

2024-25 Student Handbook

CAMAS SCHOOL DISTRICT

STUDENT HANDBOOK

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Associate Principal, Scott Bristol
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Office 360-833-5850
Fax 360-833-5851



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2025-26

Table of Contents

Letter from Administrators	page 4
General Information	page 5
Academic Dishonesty	page 7
Academic Information	page 7
Activities, Athletics, and Clubs	page 7
Attendance	page 9
Backpacks and Cinch Bags	page 10
Bicycles	page 11
E-Bikes	page 11
Bus Passes	page 11
Computer and Other Equipment	page 11
Dances/Socials	page 11
Discipline Support Document	page 11
Dress Code	page 12
Elective Fees and Fines	page 12
Electronic Devices including Cell Phones & Earbuds	page 13
Elevator (Skyridge Only)	page 13
Fighting	page 13
Fire & Other Safety Drills	page 13
Food & Beverages	page 13
Fragrances	page 13
Harassment, Intimidation, and Bullying (HIB)	page 14
Homework	page 15
Intramurals	page 16
Leadership	page 16
Lockers	page 16
Lost and Found	page 16
Medication	page 16
Non-Student Visitors	page 17
Nuisance Items	page 17
Photographs	page 17
Progress Reports	page 17
Public Displays of Affection	page 17
Schedule Changes	page 17
Search and Seizure	page 18
Student Conduct	page 18
Substitute Teacher Expectations	page 18
Tardy Policy	page 18
Teacher Assigned Discipline	page 18
Handbook and Positive Student Behavior Agreement Sign Off	page 19
Study Skills	page 20
Peer Pressure	page 21
Self Respect	page 21

[District Policies](#)

Student Health	page 22
Appendix A: Annual Public Notification	page 24
Appendix B: Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)	page 28
Appendix C: School Bus Safe Riding Rules	page 35
Appendix D: Technology Use Contract	page 37

Dear Families,

We want our students to be successful and have a positive experience in middle school. We believe you are a key component to your student's success. You can best support your student by continually showing an interest in your student's learning, managing his/her/their progress using the JumpRope reporting system, communicating with teachers and counselors via phone, Parent Square, or email (Note: please do not call during classroom instruction) when you have questions or concerns, and supporting the guidelines outlined in the student handbook.

It is not uncommon for your middle school student to discourage your participation as this is normal in adolescent development. However, our experience is that students are most successful when they know their parents and/or guardians are actively involved and supportive of the school program. Students whose guardians are involved tend to have better academic progress and fewer social and behavioral problems.

Students are expected to manage their behavior and to understand that the choices they make contribute to their success at school. We hope to create a culture where students are courteous and cooperative, respectful of peer diversity and school property and responsible for their behaviors. Students have many opportunities to demonstrate their ability to make responsible choices at school, no matter where they are or what they are doing. In the event that students need help managing their behavior, they should understand that appropriate actions will be taken and parents and/or guardians will be notified by telephone, e-mail or U.S. Mail.

Sincerely,

Mandy Busby, Liberty Principal
Clint Williams, Skyridge Principal

Welcome to Middle School!!

We developed this handbook to inform you of rules and procedures at our school. Knowing our procedures and expectations will help you succeed. Please review this handbook. If you have any questions, please ask your teachers, counselor or principal.

Liberty

Mandy Busby
Scott Bristol
Jenelee Herz
Emily MacKay
Billie Jo McEathron
Lisa Jacobson
Kristy Jones
Amberlee Cordeiro
Michelle McCarthy
Kellee Figueroa

Administration

Principal
Associate Principal
Dean of Students
Counselor
Counselor
Administrative Secretary
Athletic Secretary
Attendance
Registrar
Fiscal Secretary

Skyridge

Clint Williams
Josh Altmiller
Shelby Martinson
Jessica Loren
Amber Thielbar
Bonnie Carter
Katelin Cole
Angela Wade
Kathleen Zeamer
Maria Gabriela Macias

Our Mission is to create a “Safe Learning Community” where staff, students, and citizens are involved in the advancement of knowledge and personal growth.

Our Vision is to provide a safe, caring environment, empowering students to achieve academic excellence and become positive members of our community.

Main Office

Hours: 8:00 a.m. – 4:00 p.m.

Phone: Liberty: 360-833-5850

Skyridge: 360-833-5800

Attendance: 24 Hour Message Voice Mail

Liberty: 360-833-5852

Skyridge: 360-833-5806

Registrar: Liberty: 360:833-5854

Skyridge: 360-833-5805

District Web Page Address: <http://www.camas.wednet.edu>

Liberty Web Page Address: <http://www.schools.camas.wednet.edu/liberty/>

Skyridge Web Page Address: <http://www.schools.camas.wednet.edu/skyridge/>

SkywardFamilyAccess:

<https://www2.swrdc.wa-k12.net/scripts/cgiip.exe/WService=wcamass71/fwemnu01.w>

JumpRope Access: <https://alb.jumpro.pe/login/>

School Closures/Inclement Weather Information:

District All Call: Automated Emergency Notification through ParentSquare

Television: Channel 2, Channel 6, Channel 8

Radio: Z100, AM-KXL750, K103.3, KINK 102, KOPB

School hours: 9:00 a.m. – 3:35 p.m.

The school day begins at 9:00 a.m. and concludes at 3:35 p.m. The building is open to students from 8:15 a.m. to 4:30 p.m. unless the student is involved in a supervised school sponsored after-school activity. Students are expected to be in their seats and ready to learn by 9:00 a.m.

