answers correctly, the questions become more difficult. If the student answers incorrectly, the questions become easier. Within an ideal test, the student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level.

CARMICHAEL STUDENT EXPECTATIONS 2007-2008

Carmichael Cougars are safe, kind, respectful, and they try their best. Our students achieve success in a variety of ways, they enjoy positive and meaningful friendships, and they are actively involved in their school.

ATTENDANCE

ABSENCES

If a student is ill, please have a parent/guardian call our attendance secretary at 967-6427 before 11:00 a.m. (earlier is better) on the day the child is ill. If a parent/guardian is unable to call the office, the student needs to bring a signed note explaining the absence when he/she returns to school. (Please phone each day the student is absent.)

HOMEWORK REQUESTS

Parents may request homework for their absent child if the student is absent from school for two or more days. If homework is requested by 11:00 a.m., teachers will be notified to have homework sent to the office to be available at the end of the day. Students are responsible to meet with their teachers upon returning from an absence to make arrangements for missing work including any tests, quizzes, or labs.

PRE-ARRANGED ABSENCE POLICY

Parents should contact the office as soon as it is known that the child will not be in attendance. Please contact our attendance secretary at 967-6427 to request a pre-excused absence form and to arrange for assignments. However, no amount of homework or alternative assignment can truly equal the in-class experience. As much as possible, we suggest these be kept at a minimum.

APPOINTMENTS

If a student needs to miss school due to a doctor's appointment, he/she will need to bring a note to the office before school begins. When the student returns to school he/she will need to stop by the office to get a pass to return to class.

ILLNESS AT SCHOOL

Students who are not feeling well should ask for teacher permission to visit the health room. Students who are too ill to return to class within 30 minutes must go home. A parents/guardian will be contacted to make arrangements to pick up the ill student. *Parents must come to the office and sign out their child.*

TARDIES

Students need to be seated with proper materials ready to begin work before the bell rings for class, as a five minute passing time between classes is sufficient to get anywhere in the building. If you are tardy due to an appointment with a teacher, counselor, or administrator, please ask for an excused tardy pass. Students who receive three unexcused tardies in a class during any quarter are subject to after-school detention, or if tardies do not come under control, students may receive Saturday School as a consequence. At Carmichael we expect that our students will be in class on time. (Teachers may also assign classroom consequences for tardies.)

TRUANCY

Truancy may be defined as "not being where you are supposed to be, when you are supposed to be." For example, students wandering the hallway after receiving a hall pass to use the restroom may be subject to truancy. Truancy is an absence from your class or classes without a legitimate excuse. We will make every effort to contact parents or guardians by phone as soon as is possible. We may arrange a conference with parents or guardians, and we may take disciplinary steps according to our discipline plan at Carmichael Middle School. Students who are truant from school may lose the opportunity to make up missed work for credit; however, it would be wise to complete the work to ensure understanding of the material.

EXCESSIVE ABSENCES

We are very concerned about students who miss a lot of school. In fact, there are regulations that require the school to take legal action for excessive absences. Please communicate with the school in advance, when possible, if your child will be absent (see pre-arranged policy) from school for either an extended illness or other absence. While it is possible to obtain homework for the absent student, it is virtually impossible to recreate the learning time missed.

ABSENCE DUE TO DISCIPLINARY ACTION

Students who are absent from school due to discipline (e.g., suspension) have the right to make up all work missed from the absence. For students assigned to ISS (in-school suspension) the work will be sent to the time-out supervisor; for students who are suspended out of school, parents may pick up work in the office. Please see homework requests.

CLOSED CAMPUS

Middle schools in the Richland School District are closed campuses. This means that we expect our students to stay on campus for the entire school day, including lunch. Students will not be allowed to leave school at anytime without contacting parents and checking out through the office, and we instruct students to wait inside the building to be picked up by their parents.

EMERGENCY CLOSURE OF BUILDING

In cases of severe weather school may be delayed or cancelled. The best way to determine the status is to listen to the radio or watch the news in the morning. Below are some radio stations and television channels on which you will find cancellation or delay instructions in the event of severe weather:

KONA 105.3 KORD 102.7 KIOK 94.9 KEYW 98.9 Channels 2, 4, and 6 (Cable TV)

We will also attempt to update the message on our main phone line to give information concerning delays/closures.

