

Be Safe, Be Respectful, and Be Responsible

Student & Parent Handbook  
2023-2024

*CCMS is a community where everyone learns without limits*

Washougal School District Office  
4855 Evergreen Way  
Washougal, WA 98671  
Telephone number: (360) 954-3000

Superintendent: Dr. Mary Templeton  
Assistant Superintendent: Aaron Hansen  
Special Services Director: Connor McCroskey

**Child find** - Washougal School District has an obligation to identify any children (birth to 21) living within our boundaries who may be disabled. If you are aware of a child with disabilities who is not receiving services from this district please notify the building administrator.  
Policy 2162    WAC 392-172-1000

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

The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator & Title IX Officer  
Aaron Hansen, 4855 Evergreen Way, Washougal WA 98671, (360) 954-3050

Section 504 Coordinator  
Connor McCroskey, 4855 Evergreen Way, Washougal WA 98671, (360) 954-3050.

# Canyon Creek Middle School Student & Parent Handbook

This handbook belongs to:

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## General School Information

Canyon Creek Middle School  
9731 Washougal River Road  
Washougal, WA 98671

360-954-3500  
360-954-3599

Office Hours: 7:30 a.m. - 4:00 p.m.  
School Hours Mon, Tues, Thurs, Fri:  
Wednesday School Hours:

Website:  
<http://www.washougal.k12.wa.us/ccms/>  
8:00 a.m. - 2:30 p.m.  
8:00 a.m. - 1:50 p.m.

School mascot: Cougar

School Colors: Crimson and Gray

Principal:	Jake Healea	360-954-3501
Secretaries:	Darlene Enocksen	360-954-3569
	Katie Agee	360-954-3502
School Counselor:	Alden Clark	360-954-3520
School Nurse:	Kate London	360-954-3616
Student Assistance Counselor:	Wendy Butler	360-954-3522
School Psychologist	Amy Seufert	360-954-3608

**Phone** - Please be respectful of ringing telephones disrupting classes during the day. Use the following numbers only before or after school. If you need to contact a teacher during the school day, please call the office at 954-3500 and a secretary can send your call directly to voicemail.

**Email** - Staff member email format is first name.last name@washougalsd.org.

### CCMS Teaching Staff:

Name:	Role:	Phone Extension: (954-ext.)	Email:
Barnes, Jason	8th SS & 6th ELA	3525	jason.barnes@washougalsd.org
Baxter, Katherine	Special Education	3509	katherine.baxter@washougalsd.org
Brandt, Lora	Band, Choir, 6th Grade Success Skills	3529	lora.brandt@washougalsd.org
Cowell, Raechel	8th ELA, 7th SS, Leadership	3530	raechel.cowell@washougalsd.org
Gasper, Tim	6th Math, 7th ELA, Bridges, Accel. to Alg.	3527	tim.gasper@washougalsd.org
Hooser, Ryan	8th Science & STEM	3532	ryan.hooser@washougalsd.org
Lawson, Mike	Health and Fitness, 6th SS	3535	mike.lawson@washougalsd.org
Jeff Condon	Librarian	3626	jeff.condon@washougalsd.org
Rice, Patrick	6th Science, 7th Science, 7th/8th Art	3531	patrick.rice@washougalsd.org
Vaughan, Leanna	7th, Math, 8th Math, Algebra	3541	leanna.vaughan@washougalsd.org
Yang, Alice	6th Art	3641	alice.yang@washougalsd.org

Para-educators:	Sandra Goza	
Library Assistant:	Tammy Asbjornsen	
Health Room:	Marianne Harte	
Custodians:	Lucia Raynor	Chyenne Bridger
Technology:	Linda Henderson	

**MEAL PRICES -**

Breakfast	\$ 2.25
Lunch	\$ 3.75

**VISITORS** - All Visitors must check in at the school office. Adults wishing to visit classrooms must make their request to the principal 24 hours in advance or make mutually agreed upon arrangements in advance with the teacher.

**CLOSED CAMPUS** - CCMS is a closed campus, which means students cannot leave school grounds once they arrive at school. This includes arriving by school bus, by car, walking or riding a bike. Students attending after-school events need to stay in the event area. Students are not allowed to leave events and go to the playground or the Mercantile.

**BUS RIDER INFORMATION** - Students must ride their regular assigned bus both to and from school. To receive a bus pass to ride a different bus, students must turn a signed parent note into the office before lunch. The note must include the student's first and last name and the exact street address of where they are to be dropped off.

Students should be at their bus stop 10 minutes prior to the scheduled bus arrival time. All bus arrival times are approximate and may change due to unforeseen circumstances or conditions. Buses do not stop at bus stop locations if there are no students present. If a student misses the bus it is a parent's responsibility to transport the student to school.