**Early release days occur on specific dates as detailed on the Camas School District calendar.*

Student Job Description

- Report to class on time and attend daily.
- Once students arrive at school (walking, guardian drop off, or bus), they remain on campus unless signed out by an approved adult
- Be prepared for learning by bringing required learning materials to class (Examples: paper, pens/pencils, notebook, textbooks, Chromebook).
- Have a lunch plan, be it bring your own or have funds available in your school lunch account. Please do not have restaurant food delivered or dropped off during the school day, it creates challenges for our staff and students.
- Participate in the learning activities as directed by the teacher. (Examples: ask and respond to questions, read and think about the content, involve self in group activities).
- Complete and turn in work on time.
- Treat all others with respect and dignity. Expect to be treated with respect.
- Follow the classroom, school, and district rules and policies. Ask any adult if you are uncertain.
- Follow adult guidance from school district employees.
- Be responsible for your behaviors and understand there are rewards for acceptable behavior and consequences for unacceptable behaviors.
- Exhibit pride in self, others, school, and community with appropriate attitude, behavior, vocabulary, and dress.

ACADEMIC DISHONESTY

Cheating, stealing answers, plagiarizing, copying another student's work, allowing another student to copy your work, forging an adult signature, inappropriate use or misuse of the school's computer network, are all forms of academic dishonesty. Academic dishonesty is illegal and will not be tolerated in the school environment.

Copying another student's work or copying from the Internet, books, magazines, newspapers, or any other published or unpublished source and using it as one's own is considered plagiarism. Turning in work of another student under your name is also plagiarism. Acts of academic dishonesty will be documented and reported to a guardian and administrator. The student will be subject to grade loss, re-working the assignment, and/or disciplinary action. However, the intent is to teach students to properly cite sources in research and work.

ACADEMIC INFORMATION

CORE Classes: Students spend the majority of their day in CORE classes: Language Arts, Social Studies, Math, and Science.

STAR (Students Arts Related):

Students are required to take a Health/Fitness class. Students will have a variety of choices for their elective classes that include year long classes as well as some trimester classes. These electives will be chosen during the spring at each school.

Math Pathways All sixth grade students take Math 6, which covers state mandated sixth grade standards. At the end of sixth grade students will either take Math 7 (which covers all of the seventh grade standards) or they may take Compacted Math 7/8 (which covers all of the seventh AND eighth grade standards in one year). All math classes will focus on [Content Standards](#) and [Mathematical Practices](#).

	6th Grade	7th Grade	8th Grade
Path 1	Math 6	Math 7	Math 8
Path 2	Math 6	Math 7/8	Algebra

ACTIVITIES, ATHLETICS AND CLUBS

Students must be in good academic standing to participate. Students who actively participate in leadership, clubs, sports and other school sponsored activities universally do better academically, feel more connected to the school, and often earn special recognition, honors, and scholarships.

ASB Cards

The Associated Student Body (ASB) card supports extracurricular athletics and activities. Students need to purchase this card if involved in after school sports, clubs, and activities. The ASB card is available for purchase in the main office for \$30.00. If you need assistance please contact the school office or for more information or please go to: <https://www.camas.wednet.edu/schools-resources/resources/meals/>

Athletic/Activity Offerings:

Fall 1:	Track, Boys Cross Country
Fall 2:	7/8 Girls Volleyball, 6/7/8 Boys Soccer
Winter 1:	7/8 Boys Basketball, 6/7/8 Girls Soccer
Winter 2:	Wrestling, 7/8 Girls Basketball
Spring:	8 Football, Girls Cross Country
Intramurals:	MS Dance, TBA
Multiple Season:	Math Olympiad, Musical, Robotics, Science Olympiad, SNN/Roaring News, Yearbook

Possible Middle School Activities:

ASB (6-8)
Band (6-8)
Choir (6-8)
Drama (6-8)
Intramurals (6-8)
Knowledge Bowl (6-8)
Math Olympiad (6-8)
Musical (6-8)
Robotics (6-8)
Science Olympiad (6-8)
Roaring News (6-8)
SNN (6-8)
Yearbook (6-8)

Athletics and activities require commitment from students, coaches and families. Personal dedication, drive and determination are a priority focus while teaching the participant to accept obligations to the team, teammates, coaches and community.

General Rules: All students participating in athletics/activities or planning to participate in athletics/activities at some point during the school year shall abide by the rules detailed in the Athletics/Activities Code of Conduct. The rules must be followed at all times including school vacations, weekends, and non-school hours.

Students must be present for at least 50% of the day to participate in athletics/activities.

A student/guardian signature page is required and must be returned to the athletic secretary before participation in athletics/activities can occur. This applies to both practice and games/events.

A nonrefundable user fee of \$35.00 per sport will also be charged. This payment is due at the time of registration for football, cross country, wrestling, and track. The payment will be due prior to the first game for volleyball, soccer and basketball.

*Families needing financial assistance are welcome to reach out to the Athletic Secretary.

<https://www.camas.wednet.edu/schools-resources/resources/meals/>

ATTENDANCE

ATTENDANCE 24 HOUR LINE

Liberty 360-833-5852

Skyridge 360-833-5806

ATTENDANCE: Reporting an Absence

[RCW28A.225](#) requires parents/guardians to excuse an absence with a written note, phone call or email within three days of the absence.