ADMINISTRATIVE OFFICE EXPECTATIONS

MAIN OFFICE (509-967-6425)

There are many reasons why you might want to visit the main office. Examples include: picking up forms (sports physical form, school insurance, free/reduced lunch application, volunteer form, etc.), picking up an ASB card, and paying fees and fines. The main office is where your parents will sign you out when you are leaving school early. Please do not ask the office to deliver non-school related items (e.g., flowers, balloons, etc.), as they are disruptive to the learning environment.

Students who are referred to administration will check in at the office and be seated in a designated area. Attendance issues and payment of fees may be done at the counters. Please stay in organized lines and remember to be respectful to staff.

There is a phone at the counter for emergency issues; non-emergency phone calls are made on one of the two phones next to the office. Students may use these phones before school and after school without a pass. These phones are a courtesy and they are not meant for long conversations. We expect that students will keep phone calls to a minimum of time, 1-2 minute conversations. Students who abuse the phone courtesy may find their privileges being taken away.

STUDENT SERVICES (509-967-6427)

Student services such as enrolling or withdrawing from school, obtaining a report card, arranging for a pre-excused absence, or checking into the health room may be done at the front counter. While one of our counselors or assistant principal may actually help you, the best place to start is at the counter. The assistant principal and dean of students supervise Carmichael's student services including student government, ASB, attendance, and discipline matters.

COUNSELORS

Mrs. Gall (509-967-6431) - 7th grade N-Z and 6th grade

Mrs. Maheu (509-967-6432) - 6th grade A-M and 8th grade

Our counselors provide many services for students, parents, and school staff. For many it is simply an answer to a scheduling question, but our counselors also help with friendship issues, peer mediation, and other problems that interfere with students performing well at school. Please make an appointment with your counselor instead of "hanging outside" the counselor's office. This respects your time and our counselors' time. We try to schedule appointments with students at times where you will not miss class.

LIBRARY SERVICES

The Carmichael library is a fantastic place. Students are encouraged to check out books and materials to assist them in the pursuit of excellence at school. There are networked computers to assist you in your search.

LOST AND FOUND

Every year students leave bags and bags of unclaimed property. Most items are shirts, shoes, shorts, and hats. Please take the time to put your name on the label. When property is found with the student's name on the item, it makes it very easy for the property to be returned. If you lose something be sure and report the loss as soon as possible to Carmichael administration. We will do everything we can to help you locate the missing property. Check the lost and found often.

VISITORS

Parent visitors are welcome. Please check in at the office. You will receive a visitor's badge upon signing in at the front desk. (Please understand that we may ask for identification). If you are interested in meeting with one of our teachers, please arrange a time in advance of your visit. Due to teaching responsibilities, teachers are not available during class time. Our counseling staff may assist you in setting up an appointment to meet with your son or daughter's teacher(s).

Student visitors may be allowed; however, they must follow the procedures established in the office. We do not approve student visitors during the first and last three weeks of the school year, on days that the visiting student's school is in session, and for students who are not in the same grade as the chaperoning student. A request to attend school must be completed one week in advance, with all of the student's teachers approving the visit; see administration for details.

COUGAR EXPECTATIONS

LUNCH EXPECTATIONS

The Carmichael cafetorium is designed to accommodate the serving of meals to hundreds of Carmichael students each day. Our staff appreciates your efforts in keeping the lunchroom clean and tidy. Please pick up after yourself when you have finished eating. There are numerous trash containers for uneaten food and garbage. If there is an accidental spill, contact one of the lunch supervisors for help in cleaning up the spill. There is no tolerance for throwing food.

There is no running or horseplay in the cafetorium. Students will WALK to lunch—not run! Students are expected to stay in lines without pushing or taking "cuts." You are welcome (weather permitting) to go outside and run off some steam. There is no food allowed out of the lunchroom or in the hallways. Students may also go to the library with permission from the hall supervisor. Restroom passes are available from the hall supervisor.

Students who violate the lunch expectations will find that they receive consequences.

Cougars are welcome to meet in the cafetorium before school each morning when the bell rings at 7:30 AM. Breakfast is served between 7:30 am and 7:50 am each day. It is supervised and students will clean up after themselves.