The driver is in full charge of the bus and students. The bus driver needs to be able to focus on the road in order to drive safely. Students must actively limit potential distractions and obey the driver promptly.

Students' misconduct on the bus will be sufficient reason to discontinue providing bus transportation to those students involved.

Refer to school district policy 8123.P at [www.washougal.k12.wa.us](http://www.washougal.k12.wa.us) for more information on bus rules and the referral process.

Contact the Transportation Department at 360-954-3030 if you have an address change or any questions.

## Activities

**DANCES/ACTIVITY NIGHTS** - Students must have a signed parent permission slip returned by the deadline and attended school that day in order to attend a school dance. **ONLY CANYON CREEK STUDENTS MAY ATTEND.** Exceptions will be made **ONLY** for home-schooled middle school students who live within our school boundary.

**KNOWLEDGE BOWL** - This is like team Jeopardy. Practices will be scheduled throughout the year. Competitions against other schools are during March.

## Assemblies

Attendance at assemblies is mandatory since they are part of the school day. Assembly expectations: Follow your teacher as you walk to and from the assembly. Leave backpacks and coats in the classroom. Sit in your designated area. Be quiet when someone approaches the microphone. Be attentive and respectful to the speaker (whispering is not appropriate). Show appreciation with applause. Remain seated until given permission to leave.

## ASB (Associated Student Body)

President	Alyssa Lomax	Vice President	Morgan Johnson
Secretary	Mary Jane Kogel	Treasurer	Kora Nolen
Sergeant at Arms	Open		

The ASB Student Council is composed of the above officers. These students facilitate dances, spirit days, assemblies, and fundraisers as well as take on many other responsibilities around the school. Watch for posters and listen to morning announcements so you can participate in upcoming activities.

## Athletics/Activities

Canyon Creek Middle School competes with other middle schools throughout Clark and Cowlitz Counties. Some sports are open to all grades, and some are limited to certain grades.

Fall: Football (7th/8th), Volleyball (7th/8th) & Cross-Country (all grades)

Winter 1: Wrestling (all grades), Girls' Basketball (7th/8th)

Winter 2: Boys' Basketball (7th/8th), Knowledge Bowl (all grades)

Spring: Track (7th/8th)

Students must have a valid sports physical and their athletic packet cleared through the office prior to practice. Athletes must also purchase an ASB card (\$20) and pay the middle school sports fee of \$20 per sport. Students who qualify for free or reduced lunch prices and sign the consent to share form will qualify for reduced ASB and sports fees. Students who do not meet the minimum 2.0 GPA requirement will be placed on academic probation for 3 weeks. Students on probation may practice, but not compete.

## Attendance Information

Daily attendance is one of the most powerful predictors of school success and on-time graduation. Our goal is to have every student at school on time every day. Our goal is for students to miss nine (9) or fewer days during the school year. We understand students may miss some school; however, those times should be limited. Attendance is so important that each student's attendance data is transferred to his/her permanent records at the end of the school year. Attendance is also recorded on all students' transcripts.

### VALID EXCUSES FOR ABSENCE PER DISTRICT POLICY

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

## ABSENCE PROCEDURE

We miss your students when they are absent, and we value their contributions to our school. We ask you to help ensure that your student attends school regularly. If your student is going to be absent, please call or email your school secretary. The attendance voicemail system is available 24 hours a day, seven days a week. If prior notice is not possible, you may call, send an email, or a written note upon the student's return to school.

Notification shall include:

1. Name of student
2. Name and contact information of person providing the excuse and his/her relationship to the student
3. Dates of absence
4. Reason for absence (see above for list of excusable absences)

**All absences of students will require a note or personal contact (written note, phone or email) by the parent/guardian or the absence will become unexcused.** Any absence not excused within three (3) days after the return of the student to school will not be excused at a later date unless approved by an administrator.

## REQUEST FOR EXCUSED PLANNED ABSENCE

- Extended vacations during the school year or leaving school prior to the end of the school year are highly discouraged because students missing class lose essential instruction.
- School policy allows for up to 6 days per school year to be excused for personal/family reasons with prior approval.
- The school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence. (WSD Policy 3122 and 3122 P)
- Parents and students should understand that teachers cannot possibly pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed.
- WAC 392-121-108 states if a student is absent for more than 20 consecutive school days they must be unenrolled by the school, unless (a) a written agreement between the school and parent/guardian deems the absence will not cause a serious adverse effect upon the student's educational progress, or (b) the student is receiving home and/or hospital services.

A parent or guardian must request prior approval for an excused planned absence - forms are available in the school office or on the website.