A 24-hour phone line is available.

Please call by 9:00 a.m. each day your student is absent. Please leave a message if the phone line is busy.

The following information is required:

- Student's first and last name
- Student's grade
- Date of absence
- Reason for absence
- Person leaving message and relationship to student

If your student is absent for six (6) consecutive days or more due to illness or health conditions, the school will need a note from your doctor or health provider. Students who are absent or tardy ten (10) days in a semester or twenty (20) days of the school year will be required to have a doctor's note to excuse further absences/tardies.

ATTENDANCE: Returning to School

- Students returning from an absence need to do the following:
 - Check with the Attendance Office and provide a written note to clear their absence.
 - The student is responsible for requesting make-up work from the teacher upon their return to school.

ATTENDANCE: School Planned Absences

- An absence from class for a field trip or extracurricular activity is not counted as an absence from school.
- The teacher or coach will provide advanced written notice of the students involved to administration, attendance, and other classroom teachers.
- Upon return to school, an admit slip for re-admittance into class is not required; however, the student is expected to make up the work missed due to the absence.
- A student who does not attend the pre-arranged activity is required to attend school unless other arrangements are made by the teacher or coach. A student who does not attend school will be reported truant by the teacher/coach.

ATTENDANCE: Pre-Arranged Absences

School work should take precedence over all other activities such as, visiting, shopping, appointments, and trips. Family vacations are highly discouraged during the school year because it is difficult to make-up what is missed in class. If a student has already missed 10% or more of the school year, administration may not approve the request and absences will be marked as unexcused.

In the event that your family must take a vacation during the school year, it is a good idea to complete a pre-arranged absence form before the absence is to occur.

- We request that guardians notify the Attendance Office by written notice/or telephone before the absence is to occur when possible.

- The Attendance Office will provide a pre-arranged absence form to the student. The completed form should be returned before the absence. This allows teachers to gather assignments. Students who do not complete the pre-arranged form may be marked unexcused.
- Teachers from each class will document work to be made up and sign the form. (Work should be made up in advance whenever possible.)
- An administrator will review the form and approve if appropriate. The administrator has the right to deny a pre-arranged absence if the student has excessive absences and/or failing grades.
- The form should be returned to the Attendance Office prior to the absence.
- A copy of the signed form will be given to the student.

ATTENDANCE: Appointments

Notification of dental and doctor appointments should be made in advance. Music or other enrichment lessons should be arranged outside of school time. Parents or guardians must sign students in/out at the Attendance Office in the Main Office before students may leave or return to school for any reason.

ATTENDANCE: Dropped from School

If a student is absent from school for twenty (20) consecutive school days without any contact from his/her guardian, the school shall send to the guardian a written notice of intent to withdraw the student from school unless within five (5) additional school days from the date of mailing, the student returns to school or the guardian contacts the school. Rights of students to seek readmission after such withdrawal shall be in accordance with District policy.

ATTENDANCE: Automated Calling Service

An automated calling system will call a student's home between 6:30 p.m. – 8:30 p.m. to report student absences. The system tracks each class the student is enrolled in. The absence will remain unexcused until it is cleared by a parent/guardian. A written note is required for students who have 5 or more absences per trimester.

ATTENDANCE: Tardy to School

- A student is considered tardy to school if they are not seated in the classroom by 9:00am.
- If you drop your child off tardy to school, you will need to call, email or message the school to excuse them within 3 business days.
- Failure to excuse your child for being tardy to school within three business days will result in the tardy being "unexcused". After two (2) unexcused tardies in a quarter, your family will be contacted by an administrator to discuss next steps and expectations for attendance.
- Students can be excused for being tardy to school up to ten (10) times in a semester or twenty (20) times total in the school year; a doctor's note is required to excuse additional tardies.
- Students must be present for at least 50% of the day to participate in athletics/activities.

BACKPACKS and CINCH BAGS (Skyridge)

Backpacks are not allowed in classrooms as they create a tripping hazard and should be left in an assigned locker. Cinch sacks are allowed in some classrooms.

BICYCLES

Students may use a bicycle as a means of transportation to and from school. Leave the bike in one of the bike racks, and use a lock. Students may not ride a skateboard, scooter, or roller blades on school district grounds, including the track, at any time, day or night. Remember, bicycles are private property and are not to be touched during the school day.

E-BIKES

Students are encouraged to follow the law when riding their e-bikes to and from school. E-bikes have pedals and an electric motor that provides extra assistance only when the rider is pedaling. Speeds vary on the e-bike classification but safety and shared path etiquette is to be followed at all times.

An electric motorcycle has foot pegs and is not legal to ride on any street nor sidewalk as it lacks the required safety features.

Camas Municipal Code requires all persons to wear a protective helmet when riding a bike, e-bike, scooter, skateboard, and skates. All motorcycle riders must have a state permit or endorsement.

BUS PASSES

If you plan to be a guest on a friend's bus, you must take a note from your guardian to the Attendance Office before school. The transportation department will be contacted to ensure capacity before permission is granted. If capacity allows a green bus pass will be presented to you to give to the bus driver. Bus notes may be requested before 10:00 a.m. only, and may be picked up after school. Bus notes need the following information: First/last name, grade, first/last name of the person you are riding with, his/her bus number, and guardian signature.