LUNCH OPTIONS

The kitchen staff serves two types of lunches: regular full lunch and à la carte. The à la carte lunch allows students to choose their lunch, instead of the full advertised lunch. Carmichael participates in the federally subsidized free and reduced lunch program. Forms are available in the office.

FOOD & DRINK

Carmichael students are not allowed to bring food and drink into the classrooms, halls, or labs. Students are expected to eat their lunches in the cafeteria. We also request that students not bring open containers on school grounds (i.e., pop bottles, coffee cups from restaurants, etc.).

BELL SCHEDULE

Bell to enter halls will sound at 7:50 AM; students are asked to stay in the appropriate area until the bell sounds. (Teachers may grant permission to meet with students prior to the 7:50 bell, but each student will need a pass signed from the teacher). Students may enter the building at 7:30 AM and remain in the café until the 7:50 AM bell. **Students are expected to leave the campus by 2:45 PM unless involved in a supervised activity.**

LOCKERS

Students should not share their combination with ANYONE (including friends)! The majority of lost items from lockers are due to sharing the combination with someone. Do not leave money or valuables in lockers. Carmichael students are welcome to place pictures inside the locker door but they must be removable without damaging the paint and must be appropriate for a middle school (stickers, tape and other adhesives are a problem—avoid using these items on your locker). We recommend using magnets. Lockers are subject to inspection by administrators.

BOOKBAGS/BACKPACKS

We expect our Cougar students to carry classroom materials to each class. Backpacks will be stored in student lockers; do not take book bags, backpacks, or sports bags to classrooms. Students who have athletic gear that will not fit in their locker will need to make arrangements with their coach for storage. For example, during football/softball/baseball season we have the gymnasium open before school to store equipment in a locked room.

EMERGENCY DRILLS & LOCKDOWNS

We take our drills very seriously. We expect students will follow directions and comply with teacher's instructions. We hold periodic evacuation drills (monthly) and we expect that our students will, when instructed, evacuate the building in an orderly process. Our lockdown drills will keep students in the classrooms. There should be no talking, horseplay, or misbehavior. In the event of a real emergency we must be prepared.

DRESS CODE (Richland School District Policy)

It is the goal of the Richland School District to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment (no pajamas and slippers) as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment. Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others, as determined by the school, will be asked to change clothing and may be subject to school discipline if they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process;
- Shorts and skirts shorter than mid-thigh in length;
- Clothing that reveals the back, midriff and/or undergarment is inappropriate. These include but are not limited to:
 - Boxers
 - Sheer tops
 - Mesh tops
 - Overly large openings at the neck or arms
 - Off the shoulder tops
 - Spaghetti straps
 - Halter-tops
 - Tube tops
 - Swim tops
 - Bare midriff tops
- Clothing or accessories with offensive pictures, symbols, or sayings. These include but are not limited to:
 - Demeaning statements
 - Violent statements
 - Sexual statements
 - Racial statements
- Clothing that advertises or promotes tobacco, alcohol or other drugs;
- Jewelry or accessories that could be used to cause harm or injury; and
- Any gang affiliated clothing.

A good general policy regarding the dress code is: ***If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.***

DRESS CODE (Additional information for Carmichael Middle School)

At Carmichael, we expect that our students will dress appropriately for a middle school. Appropriate dress will not disrupt the educational process. In an effort to help parents assist their middle school child in making good clothing decisions, we've established some clothing guidelines:

- Clothing or jewelry that refers to or insinuates alcohol, tobacco, or controlled substance use is not appropriate. In addition clothing that refers to or insinuates sexual, lewd, or discriminatory messages are not appropriate.
- Appropriate clothing fits a middle school student and is appropriate to a middle school environment. Clothing that exposes undergarments or a midriff is inappropriate for school. Sleeveless shirts must have a shoulder width that completely covers all undergarments (2" or wider).
- Pants are to be worn in such a way that the student's underwear is not exposed (this practice is referred to as "sagging"). Belts may not hang and must be in the belt loops of the pants. Coverall or suspenders must be completely fastened and worn on the shoulders.
- Pajama bottoms and slippers are not appropriate attire for school.
- Students are welcome to wear hats to and from school; however, caps and hats are not appropriate during the school day (with the exclusion of outside the building during lunch). Messages on hats are to be appropriate and not gang-related.
- Jackets and coats are not to be worn to classes. During the winter it is recommended that students keep a sweater or sweatshirt at school in case of temperature fluctuations.
- Students wearing inappropriate clothing will be referred to the office and a phone call to parents will be made. Students may change the clothing or parents may be asked to bring replacement clothing.