## TARDIES/LATE ARRIVAL TO SCHOOL

Students who arrive at school after the tardy bell must check into the office and verify their arrival before going to class. **An excuse note from the parent is required or the student will be considered as truant (skipping) and will be referred to administration.** After the office receives the excuse note the student will be issued a tardy slip that must be presented to the teacher before admittance to class.

Please note: Students will only be issued an admit slip when late to school, not when late to classes. **Some tardiness that can be considered unexcused are sleeping late, missing the bus, etc.**

## **TRUANCY**

Truancy (skipping) is missing all or any part of the school day without permission. Truancy will be considered an unexcused absence and the student will be referred to administration.

## **STEPS TAKEN BY DISTRICT WHEN ABSENCES ARE UNEXCUSED**

Any absence from school is unexcused unless it meets one of the criteria listed under “Valid excuses for an absence per district policy” section of this handbook.

- Parent Notification - The school will notify the student’s parent or guardian in writing or by telephone whenever the student has failed to attend school.
- Three unexcused absences in a month - When a student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with the parent/guardian and student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan which may require an assessment to determine how to best meet the needs of the student and reduce absenteeism. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student’s absences.
- Not later than the student’s fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

## **EARLY PICKUP**

An early pickup will be excused or unexcused using the same rules applied to absences

## **Academic Accountability**

**ACADEMIC REPORTS** - Report Cards are issued two times during the school year. Report cards will be mailed home to parents after each semester. Parents may access student grade reports at any time via Skyward/Qmlativ. Teachers will update the grade reports at least once every three weeks. Contact the school secretary for your account login. You may request a password reset to your email on file.

**CHARACTER COUNTS** - When students come to school each day they know they are here to get an education. However, some students only think getting an education means learning math, science, reading, writing, social studies, etc. At CCMS we also want students to learn the importance of character and the role it plays in the education of the whole person. Things like respect, responsibility, safety, honesty, citizenship, etc. are just as important in creating a successful individual prepared for life.

**MISSED ASSIGNMENTS** - If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under established conditions and time limits determined by the appropriate teacher (Typically, for each day of absence, student has two (2) days to make up work).



**CLASSWORK REQUESTS** - In the event of extended absences, missed classwork should be requested by calling the office at 954-3500. Work will be available in the office at the end of the following school day.

**PARENT/TEACHER CONFERENCES** - We encourage parents and guardians to schedule conferences that include the student and teacher or teaching team at any time. These conferences involve developing a plan for students to be successful. This is a great opportunity for students to understand that their parents and CCMS staff are working together for their success. Conferences for parents of students not doing well may be scheduled at any time. Students will have 3-hour early release for conferences the last week of October and the last week of March.

**SUPPLIES** - All students will need pencils, paper and pens. Individual teachers and teams will hand out to students a list of additional supplies needed in their classes. STUDENTS ARE EXPECTED TO HAVE THE APPROPRIATE SUPPLIES FOR ALL CLASSES AT ALL TIMES. Be sure to restock when you are about to run out of an item.

## **CCMS Dress & Appearance (WSD Board Policy [3224](#))**

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- B. Create a health or other hazard to the student's safety or to the safety of others;
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

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

- A. Creates a hazard to the student's safety or to the safety of others; or
- B. Will prevent, interfere with or adversely affect 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 will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Dress and appearance expectations apply to students' clothing, bodies and personal property. In addition to clothing, students with offensive, explicit, or negative words/phrases/pictures on their bodies or personal property will be asked to remove or cover them.

## Electronic Devices

Technology plays an important role in enhancing the learning experience for students. Personal Electronic Devices (e.g. cell phones, tablets/laptops, portable gaming devices, wireless earbuds, etc.) have the potential for positive communication. They can also be highly distracting to the learning environment and processes. Personal electronic devices may be used by students before school and at lunch in the commons. Students may not use personal devices during class times or passing times and devices must be stowed in backpacks or bags.

Students issued a district-owned Chromebook must follow the Washougal School District Chromebook Policies and Procedures as outlined in the Student [Chromebook Agreement](#) and the [Chromebook Handbook](#).

Some prohibited uses of electronic devices include: **academic dishonesty (cheating), interference or disruption of the teaching-learning environment, violations of a person's reasonable expectation of privacy, compromising personal and/or school safety and any other illegal and/or unethical activities.** Use of personal electronic devices is expressly forbidden in bathrooms and locker rooms. Failure to comply with this policy may result in disciplinary action. **The school assumes no responsibility for the loss, recovery, repair or replacement for any personal electronic device brought onto school property.**

Should a student need to contact family during class time a teacher may grant permission for the student to go to the office to use the office phone or their personal cell phone. If a parent needs to get a message to their student, we will relay the message from the office or have the student call the parent to receive the message.