COMPUTERS AND OTHER EQUIPMENT

Using computers and other equipment is a privilege. Students will use the computer and internet for educational purposes only. There is an opt-out form available online from our District website or a copy can be obtained from the main office for guardians who do not wish for their student to have access to the internet. Be very careful to follow the guidelines for computer and library media center access and realize that there are disciplinary or legal consequences if you do not. This is NOT your own personal property, and you are not permitted to "hack", change permissions, utilize social media sites, or do anything that might jeopardize the network's use by others in the school and district. Students should not share their passwords with other students or log-on under another student's name. Students issued a chromebook through the 1:World Chromebook Program must return the assurance form each year and follow the responsibilities and expectations set forth. Personal laptops/tablets/other devices are not allowed.

DANCES/SOCIALS

Students may only attend dances/social events sponsored by the middle school where they attend classes.

- Dances are sponsored by ASB Leadership.
- Students are expected to attend the dances for the full duration.
- Students are not allowed to leave and return.
- Dance times will be announced ahead of schedule and students are expected to be picked up by

guardians immediately after the dance.

- Moshing and Public Displays of Affection (PDA) are not allowed.
- Appropriate school attire is required at all times. Students who are not dressed appropriately or are misbehaving may be required to call their guardians and leave.
- Students who do not adhere to the rules will not be permitted to attend future dances.

DISCIPLINE SUPPORT DOCUMENT

The District uses this document to assess disciplinary actions according to the laws set forth by the State of Washington.

DRESS CODE

The responsibility for the dress and grooming of a student rests primarily with the student and their families.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric on all sides.
- Shirts must cover the belly button.
- Clothing must cover undergarments (bra straps excluded).
- Fabric must cover all private parts and must not be see-through.
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers or weapons, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

ELECTIVE FEES AND FINES

Some classes may require fees to help offset the cost of materials for projects that become students' personal property. These fees will be paid at the main office. You will be assigned textbooks, a locker and a lock in fitness and band; you may put your name in all the textbooks assigned to you. You are responsible for taking good care of these. You will be fined for books, lockers or locks that are damaged or lost. Fees are required for a fitness uniform and planner. Elective fees are collected to help cover the additional costs of offering elective classes to ensure students have access to a broader educational experience beyond the core curriculum.

ELECTRONIC DEVICES INCLUDING CELL PHONES AND WIRELESS EARBUDS

Students may use their cell phones in the dining room/commons before 8:45 a.m. and after 3:35 p.m.

Cell phones may not be used during school hours. If you are ill, you are required to call from the health room. Any student needing to call home about extracurricular activities may request to use the phone in the main office.

Guardians needing to reach their student during the school day to deliver a message need to call attendance at 360-833-5852 (Liberty) or 360-833-5806 (Skyridge) or the main office at 360-833-5850 (Liberty) or 360-833-5800 (Skyridge) by 1:00 p.m. Please do not text or call your student during the school day as it interrupts the educational process.

Cell phones and other electronic devices being used without permission during the school day may be confiscated and stored in the main office.

1. First offense = student pick-up after school;
2. Second offense = guardian/administrator phone call and guardian pick-up;
3. Third offense = guardian pick-up and an electronics contract will be initiated between the school and student/guardian(s).

ELEVATOR (SKYRIDGE ONLY)

Students need permission to use the elevator. If permission is granted, the elevator may be used by one student and a designated friend to help carry school supplies.

FIGHTING

Fighting is not allowed at school and is against the law. In today's society it does NOT matter who throws the first or second punch. Punching or hitting back is NOT self-defense. Students must do everything they can to prevent a fight. Tell the person to stop, get adult help and/or remove themselves from the situation. Students may be cited by the Camas Police for fighting. Students who incite, encourage, or record a fight are called "accomplices" and will receive similar consequences.

FIRE & OTHER SAFETY DRILLS

Safety drills are practiced monthly. All students will leave the classroom by prearranged exits. Students are expected to leave the building in an orderly and quiet manner so that further directions from the instructor may be given if needed. There is no talking during a fire or earthquake drill. Other safety drills, including lockdowns and/or evacuation drills, will also be held.

FOOD & BEVERAGES

Tampering with, putting foreign substances into, etc. the food or drink of another person is prohibited and will result in disciplinary consequences.

Energy drinks/products are prohibited at school due to their unhealthy nature.

Students are not allowed to sell food and beverages at school.

Breakfast and lunch are served every day in the Commons. Students may eat at the tables in the Commons or other assigned areas in each school. Students are not permitted access to classroom hallways or lockers

once lunch begins unless meeting with a teacher. Regardless of where they eat, each student is expected to clean up their eating area and return trays after lunch. While water bottles may be carried by students, other beverages must remain in the Commons. Water is allowed in classrooms, and is a healthy choice we encourage.

***OUTSIDE FOOD DELIVERY SERVICES ARE NOT ALLOWED FOR STUDENTS.**

FRAGRANCES

We strive to create a fragrance-controlled environment. We recognize that strong fragrances and scents can contribute to poor indoor air quality.

Our goal is to create a healthy, inclusive, and conducive learning environment for all students and staff by minimizing exposure to strong fragrances that may trigger allergies, asthma, or other health issues.

HARASSMENT, INTIMIDATION, and BULLYING (HIB): RECOGNIZE, REFUSE and REPORT

Disagreements among students will occur, but these conflicts must be solved without using violence, coercion or encouraging others to become involved.

The school district has a policy for assisting students who are being harassed.

Recognize

It is important to recognize bullying, intimidating, and harassing behaviors.