The above standards are not meant to be inclusive of every clothing contingency. We publish this to assist parents in helping their children to make good clothing decisions. Parents should carefully monitor what students wear and consider the effect their child's clothing has on their safety.

FREEDOM OF EXPRESSION

Freedom of expression is an important part of education in a democratic society. Students' appropriate verbal and written expression of opinion is encouraged. District policy prohibits verbal or written expression (including clothes) that is libelous, obscene or profane; causes a disruption of school procedures or processes, or invades the privacy of others; demeans any race, religion, gender, or ethnic group; advocates a violation of the law; or advertises cigarettes, liquor, illegal drugs, or drug paraphernalia. Any clothing that is deemed gang-related is prohibited.

PUBLIC DISPLAYS OF AFFECTION

In the interest of creating and maintaining a safe and secure environment for all students, public displays of affection are not allowed on the Carmichael campus.

FORGERY & MISREPRESENTING

Altering notes or documents, impersonating a parent on the telephone, signing a note for a parent, or signing a note for a school employee (or medical provider) are examples of forgery and/or misrepresentation. This also includes copying another student's work or representing another student's work as your own. These offenses will be dealt with accordingly.

HALLS

We expect our hallways to be safe zones. Hundreds of Carmichael students use the hallways daily to move from class to class. Inappropriate behavior in our hallways is not tolerated, and students who do not behave appropriately in Carmichael hallways may be assigned after-school detention.

Do your part to avoid congestion in Carmichael hallways. Walk on the right side of the hall, no more than two people side-by-side and avoid large gatherings in the middle of the hall to discuss the day's news! We expect that you will keep your hands and feet to yourself as you move in the halls. Kicking, shoving, and other horseplay in the halls is unsafe. Inappropriate hallway behavior has detention as a consequence.

Students in the halls during class periods are required to be accompanied by a teacher (or staff member), have their PASSPORT signed by an authorized staff member, or be using an approved hall/bathroom pass. Make sure you have completed the hall pass properly and have your teacher's or staff member's approval. During lunch hallways are off-limits.

ELECTRONICS AND OTHER DISRUPTIVE EQUIPMENT/MATERIALS

Radios, tape players (Walkmans), MP3 players, iPods, CD players, pagers, cell phones, headphones and electronic games should not be brought to school. Included in this list are trading cards, as they have become a disruption to school (e.g., Magic cards, etc.). Please leave these at home as these materials will be confiscated. Students who bring these items into the school will find the following consequence plan in effect:

First Violation: Item confiscated for the day. The device will be returned at the end of the day.

Future Violations: May include confiscation of the device until the end of school (June 2008.)

SKATEBOARDS, ROLLERBLADES, HEELYS

Please leave these items at home unless they are required for a PE class. If a student brings a skateboard to school it is NOT BE USED ON SCHOOL PROPERTY. We do not have the space to store skateboards at school. If the skateboard will not fit in the locker or if the student cannot resist the urge to "SK8" on the school's property—it is better to leave the board at home. Students who cannot make good SK8 decisions will find that Carmichael administration will make the decision for them, and generally this means confiscation of the board.

First Violation: Item confiscated for the day. The device will be returned at the end of the day.

Future Violations: May include confiscation of the device until the end of school (June 2008.)

SUBSTITUTE TEACHER POLICY

Carmichael students respect our guest teachers. Substitute teachers enjoy teaching at Carmichael because our students treat them with respect. Substitute teachers provide an important service to the school, and we appreciate their efforts. We also hold our students accountable for any disrespect shown to our guest teachers. The students will not misrepresent their names, the seating chart, assignments, or exhibit other deceitful behavior. Students will be cooperative and respectful at all times.

ACADEMIC EXPECTATIONS

REPORT CARDS AND PROGRESS REPORTS

We will mail report cards home to parents at the semester and end of year. Students will receive their report cards for first and third quarters to take home. Progress reports are prepared by the teachers at the mid-term of each quarter. These reports are handed out to each student and it is the student's responsibility to take the report home to the parents. Our mid-term dates for the 2007-2008 school year are:

1. First quarter: October 1, 2007
2. Second quarter December 10, 2007
3. Third quarter February 29, 2008
4. Fourth quarter May 9, 2008

Grades are posted each Tuesday and students should write their current grades in their planners.