## Food and Drinks

It is up to each teacher to determine if and when students may eat in class. Students are allowed to only drink water in classrooms, other beverages are not permitted. In addition to water fountains in the hallway, there is a water bottle fill station available to students in the commons. Food delivery by outside services is not permitted. If a parent/guardian needs to drop off food for their student, they may leave it at the office for the student to pick up during lunchtime or after school.

## Hallway Expectations

Hallways can be crowded during class changes. Students are encouraged to follow these courtesy rules: walk at the pace of those in front of you, walk on the right side of the hall, don't push or bump others, don't hang on to other students, line up single file against the wall if waiting to get in a classroom, and say "excuse me" when moving in front of others.

## Breakfast, Lunch, and Recess Expectations

**In the Commons:** Please walk to lunch. Do not take cuts or give friends cuts in line. Do not beg others for food. Each student is responsible to pick up their own trash and return their own lunch tray. If you spill something, clean it up; ask the custodian for help if you need it.

**In the Gym and Outside:** Organize a game. Do not steal balls from other students; ask to join their game. Please do not kick the volleyballs or basketballs. Be safe: please do not throw or kick balls across the gym or into a crowd. There should be no tackling. If someone gets hit accidentally, apologize and ask if they are okay. Stop playing when the whistle or bell rings. Do not drop or leave recess equipment; return it to the proper place. Use the gravel paths to get to the field. Do not jump across or play in the ditch. Stay on the grass; do not go into the trees.

## Restroom Expectations

Restrooms must be safe places for students to use. There is an expectation of privacy in restrooms. Personal electronic devices may not be used in restrooms at any time. Students are expected to use restroom stalls one person at a time. We encourage students to report any inappropriate or unsafe behaviors to a staff member either in person or anonymously. Students participating in unsafe or inappropriate behaviors may face disciplinary consequences, including possible restrictions on restroom use.

## Student Services

### COUNSELING SERVICES

CCMS has a school guidance counselor, Dr. Clark, whose functions at school are to assist students with personal problems or academic issues and work with students to help promote a positive atmosphere. Students or parents who desire services of the counselor may contact Dr. Clark at 360-954-3520. You can also send an email to [Alden.Clark@washougalsd.org](mailto:Alden.Clark@washougalsd.org). CCMS also has a Student Assistance Counselor, Ms. Butler, who has advanced training in providing prevention and intervention services for drug and alcohol issues. Ms. Butler can be reached at 360-954-3522 or [Wendy.Butler@washougalsd.org](mailto:Wendy.Butler@washougalsd.org).

### HEALTH SERVICES

**Accidents** - Any accident that occurs at school (no matter how minor) should be reported to the office immediately.

**Emergencies** - When emergencies develop we will give first aid, call 911 if necessary and call the parents.

**Health room** - Students who wish to go to the health room should obtain a written pass from their classroom teacher. The secretary will contact the parents if necessary.

**Life-threatening conditions** - Any student with a life-threatening condition (for example, severe allergy to bee stings or peanuts, severe asthma, seizures, diabetes, etc.) must have an Emergency Care Plan before the student may attend school.

**Medication at school** - Students needing to take medication at school (prescribed or over-the-counter) must have a written permission slip from their parent/guardian and prescribing physician. The medicine will be kept in the school office and should be brought in by an adult. A form regarding instructions and parent permission is available at the school office. The permission form and medication will be kept in a secure location at school. **Under no circumstances may a student share medication of any kind with other students.** Students sharing medication with other students will be subject to discipline.

### INTERNET

Parents who do not wish their student to access the Internet at school need to contact the school office.

### LOST AND FOUND

Students should turn in all found items to the secretaries in the CCMS office or to their immediate teacher. Students who have lost an item should check with the teacher in whose room the item was first lost. Also check in the CCMS office and the lost and found area in the commons. Students are asked to have all personal property and clothing marked permanently with their names. Unclaimed lost and found items are donated to charity at the end of each month. CCMS is not responsible for lost items.

### **LIBRARY**

The library/media center is open between the hours of 7:45 a.m. and 2:45 p.m.

Students need a pass from a teacher to use the library during class time. The library may be accessed by students during lunch unless there is a “closed” sign on the door. Students may not disrupt elementary lessons that are occurring during this time.

### **SCHOOL PHOTOGRAPHS**

School pictures will be taken in the fall. Information will be given to students to take home prior to these dates.