Refuse

Tell the person harassing to stop and that his/her action is unwanted.

Report

Report the incident to an adult in school.

Report the incident to the school counselor and request mediation.

Complete the harassment form available in the counselor's office.

Report the incident to a building administrator.

As defined in Chapter 28A.600 RCW (Students), Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A 642.010 or other distinguishing characteristics, when the act:

- A. Physically harms a student or damages the student's property;
- B. Has the effect of substantially interfering with a student's education;
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or
- D. It has the effect of substantially disrupting the orderly operation of the school.

Harassment is defined as any malicious act, which causes harm to any person's physical or mental well-being:

- A. Discriminatory harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- B. Malicious harassment - threat to harm (often based on protected category)
- C. Sexual harassment - unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct directed at person because of his/her sex where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic standing or employment; or
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Intimidation is defined as implied or overt threats of physical violence.

Bullying is defined as negative actions which are intentional, repeated, negative, show a lack of empathy, and a power imbalance. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power—Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people
- Repetition—Bullying behaviors happen more than once or have the potential to happen more than once.

Discrimination is the unfair or unequal treatment or harassment of a person because they are part of a group, defined by law, as a protected class. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment under federal and state law. These groups are protected classes under Washington state law: Race and color, Sexual orientation, National origin, Gender expression, Religion and creed, Gender identity, Sex, Veteran or military status, Disability, Use of a trained dog guide or service animal.

Incidents may be reported:

- Online via the HIB reporting form. The link is now available at the bottom of every school website, the district website, on the Nondiscrimination statement, also under Reporting & Compliance
- Online through SafeSchools Alert which is the “Incident Link” now available at the bottom of every school website and the district website.
- Verbally to any district employee
- Via hardcopy forms available in every school front office and counselors’ offices

If the harassing continues, then an informal hearing may be held to gather more information and the harassing student will be disciplined. [District Reporting Form](#)

HOMEWORK

- Monitor assignments by using Qmlativ and the student planner.

- Families can access work for suspended students.
- Please review the [district homework philosophy](#) for expectations regarding homework.

Homework is assigned to reinforce skills learned in the classroom, to prepare for the next lesson, to complete projects, and to study for quizzes and tests. Additionally, it allows for communication among the families, teachers, and students. Families are able to monitor their student's work by checking the planner daily and monitoring Qmlativ.

Absent? When absent, you are required to make up the work. You have two days to make up work for each day you are absent. If absent two or more days, families may contact teachers to request homework.

Long-Term Assignments: If an assignment requires long-term organization; you will be given an outline of expected requirements and a timeline to allow flexibility in scheduling your time and other activities. The teacher will check with you to ensure that work is progressing on schedule.

INTRAMURALS

CSD Intramurals are about involvement and fun. Participants have a big impact on whether or not we achieve this goal. So we want students to sign up. But we also expect them to come in with a positive attitude, treat supervisors and others with respect, and show good sportsmanship. If you can meet those expectations, you will be a perfect addition to CSD Intramurals!

Our offerings are designed to provide positive and safe experiences for CSD students that promote:

- Physical health and a diverse athletic skill set
- Mental wellness and confidence
- Fun and Friendships

Each season lasts 6 weeks, on alternating days (either M/W then T/TR) for one hour after school.

- Season 1 - September/October
- Season 2 - November/December
- Season 3 - January to March
- Season 4 - April to June

LEADERSHIP

ASSOCIATED STUDENT BODY (ASB) or Student Government

The ASB Leadership Student Council is composed of the ASB officers and commissioners. The Student Council handles matters pertinent to school activities. Copies of the ASB Constitution are available from ASB Leadership Advisors. The student government officers are elected in the spring each year. Students must be in good academic standing according to their ASB constitutions.

LOCKERS

Students will be assigned a hallway locker. Students should NOT share locker combinations with classmates. To maximize learning time, students will be able to visit their locker before school, before and after lunch, between classes, and after school. A fine of \$10 will be assessed if a locker is damaged by stickers, tape, permanent marker, graffiti, etc. Lockers are school property and may be searched at any time. External locker decorations are not permitted.

Locks will be issued in Fitness class or while participating in Athletics. Students are not to use a personal

lock. It is imperative that all belongings are locked during fitness class and while participating in athletics. A student will be assessed \$5.00 for a lost fitness/athletic lock.

LOST and FOUND

If you find something that does not belong to you, turn it into the office. You may check for missing items before and after school and during your lunch time. Items remaining in Lost and Found are donated to local charity at the end of each trimester. Students who are found to be in possession or wearing another student's belongings are subject to disciplinary action for theft.

MEDICATION

Students may not self-administer medication with the exception of Epi-Pens®, inhalers, and diabetic testing.

Disciplinary action will be taken with any student who passes over-the-counter medication to their peers.

Medications must be brought to the health room with a form (available in the health room and on-line) signed by the licensed health professional and guardian. The original container from the pharmacy and prescription label is required. A guardian must deliver, watch the health room assistant sign in and count the medication, and sign the medication log each time medication is brought to school. Students are responsible for remembering to take their medication. Students are NOT allowed to give any medication(s) including over-the-counter medicine to other students under any circumstances.

NON-STUDENT VISITORS

Guardians and other adults are always welcome to visit school. To facilitate classroom visitations and minimize interruption to the learning process, visitors must sign in at the main office and obtain approval from the school office. Guardian's may request to visit their student's classroom. However, a 24-hour notice is required. Students from other schools may not attend classes, but may visit during lunch with administrative permission.