In some cases we have found that students and parents need more formal communication of the student's progress. The majority of these concerns can be addressed by using this planner. However, we do have a progress reporting system that would offer two additional formal progress reports for each quarter in addition to the mid-quarter and report cards. If you are interested in this program, please contact one of our counselors.

HOMEWORK AND PROJECTS

You should expect homework from your classes. While some classes will offer in-class time to complete some of the assigned work, you will find most will not. Therefore, you will need to plan for homework each evening. Most students find that 1 to 1-½ hours each evening is average (but this may vary). In an effort to assist you in your planning, you have been given this planner. Suggestion: write every assignment and its due date in your planner.

Homework is a valuable part of your education. In addition to the extension of learning from the classroom, homework teaches good time management skills and how to successfully complete tasks on time. These are lifelong skills that will serve you well in high school, college, and beyond. In-class work and homework have due dates specified by your classroom teachers. Our teachers expect that the due dates will be met—if you find yourself not being able to meet a particular due date, make sure and communicate that to your teacher. Late work may receive either lower grades or possibly no grade (at the teacher's discretion).

Successful students set aside time each evening, stay on top of the due dates, and turn assignments in on time. If you are struggling with an assignment or project, see your teacher—he/she will help you. We care! We also have "Seventh Hour Study Club" and other ideas to help you succeed. However, we don't read minds...please let us know when you need assistance.

HONOR ROLL FOR ACADEMIC ACHIEVEMENT

At the end of the first semester, the cumulative yearly grade point averages of our students in grades 6-8 will be examined. Honor roll recipients will be students whose overall (current 2006-2007 school year) grade point average is 3.0 or greater. In February 2007, we will honor our high achieving students at an evening activity.

PROMOTION AND RETENTION

It is expected that Carmichael students will demonstrate satisfactory progress in their studies at school to be promoted to the next grade. Academic progress is determined by grades, test scores, and teacher recommendations. Summer school may be required to be promoted to the next grade. The principal is responsible for the decision to retain or promote students. We will notify parents in the spring of 2007 of potential action.

SEVENTH HOUR STUDY CLUB

The Seventh Hour Study Club meets Monday through Thursday from 2:30 to 3:45 PM. Students can drop in at any time to get a quiet place to study or to receive assistance from a teacher on assignments and projects.

TEXTBOOKS

Students are responsible for the textbooks they are issued. We ask students to write their name and their teacher's name in the appropriate space in the book (please use ink). Students will be charged for damage or lost books in their care. Please put covers on your books. In addition to textbooks, students are responsible for other materials checked out to them during the course of the school year (for example, library books, technology equipment, and music).

BEHAVIORAL EXPECTATIONS

We expect our students to be responsible young adults. There are consequences for actions and choices. Sometimes the consequences are very positive. For example, when our students work hard, complete their work, and achieve high marks they are recognized at academic celebrations. There are negative choices and actions as well. When this happens our consequences may include disciplinary action. The overwhelming majority of our students never receive a disciplinary referral. We expect to have a safe educational environment at Carmichael; this means everyone must do his or her part.

*Safety at school begins with all of us. **Report unsafe behavior to an adult.** Unsafe behavior may be possession or use of tobacco, drugs, alcohol, and weapons of any kind. Threats, intimidation, and harassment are also unacceptable. If you hear or see any unsafe behavior, report it immediately to an adult.*

HARASSMENT POLICY

The Richland School District, in compliance with HB 1444, adopted a new Bullying/Harassment Policy effective August 1, 2003. This policy clearly states that Bullying or Harassment of any kind will not be tolerated on any of our campuses.

"Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (3), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- (a) Physically harms a student or damages the student's property; or*
- (b) Has the effect of substantially interfering with a student's education; or*
- (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or*
- (d) Has the effect of substantially disrupting the orderly operation of the school.*

Further, the policy does these things:

- Encourage all staff and students to report any incident of bullying or harassment to an appropriate school official.
- Establish an informal and formal process for filing complaints.
- Protect the reporting person from reprisal, retaliation or false accusation against a victim or witness.