### **STUDENT FINES/BOOK CARE/CHROMEBOOK CARE**

Students need to put their name on the label in textbooks as directed by the teachers. When students receive books, they should report any existing damage to the teacher or librarian immediately. Fines or damage charges may be levied for lost or damaged textbooks, library books, equipment, etc. If a screen is cracked, there is a **\$50.00** fine to cover the cost. If the unit is crushed, runover by a car or other severe damage, then the fine is **\$463.95**. If a charger is lost or broken, the fine is **\$25.00**. These fines will be placed on the Skyward account. In the event the student does not make proper restitution, sports participation, grades, transcripts, and/or diplomas may be withheld.

### **STUDENT OFFICE WINDOW**

Whenever students have business with the CCMS secretaries they should go to the window located in the hallway. Students are not to walk into the office without permission unless they have permission to use the printer.

### **TELEPHONE**

The telephone is located in the office and is available for student use. All calls made by the students must be important, be cleared by the secretaries and should occur at a time other than class time.

## **Student Responsibilities**

In order to maintain and advance the mission of the public schools, it is the responsibility and duty of each student to:

- Pursue a course of studies and make reasonable efforts to learn.
- Attend school daily and to be on time to all classes.
- Be aware of, and obey all school rules.
- Express opinions and ideas in a respectful manner without libeling or slandering others.
- Act in a manner that will not detract from the education of anyone.
- Respect the rights of others and exercise self-discipline.
- Follow established procedures in seeking changes in school rules.
- Identify oneself to school staff when requested on any school property or at any school activities.
- Follow the reasonable requests of school staff members attempting to do their jobs.
- Comply with written school rules that are adopted to carryout WAC 180-40-225 and RCW 28A.600.010.
- Submit to reasonable corrective action or punishment imposed by school staff for violation of school rules.

## **Student Rights**

- As citizens of the United States students have certain constitutional rights. The school system cannot unduly infringe on those rights. The school may, however, set some reasonable limits on those rights in order to meet the district’s obligations to educate.

- No student may be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory disability.
- All students possess the constitutional right to freedom of speech and press to the degree the courts have applied it within the public schools. This means that the right is subject to limitation in official publications and in compliance with legitimate instructional concerns.
- All students have the right to peaceably assemble their government subject to the right of the school to regulate the time, place, and manner of the exercise of the right.
- All students have the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
- All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures recognizing that no right of privacy exists as to lockers issued for student use. 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. The law (RCW 28A.600.210) allows school authorities to search students, their lockers, their motor vehicles and personal property when they have the reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
- All students shall have the right to be free from unlawful interference in their pursuit of an education while at school.
- No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law
- The Washougal School District affirms the right of all students to equal treatment without regard to sex, marital status, race, color, national origin, religion or disabilities.
- The Washougal School District affirms the protections under Title IX of the Civil Rights act to provide equitable participation opportunities in interscholastic activities as defined in district policies.
- Students have the right to be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
- All students have the right to have fair and just treatment from school authorities and freedom from maltreatment and physical abuse.
- Students have the right to know the requirements of the course of study and to know on what basis the grade will be determined.
- All students have the right to consult with teachers, counselors, administrators, and other school personnel.
- Students have the right to elect their peers to student government, and all students have the right to seek and hold office subject to the provisions of ASB constitutions.

## **Student Conduct**

**ALCOHOLIC BEVERAGES / ILLEGAL, WRONG, AND HARMFUL DRUGS** - Students who are under the influence or who possess, sell or use alcohol, illegal, wrong and harmful drugs or controlled substances on school property or at school-sponsored activities or events will be referred to administration. Any student who knowingly remains on the premises where alcohol or drugs are being consumed, used or sold is considered to be in violation of this policy.

**ARSON, EXPLOSIVES, FALSE FIRE ALARMS, AND BOMB THREATS** - Any student who becomes involved in activities of this type may be suspended from school and recommended for expulsion. In addition, the appropriate law enforcement agency will be notified.

**ASSAULT (FIGHTING) OR CAUSING PHYSICAL INJURY** - Fighting is prohibited, and those involved in fighting, promoting a fight, or attempting to cause physical injury will be subject to disciplinary action. Students who choose to fight back rather than walk away may also be disciplined. Law enforcement officers may be called and students being assaulted may choose to file a police report.

**CUMULATIVE VIOLATIONS** - Students who consistently violate various school policies, rules, and regulations will be subject to discipline and a behavior contract.

**DANGEROUS ITEMS/WEAPONS** - Possession or use of dangerous items or weapons is prohibited. Pocket knives, no matter what the size, are among those items considered weapons. Toy weapons, look-alikes, and training weapons may also be treated as dangerous items/weapons and result in disciplinary action. Such items and weapons will be confiscated and can result in immediate suspension with a recommendation for expulsion from the Washougal School District. Students found in possession of a firearm on school premises or transportation system will be expelled from the Washougal School District for a minimum of one year.