NUISANCE ITEMS

Students are not permitted to bring toys, spinners, laser pointers, squirt guns, water balloons, firecrackers, or similar items to school under any circumstances. Additionally, due to their distracting nature and allergies for many students, balloons are not allowed at school or on the bus.

PHOTOGRAPHS (Taking personal)

Picture taking of other students during the school day is not permitted on a personally owned camera or cell phone. Camas schools do not want to be responsible for "unwanted" photographs spread around the web and social media.

PROGRESS REPORTS

Guardians are advised to track their student's progress weekly basis and encourage students to submit late assignments or communicate with teachers to formulate a plan to do so.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Holding hands, prolonged hugging or embracing, kissing, sitting on another person's lap and fondling are not appropriate at school or school-sponsored events. Students who choose to display PDA are subject to discipline.

SCHEDULE CHANGES

Each spring, incoming sixth grade and continuing students schedule for the following fall. We do our best to fulfill student requests. However, the computer program will bump a student into another class section when one section becomes full. All of our teachers are highly qualified and your academic needs will be met by our challenging curriculum. In the event that you want a different schedule, we will do our best to accommodate the request.

Students may submit schedule change requests within the first five days of the class. Schedule Change Forms are available in the student center and should be returned to your school counselor. A change may be made if there is room available in the requested class and with administrative approval.

SEARCH AND SEIZURE

Lockers are considered school property and can be searched at any time. In addition, with reasonable suspicion, backpacks, clothing and possessions may be searched. If illegal items are found, they will be confiscated and the police will be notified. On occasion, K9 units may be used to search the building for illegal substances.

STUDENT CONDUCT

Student attention and order in the classroom are necessary for teaching and learning to take place. Students are reminded that they must adhere to good behavior, not only for their own benefit, but for the benefit of others so that learning can occur. Additionally, teachers have the right to teach. Students are responsible for their own actions and are held accountable for all the rules, responsibilities and guidelines within this handbook, the Camas School District policies concerning conduct, and other rules set forth by Camas Middle School administrators and Washington State law. It is noted that a student who violates the law when at school, at a school-related activity, or during the day while under the school's jurisdiction is also violating a school rule. Compliance with school rules is mandatory. Students who are disruptive, disrespectful, and who do not adhere to established policies will be subject to discipline, suspension, and/or expulsion. When a student is suspended out of school, the student will not be permitted to participate in extracurricular activities, either practice or competition.

Teachers and administrators will adhere to the discipline support table in the student handbook.

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, he/she will be subject to disciplinary action.

Students who are removed from class by a guest teacher will automatically receive disciplinary action.

TARDY POLICY (Students arriving 10 minutes after the start of class will be marked absent)

Students are expected to be in class on time. When a student arrives after the bell or start of class, they will be marked tardy.

Tardies to class reset at zero "0" at the beginning of each quarter. Incidents do not have to occur in the same classroom or with the same teacher. After two unexcused tardies in a quarter, an administrator will meet with the student and contact families regarding next steps and expectations for attendance.

TEACHER ASSIGNED DISCIPLINE

The following procedures for handling discipline will be used by teachers to assign consequences should students fail to follow classroom expectations:

- The teacher conferences with the student, explaining what the inappropriate behavior is and what the student needs to do to correct the misbehavior.
- If the behavior does not change, the student will be referred to administration through the Learning Lab/Center.
- For excessive behaviors, teachers may refer a student to a counselor or an administrator.

HANDBOOK AND POSITIVE STUDENT BEHAVIOR AGREEMENT SIGN-OFF

I agree to support my student in the 2025-26 school year by celebrating their successes and holding them appropriately accountable for their behavior choices. I will ensure that they are at school on time, help them to be ready to learn each day, and make their academic growth a family priority. We have reviewed the contents of this handbook.

[Guardian Electronic Agreement](#)

[Student Electronic Agreement](#)

As a student at Skyridge/Liberty Middle School, I have reviewed the 2025-26 Student Handbook and agree to do my best to follow the guidelines and behavioral expectations set forth.

**** Or Sign and Return ****

this page to your Student's Homeroom Teacher

Handbook and Positive Student Behavior Agreement Sign-Off

I agree to support my student in the 2025-26 school year by celebrating their successes and holding them appropriately accountable for their behavior choices. I will ensure that they are at school on time, help them be ready to learn each day, and make their academic growth a family priority. We have reviewed the contents of this handbook.

Parent/Guardian Signature _____ Date _____

As a student at _____, I agree to do my best to follow the _____ behaviors at all times during the 2025-26 school year. I have reviewed the contents of this handbook and know what the rules are at _____ school.

Student Signature _____ Date _____

STUDY SKILLS

Listening

- Concentrate on your teacher
- Tune out noise and talking
- Listen for the main ideas
- Focus on the 5W and 1H: Who? What? When? Where? Why? How?

Remembering

- After school, quickly review your notes
- Highlight important notes or add explanations
- Apply what you're learning as soon as possible
- Study with a friend; answer each other's questions
- LISTEN 80 PERCENT OF THE TIME AND WRITE 20 PERCENT OF THE TIME.