Harassment in school is **UNWANTED attention from other students and is NOT TOLERATED**. Harassment is clearly a disruption to the educational process. Harassment may include, but is not limited to, leering, pinching, grabbing, pushing, teasing, spreading gossip and rumors, expressing unwanted comments and jokes (directly told or overheard), and implied or expressed verbal or written threats. Harassment may carry the message that if the victim does not comply with the harasser's demands, there may be retaliation. Harassment can cause physical or psychological damage to students, affecting grades, attendance, performance and pride in one's work.

Victims of harassment should report the problem to an adult in the school as soon as possible. The adult will then work with the student to see that appropriate action is taken. Depending on the severity of the offense, the range of discipline for harassment may include participation in sessions on the problem of harassment in our culture and school, apology to the victim, counseling, suspension, and, if appropriate, police intervention.

ALCOHOL, ILLEGAL DRUGS, AND OTHER SUBSTANCES

The use or possession of alcohol, illegal drugs, or other mind-altering substances during the school day or at school-sponsored activities/events is not tolerated. Possession of drug paraphernalia is also prohibited and it is a violation of district policy. Students who violate this policy will receive consequences.

LIGHTERS

Lighters and matches are not appropriate for a school—they represent a safety issue. Therefore, students possessing matches or lighters will receive consequences for unsafe behavior.

TOBACCO

The possession or use of tobacco products is not tolerated. Washington State laws require that a citation be filed on any student using or possessing tobacco on school grounds. Tobacco violations will be referred to the Richland Police Department; in addition there will be school consequences.

VANDALISM

Vandalism is the intentional destruction or defacement of public property or property belonging to others, and is not tolerated at Carmichael. Carmichael Cougars treat all school property (and all others' property) with respect. (This includes desks, chairs, tables, bathroom walls, lockers, etc.).

WEAPONS AND LOOK-ALIKE WEAPONS

No student shall possess, use, attempt to use, and/or threaten to use any weapons on school property. The safety of our student and staff are our top concern and a **no tolerance policy** is in effect with regard to this issue.

BUS DISRUPTIONS

Physical or verbal actions that distract the bus driver, or interfere with the safety of others or the safe operation of the bus, are considered to be disruptive and unsafe. The bus is considered an extension of the classroom (a big yellow classroom). A good rule of thumb is *if the behavior wouldn't be allowed in the classroom, then it wouldn't be allowed on the bus.*

CARMICHAEL PROGRESSIVE DISCIPLINE PLAN

Teachers maintain a disciplined and productive work environment in their classrooms. This environment is a learning zone, and anything disruptive to either the teaching or learning in the classroom is not permitted. This means we expect our students to behave in the classroom, not interfere with the teacher's right to teach, and not interfere with the other students' right to learn.

Each classroom teacher will establish the rules that are appropriate for his/her classroom. Successful Carmichael Cougars understand that the classroom is for learning and not for horseplay or other disruptive behavior.

Although the classroom rules may vary a little bit from classroom to classroom, remember these four simple rules:

1. Be safe;
2. Be kind;
3. Be respectful; and
4. Always try your best.

Our building plan is flexible but built on accountability. There are consequences for misbehavior. The consequence may vary based on the severity of the incident and the individual student's behavioral record. In other words, if you misbehave often, you may find that your consequences also increase.

First Step: Classroom intervention

Your classroom teacher may ask you to stay after class to discuss your behavior, may change your seat assignment, and/or may contact your parents to discuss the problem.

Second Step: Time-Out

Time-Out is a teacher-directed referral for misbehavior or other mild disruptions. You will be sent out of the class for the remainder of the period, be asked to complete a Behavior Management Plan, and be required to meet with your teacher later that day or the following morning.

Third Step: Office Referral

Most Carmichael Cougar students are not referred to the office. However, if you continue to misbehave or disrupt the education of others, you will soon be headed to the office. Office consequences may include: lunch detention, after-school detention, Saturday School, In-School suspension (ISS), or out-of-school suspension (OSS).