**DISRUPTIVE BEHAVIOR** - Students may be removed from class for disruptive behavior in the classroom. Inappropriate language or gestures, intimidation, harassment, threats, etc. at any time, anywhere on campus will result in disciplinary action.

**DRUG RELATED PARAPHERNALIA** - Students who sell, possess or use drug-related paraphernalia on school property or at school-sponsored activities will be referred to administration.

**FOLLOWING DIRECTIONS OF SCHOOL PERSONNEL** - Students are to comply with reasonable requests or directions of school personnel during any period of time that the student is under the authority of the school. School personnel include administrators, teachers, secretaries, staff assistants, custodians, bus drivers and any other adults responsible for the school. Refusal or defiance may result in disciplinary action.

**HARASSMENT/INTIMIDATION/ BULLYING/SEXUAL HARASSMENT** - It is important for students to speak up if they see someone being harassed/bullied. Be a part of the solution and involve an adult at home or at school at the first sign of difficulty. Canyon Creek Middle School abides by the district adopted policy and procedures for reporting harassment, intimidation and/or bullying. [3205](#) & [3207](#)

**IDENTIFYING YOURSELF** - Students must identify themselves to school personnel if requested to do so. Students who refuse or give a false name will be subject to disciplinary action.

**LIGHTERS/MATCHES** - Disciplinary measures may be assigned to students in possession of or using lighters and/or matches on school grounds.

**PUBLIC DISPLAY OF AFFECTION** - Students are expected to exercise self-control and respect for the reputation of others. Kissing, sitting on laps, and cuddling are not allowed.

**TOBACCO AND TOBACCO PRODUCTS** - Possession and/or use of electronic cigarettes, tobacco and/or tobacco products by those persons under the age of 18 years is illegal in the state of Washington. If students are found to be in possession of these products on school grounds, they will be referred to administration.

**PHYSICAL AGGRESSION/HORSEPLAY** - Students must be mindful of the impact of their physical actions in the classroom, hallways, and common. Actions such as running in the hallways, horseplay, and physical aggression can unintentionally harass or cause injury to others. Students who are physically aggressive to other students or impact other students through reckless behavior will be subject to disciplinary action.

**PICTURES/VIDEOS** - Due to safety and privacy concerns, students are not allowed to take pictures/video at school unless it is for an approved school or classroom activity. Students found to be taking pictures or videos on campus without permission will have the item confiscated and face additional disciplinary action. This policy includes the use of school-issued Chromebooks. Students caught filming fights or bullying will be disciplined along with the aggressors who are committing the act.

**RESTRICTED AREAS** - Middle School Students will not enter Cape Horn Skye Elementary unless they have permission from administration. Before school, students are allowed to be in the commons, gym, and library. The classroom wings will be opened at 7:57 for students to go to classes.

**SELLING/FUNDRAISING** - When on school grounds, students are prohibited from selling items or services to other students or staff for money, personal gain, or organizations without the permission of the school principal.

**SUBSTITUTE TEACHER EXPECTATIONS** - Students are expected to behave in a consistent manner regardless of who is teaching the class. If the students' poor choices warrant the substitute teacher to leave their respective name behind in order for the regular teacher to follow up. Students who are removed from class by a guest teacher will receive disciplinary action.

## Reporting a Safety Concern

If you have a safety concern, please share it with an adult at school. If you wish to report anonymously, you may do so at <https://www.washougal.k12.wa.us/report-a-safety-concern/>.

## Due Process

Students will be expected to follow the laws of the state and rules of the Washougal School District. Students at school and students at school-sponsored, off-campus events shall be governed by Washougal School District rules and regulations and are subject to the authority of Washougal School District officials. Students who are suspended or expelled are not allowed on campus or at school-sponsored activities. Students suspended or expelled from any middle school will be denied attendance at any other middle school in the district during the period of suspension or expulsion. In addition, students expelled from any school district from the State of Washington may be denied.

Constitutionally and legally sound procedures of due process as outlined below and specified in Chapter 180.40 WAC will be followed in the administration of discipline.

Disciplinary authority shall be exercised with fairness.

Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school resources in cooperation with the student and his/her parent(s) and/or guardian(s).

In cases of the application of disciplinary action or recommended short-term suspensions (defined as a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days) that exceed one school day, the student and parent(s) and/or guardian(s) shall be notified of the suspension.