Taking Notes

- Don't write down everything
- Record the main ideas and supporting facts
- Use your own words
- Keep your notes organized
- SCHEDULE SHORT STUDY SESSIONS

Work Space

- Find a quiet space to study
- Keep your workplace clean and uncluttered
- Make sure you have good light, a straight chair, fresh air
- Study DON'Ts include TV, Radio, noise/distractions, bed, hunger, and sleepiness

Plan your Homework

- Be specific when you record homework assignments
- Use a good pencil or a pen that does not smear and write clearly and neatly
- Record all assignments including page numbers and due dates

Plan your Fun

- Plan down time and fun with friends
- Do your homework BEFORE fun time

Be Positive

Develop a positive attitude towards schoolwork. School is important for your long-term goals. Find practical applications in what you are learning. Get to know your teachers—they will help keep you engaged.

PEER PRESSURE

Know peer pressure is out there, know you will be affected by it and prepare yourself for it.

What can you do?

- Think about your decision. Remember that there are consequences for all your decisions. It might make the decision process easier if you think about the consequences. Remember, you are responsible for YOUR actions.
- Make a plan – know what you are going to do. Have an excuse ready for that moment when someone asks you to do something that may result in a negative consequence. Learn to say no!
- Be confident with your excuses. Be honest with your excuses. Respond honestly and don't be afraid to say that this idea might not be the best, safest or logical idea. Suggest something else.
- Know how you will react. Be confident with your decisions. Remember, it's yours and only yours. If you don't want to be involved in something wrong, don't go there. Your decision may be a positive influence on a friend.

There is not just negative peer pressure. There is appositive peer pressure that is extremely beneficial.

How and when?

- When a friend is encouraging you to try out for a play, a sport or just something you really want.
- When a friend keeps you from breaking the law.
- When a friend just keeps you from doing something stupid that may cause you to great deal of embarrassment.

SELF RESPECT

Be proud of who you are. You are individually made. You are unique.

Think about times when you performed good deeds. Think about how that made other people feel, particularly if you helped them. That's your accomplishment.

How about the time when you tried something new, and it did not quite work out the way you thought it would? Don't worry about it. Learn something from it, and then the next time you try it, you will be better prepared.

Comparing yourself to others is both good and bad. It's good when it lifts you up and bad when it beats you down.

Remember, your talents are not like anybody else's talents, and theirs aren't like yours. If you are trying your best, that's what counts.

STUDENT HEALTH

Student Health Inventory (CSD Policy [3414](#))

A Student Health Inventory form is required annually. Registered nurses will create emergency care plans as necessary with parents/guardians.

Asthma/Anaphylaxis (CSD Policies & Procedures [3419](#), [3419P](#), [3420](#), [3420P](#), and [Form 3420](#))

Students shall be authorized to self-administer asthma/anaphylaxis medication if the parent/legal guardian and licensed health care provider complete the Authorization for Administration of Medication form:

<http://www.camas.wednet.edu/schools-resources/resources/health-wellness>.

Students with Life-Threatening Allergies (CSD Policy and Procedure [3413](#), [3413P](#))

Camas School District is aware that anaphylactic reactions can be life-threatening. Students with life-threatening allergies must have a medication or treatment order in place. Please refer to Life-Threatening Health Conditions.

Life-Threatening Health Condition (CSD Policy [3413](#))

Washington State law (RCW 28A.210.320) directs school districts to require the presence of a medication or treatment order (Authorization for Administration of Medication) for a child's life-threatening health condition that may require medical services to be performed at school prior to the student's first day of attendance. Please contact the building's registered nurse if your child has a life-threatening condition.

Head Lice (CSD Policy & Procedure [3414](#), [3414P](#))

Camas School District rejects having a no-nit policy and uses head lice guidelines that reflect the best evidence-based management and treatment options. Please review Camas School District Parent Guidelines for Students with Head Lice, which can be found on the district website under "Schools and Resources" > Health and Welfare > Notices.

Health Room

There is a health room at each campus staffed primarily by health assistants with access to district-registered nurses.

Immunizations (CSD Policy & Procedure [3413](#), [3413P](#))

According to Washington State Regulation (WAC-246-105-120), starting with registration for the 2020-2021 school year, all immunization records turned in to schools or childcare centers are required by state law to be medically verified. Complete immunization records or a signed exemption form from a licensed healthcare provider must be turned in at the school on or before the first day of attendance. Forms must be from Washington State and can be found at the district website by going to "Schools and Resources" > Health and Welfare > Forms. See Washington State Department of Health "Vaccines Required for School/Child Attendance" <http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>.

Keeping Ill Children Home

Please refer to Guidelines for Keeping Ill Children Home from School, which can be found on the district website under “Schools and Resources” > Health and Welfare > [Health Services](#) > Notices.

Over-the-Counter or Prescribed Medication At School (CSD Policy and Procedure [3416](#), [3416P](#))

All medication, including prescriptions or over-the-counter (Tylenol, ibuprofen), requires an Authorization for Medication/Treatment at School form completed by the licensed health care provider and the parent/legal guardian if needed during a school day. This form can be found on the district website under “Schools and Resources” > Health and Welfare > Forms. Do not send the medication with your child. Please contact the health room if you have questions.

Nutrition Guidelines (CSD Policy and Procedure [6700](#), [6700P](#))

School Board Policy 6700 stipulates guidelines and advocacy for improved nutrition and fitness practices across our district. The policy can be found on the Camas School District website.

Appendix A

ANNUAL PUBLIC NOTIFICATION

Asbestos Plan

The district engages in a continuous asbestos surveillance program to ensure that there are no asbestos problems or dangers to students and employees. A copy of the Camas School District asbestos management plan is available for review at the district office.