There are occasions where a student may be sent immediately to the office for significant misbehavior:

1. Use, possession, or transfer of controlled substances or illegal drugs. This includes the possession of paraphernalia, tobacco, or prescription/non-prescription drugs used improperly. The misuse of other fluids or substances with the intent to "get high" may be included in this list (i.e., white out fluid, or any other substance that is used to "get high").
2. Fighting is not acceptable at Carmichael. Fighting includes physical contact where injury may occur.
3. Harassment and/or intimidation are wrong. This includes verbal, physical, or sexual conduct that intimidates or creates a threatening or offensive environment.
4. Vandalism is not acceptable at Carmichael, and it includes destruction or defacement of school property or private property.
5. Staff disrespect is not tolerated. This includes disrespect to our substitute teachers and all other staff members. Disrespect includes profanity.
6. Insubordination (not following a reasonable request from a staff member). We expect Carmichael students will respect teacher's requests.
7. Truancy (not where you are supposed to be, missing class, etc.). We expect our students will have proper passes to be out of class, and we expect that students will have signed excuses from parents when they have missed class or school.
8. Forgery or other dishonest acts will receive a referral to the office.

9. Weapons of any kind. This includes knives, firearms, dangerous weapons (something that could be used a weapon), or any device that can be used to hurt others (e.g., sprays, etc.).
10. Other serious misbehavior that disrupts the educational mission at Carmichael Middle School.

AFTER SCHOOL DETENTION

Our after-school detention program runs daily (Monday—Friday) from 2:30-3:00 PM. Students who are late >4 minutes to detention (without a valid excuse) or who do not attend the assigned after school detention will find that their detention has doubled. If any of the doubled detentions are not attended it will become Saturday School.

SATURDAY SCHOOL

Every day at Carmichael Middle School is important. It is our belief that students are in classes in order to gain the valuable experiences essential to their education. Unfortunately, some students engage in behaviors that are disruptive to their education, the education of other students, or interfere with the teacher's right to teach. Saturday School is designed as a deterrent to disruptive behaviors without having to remove the student from his/her classes (i.e., suspension). Saturday School, then, is an alternative to a short-term home suspension.

Students may be assigned Saturday School for a variety of misbehaviors or violations of school rules. Some of the reasons students may receive Saturday School include:

- Excessive Time-Out referrals or detentions;
- Truancy or excessive tardiness;
- Repeated, chronic disruptive behavior at school;
- Harassment, intimidation, or fighting; and
- Vandalism.

Please note that this is not intended to be an exhaustive list. Saturday School may be the choice of consequence from an administrator for misbehavior at the discretion of the administrator. Students who fail to attend assigned Saturday School may receive a short-term suspension. Students who receive Saturday School as a consequence are not eligible for the next scheduled after-school dance or party.

IN-SCHOOL SUSPENSION

We operate an in-school suspension program (ISS) as an alternative to home suspension. ISS is a short-term suspension from regular school classes; however, instead of the student staying home the student is referred to our time-out room for the length of the suspension. A Carmichael staff member supervises the suspension, and he or she arranges for the student's work to be sent to the time-out room. The supervisor works with the classroom teachers to make sure the student completes all work. The student has no contact with any of the students at the school, is ineligible for all after school activities and sports during the suspension, and must leave school grounds immediately after being released from ISS. The administration (working with parents) will determine if ISS is available as an alternative to home suspension. The general guidelines for ISS are:

- Hours are 8:30 AM to 3:00 PM, and parents are responsible for transportation;
- Any missed days during the ISS placement will be made up;
- Students will cooperate with ISS supervisor and complete all work assigned; and
- Student, supervisor, and administrator will meet prior to the student being released from ISS. This will occur on the last day of the ISS placement to help the student return to regular classes with the likelihood of success.

COUGAR ATHLETICS & ACTIVITIES

ATHLETICS

Carmichael students are involved in interscholastic sports (7th and 8th grade). We are very proud of our students' accomplishments and fair play. Our goal is to involve as many Carmichael Middle School students in activities as possible. In our athletic program we feature a "no cut" philosophy. This means everyone who wants to play (provided the student is eligible) gets to play.

Please visit our website, www.rsd.edu/schools/carmichael, for more information. You will find team rules, schedules, policies, and other useful information (such as physical forms and participation agreements.)

We have four sports seasons: Fall, Winter I, Winter II, and Spring.