If the student and parent(s) and/or guardian(s) desire, they may request an informal conference concerning the discipline with the building principal or his/her designee. Students who are subject to short-term suspension, long-term suspension, or expulsion will be notified of their due process rights and all appeals processes at the time the discipline is assigned.

## CCMS School-wide Behavior Matrix

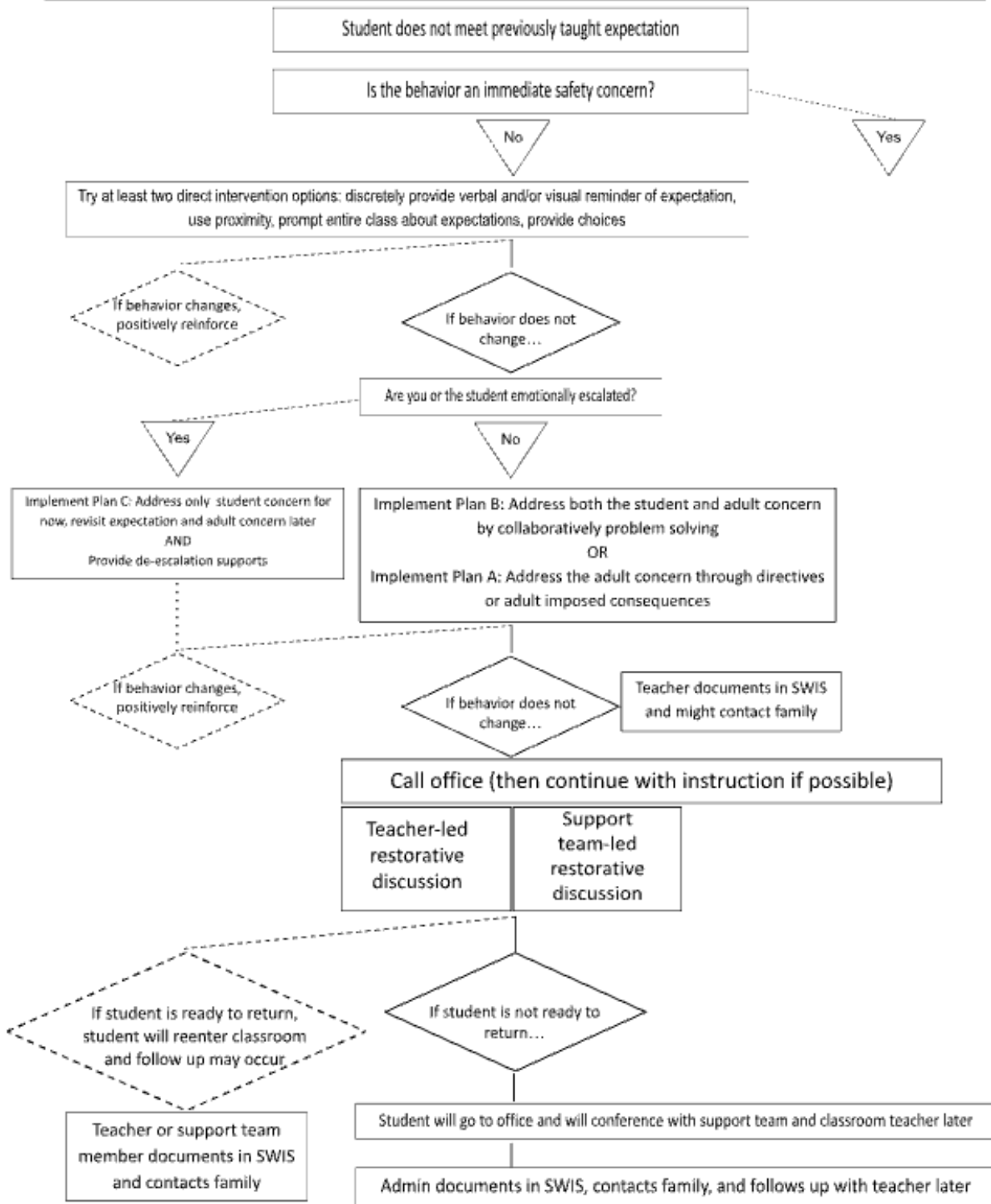
The school-wide behavior matrix is designed to show what the CCMS expectations look like in different settings around the school.