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| 1. | Fall | August through October | Cross country, volleyball, football |
| 2. | Winter I | October through December | Boys' basketball, dance team |
| 3. | Winter II | January through March | Girls' basketball, wrestling |
| 4. | Spring | March through May | Baseball, softball, track |

We welcome and encourage all students to become involved in Cougar athletics and activities. Basic participation requirements:

- Must be a student at Carmichael or live with parents/guardians in the Carmichael boundaries;
- Enrolled in school for the last semester;
- Regularly attends classes and achieves passing grades in four out of six classes;
- Be less than 15 years of age prior to June 1 of the preceding year;
- Complete all eligibility paperwork including current physical examination, accident insurance, CMS athletic profile, and athletic contract;
- Purchase a CMS ASB;
- Pay participation fee (price to be determined by school board);
- Does not use, provide to others, or possess illegal drugs, alcohol, tobacco, and has not violated the school's policies or codes on alcohol, tobacco, or drugs per Richland School District policy;
- Attend athletic clearance and parent meetings as applicable for each sport (or have made alternative arrangements meeting the requirements of the athletic director/coach/administration); and
- Parents are required to pick up student athletes from sporting events within a reasonable time of the event completing. We define a "reasonable time" to be within 15 minutes from the completion of the activity and/or sporting event. We appreciate our parents picking up their children immediately following the event.

ATHLETIC ELIGIBILITY POLICY

We want Student-Athletes to participate in the interscholastic athletic program as seventh and eighth graders, but students must be passing at least four of six classes and have conduct grades of *satisfactory* or higher during the past reporting period (quarters). Students who are not passing at least four classes are ineligible to play in games, but may still practice with the teams. At the end of the third week of the sport season, if a student has improved his or her academic and conduct grades to our standard, he/she will have earned full privileges in athletics. (See coaching staff or administration for details.)

ATHLETIC EVENTS EXPECTATIONS

Carmichael Cougars are good sports. We expect our students to demonstrate excellent behavior and to positively represent CMS at all athletic events. This is true whether the student is in the audience or on the field/court. Students who choose to behave inappropriately will be asked to leave the premises and are subject to additional school consequences. Remember, all school rules are in effect at every athletic event (with the exception of wearing hats outside the building).

Students who are in the audience are expected to remain seated, treat the opposing team with respect, and to treat the officials with respect. Students who insult other teams or officials will find themselves removed from the athletic event (and perhaps for the rest of the season) and may have additional school consequences. Be a good sport and host. Carmichael students also pick up the trash in the bleachers to maintain a quality school.

ASB LEADERSHIP

Carmichael Cougars are involved in the leadership of their school. In addition to the officers in the ASB, there are classroom representatives elected during the first few weeks of school. These representatives attend general ASB meetings and provide a student voice to issues affecting the school. Get involved!

DANCES, PARTIES, & AFTER SCHOOL SOCIALS

We schedule A.S.B. dances and socials throughout the school year. Normally these activities are from 3:00-4:30 p.m., and students may purchase tickets during their lunch. The prices will be determined prior to each dance. There will be a price discount if you have an ASB card. **These activities are for eligible Carmichael students only, and students who misbehave at the activity will be asked to leave. Students who leave the activity may not return during the activity.** We have the same school behavioral expectations in effect at all Carmichael events. We expect parents to pick up their children promptly from the activity; **"promptly" is defined as 15 minutes from the completion of the activity.** Students that have been assigned ISS, OSS, or Saturday School will not be allowed to attend the next scheduled dance.

ASSEMBLY EXPECTATIONS

Assemblies are an important part of life and education at Carmichael. The same expectations that are in place in the classroom are in effect at all assemblies. Students are expected to stay with their teacher, exhibit respectful behavior, and enter/exit the assembly safely. Students who choose to disrupt or misbehave during our assemblies will receive consequences.



STUDENT CHECKLIST: RESPONSIBILITIES FOR HOMEWORK

- Copy assignments accurately into the planner.
- Understand what you have written before you leave school.
- Write "Due Date" in planner then place a check mark next to the assignments when turned in.
- On every Tuesday write down your grades in the planner.
- Bring home necessary books and materials.
- Decide when and where to do homework; limit distractions.
- Work on homework without constant reminders from parents.
- Hand in homework to the teacher on time.
- Celebrate your good work; remember you are helping yourself to become a better success in middle school and high school.