	Be Safe	Be Respectful and Kind	Be Responsible
<b>Front Offices</b> (Main, Nurses, Counseling)	<ul style="list-style-type: none"> <li>· Walk at all times</li> <li>· Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate voice level</li> <li>· Use appropriate verbal and nonverbal language</li> <li>· Respect others' personal space and belongings</li> <li>· Say hello and thank you to office staff</li> </ul>	<ul style="list-style-type: none"> <li>· Follow directions from adults</li> <li>· Leave the area cleaner than you found it</li> <li>· Report any problems to an adult</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>· Walk at all times</li> <li>· Keep hands, feet and objects to self</li> <li>· Stay seated and facing table while eating</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate voice level</li> <li>· Use appropriate verbal and nonverbal language</li> <li>· Respect others' personal space and belongings</li> <li>· Say hello and thank you to cafeteria staff</li> </ul>	<ul style="list-style-type: none"> <li>· Follow directions from adults</li> <li>· Leave the area cleaner than you found it</li> <li>· Report any problems to an adult</li> </ul>
<b>Hallways, Entrances, and Exits</b>	<ul style="list-style-type: none"> <li>· Walk at all times</li> <li>· Keep hands, feet and objects to self</li> <li>· Stay to the right</li> <li>· Take one stair at a time</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate voice level</li> <li>· Pay attention to off-limits areas</li> </ul>	<ul style="list-style-type: none"> <li>· Have a hall pass</li> <li>· Go where you are supposed to go</li> <li>· Return to class promptly</li> <li>· Stay on JMS side</li> <li>· Use only JMS stairwell</li> </ul>
<b>Classroom*</b> <i>* These are generic rules for all classrooms at CCMS Teachers may also develop the rules and norms of their own classrooms.</i>	<ul style="list-style-type: none"> <li>· Walk at all times</li> <li>· Keep hands, feet and objects to self</li> <li>· Use materials and equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>· Respect others' personal space and belongings</li> <li>· Work together and encourage one another</li> <li>· Listen when others are speaking</li> <li>· Greet your teacher and classmates</li> </ul>	<ul style="list-style-type: none"> <li>· Keep personal and classroom belongings organized</li> <li>· Do your best</li> <li>· Come on time physically and mentally prepared</li> </ul>
<b>Restrooms/Locker Rooms</b>	<ul style="list-style-type: none"> <li>· Walk at all times</li> <li>· Keep hands, feet and objects to self</li> <li>· Wash hands after using restroom</li> <li>· Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate voice level</li> <li>· Use appropriate verbal and nonverbal language</li> <li>· Respect others' personal space and belongings</li> </ul>	<ul style="list-style-type: none"> <li>· Return to class promptly</li> <li>· Report any problems to an adult</li> <li>· Leave the area cleaner than you found it</li> </ul>



<b>Outside</b>	<ul style="list-style-type: none"> <li>· Keep hands, feet and objects to self</li> <li>· Use equipment correctly</li> <li>· Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate verbal and nonverbal language</li> <li>· Respect others' personal space and belongings</li> </ul>	<ul style="list-style-type: none"> <li>· Follow directions from adults</li> <li>· Report any problems to an adult</li> <li>· Leave the area cleaner than you found it</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>· Walk at all times</li> <li>· Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate voice level</li> <li>· Use appropriate verbal and nonverbal language</li> <li>· Respect others' personal space and belongings</li> <li>· Say hello and thank you to the library staff</li> </ul>	<ul style="list-style-type: none"> <li>· Return books when they are due</li> <li>· Leave the area cleaner than you found it</li> <li>· Report any problems to an adult</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>· Walk at all times</li> <li>· Keep hands, feet and objects to self</li> <li>· Leave belongings in classroom</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate voice level</li> <li>· Respect others' personal space and belongings</li> <li>· Listen to the speaker</li> <li>· Remain seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>· Follow directions from adults</li> <li>· Report any problems to an adult</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>· Walk at all times</li> <li>· Keep hands, feet and objects to self</li> <li>· Face forward and remain seated at all times</li> </ul>	<ul style="list-style-type: none"> <li>· Use appropriate voice level</li> <li>· Use appropriate verbal and nonverbal language</li> <li>· Respect others' personal space and belongings</li> <li>· Say hello and thank you to the driver</li> </ul>	<ul style="list-style-type: none"> <li>· Wait for bus in a single file line</li> <li>· Be prepared to get on and off bus</li> <li>· Follow directions from adults</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>· Report cyberbullying</li> <li>· Keep passwords and personal information to yourself</li> <li>· Visit only trusted sites</li> </ul>	<ul style="list-style-type: none"> <li>· Think before you post</li> <li>· Communicate with kindness, compassion, and understanding</li> </ul>	<ul style="list-style-type: none"> <li>· Keep personal electronics in backpack (including cell phones and headphones/earbuds)</li> <li>· Be aware of your digital footprint</li> <li>· Avoid piracy</li> </ul>

## CANYON CREEK MIDDLE SCHOOL STUDENT SUPPORT PROCESS



**Washougal School District Middle School Handbook**