Child Abuse Prevention (CSD Procedure [3421P](#))

School districts must work with state agencies, including the Office of the Superintendent of Public Instruction, to establish a coordinated primary prevention program for child abuse and neglect. All parents shall be given notice of the primary prevention program and may refuse to have their children participate in the program.

Child Identification Procedures (CSD Procedure [2161P](#))

The district conducts Child Find activities to locate, evaluate, and identify students with a suspected disability who are residing within district boundaries. Child Find activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the district's special services department at 360-833-5570.

Confidentiality - FERPA (CSD Procedure [3235P](#))

Parents in the Camas School District have the right to confidentiality under the Family Education Rights and Privacy Act (FERPA). The parent or eligible student has a right to:

- Inspect and review the student's education records.
- Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's education records;
- File a complaint with the US Department of Education concerning alleged failures by the agency to comply with the act's requirements.
- Obtain a copy of the policy, which is available on the district website under About CSD > Policies & Procedures.

Closed Campus (CSD Policy [3242](#))

Students will remain on school grounds from arrival until the close of school unless officially excused.

District Attendance Area Transfers (CSD Procedure [3131P](#))

A parent's request for a student to attend a school within the Camas School District other than the one located in their residence area shall be directed to the district office via instructions on the Boundaries and Exceptions webpage. After receipt, district staff will work with administration at the requested school to

accept or deny the boundary exception. Applications are considered based on Policy 3141 on a first-come, first-served basis. Each request is considered on an individual basis. The district strives to provide continuity in the educational experience of every child; however, if enrollment increases, so that the student's class is on overload, the boundary exception may be revoked at any time. Requests are approved annually and carry no expectation of future enrollment. Transportation is the responsibility of the parent.

OSPI's Student Transfers webpage answers many commonly asked questions about student transfers. If you have questions not answered via this [LINK](#), please call OSPI at 360-725-6266

Drug-Free Schools (CSD Policy [5201](#))

Congress has adopted legislation requiring drug-free schools. A study by the National Commission on Drug-Free Schools indicated that drug and alcohol use among our nation's youth remains widespread. Appreciable numbers of students begin to use alcohol in the elementary grades, and increasing numbers begin to use illicit drugs in middle school. The Camas School District is committed to drug-free schools. The board has established a policy requiring that each student adhere to all the rules of conduct adopted by the district. Failure to do so shall cause corrective action to be enforced by school officials.

Legislation Regarding Military Recruiters (CSD Procedure [4200P](#) & Policy & Procedure [4260](#), [4260P](#))

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and other higher education institutions. However, FERPA protects information about students from being released if parents opt out or require prior consent in writing. Please contact your student's school office for additional information.

Non-Discrimination Title IX (CSD Policy & Procedure [3210](#), [3210P](#))

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District #117 does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, participation or the use of a trained dog guide or service animal by a person with a disability, or the Boy Scouts of America. The following employee has been designated to handle questions and complaints of alleged discrimination. Director of Human Resources, Title IX and Compliance Coordinator, amie.stewart@camas.wednet.edu; 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

Releasing Information

Schools may release specific directory-type information - including names, addresses, and phone numbers - without prior parental consent if the school provides notification that it reserves the right to release such information and defines what kind of information will be considered directory information. However, under FERPA, parents must be given the right to opt out of the directory information for release. Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties. The opt-out form is available [online](#) under Schools and Resources > Forms.

Pesticides (CSD Policy & Procedure [6895](#), [6895P](#))

Best practices are used in our school district, such as using pesticides within our buildings and on our grounds. It is our intent to promote a healthy environment for our students, staff, and community. We use

minimal applications directed at very specific problems. Our staff members use alternatives when possible. Applications are completed in a manner with minimal chance of direct or indirect exposure. All pesticides are applied under the direction of trained, licensed staff members or contractors. If you would like to be directly contacted prior to an application in or around the building where your student(s) attend, please contact your school office and complete a contact form. More information about our pesticide practices can be found through our Board Policies on the school district website.

Harassment (CSD Policy & Procedure [3207](#), [3207P](#))

Harassment can take many forms and can include bullying, slurs, comments, rumors, put-downs, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other electronic, verbal, or physical conduct relating to an individual that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

Sexual Harassment (CSD Policy & Procedure [3205](#), [3205P](#))

Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person.

Staff Intervention (CSD Policy [3207](#))

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff can resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action under this procedure may be necessary.

Incident Reporting and Investigative Process (CSD Procedure [3207P](#))

Any student who believes that they have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff members are responsible for receiving oral and written reports.

False Report (CSD Policy & Procedure [3207](#), [3207P](#))

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

Title I – Parent Involvement Policy – Elementary Schools (CSD Policy [4130](#))

Each elementary school that receives Title I funds will develop, with parents, a Parent Involvement Policy that demonstrates how the school supports partnerships with parents and the community to improve student academic achievement. This policy may be obtained by inquiring at your student's school.

Limiting Immigration Enforcement in Schools - (CSD Policy & Procedure [4300](#), [4300P](#))

To view this policy and procedure on the CSD website, go to "About CSD" > "Policy & Procedures" > "Policies" > "4000 - Community Relations" > 4300 for policy and 4300P for procedure.

Absences & Truancy (CSD Policy & Procedures [3122](#), [3122P](#))

Attendance Truancy Reporting: The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.

Definitions Of Student Discipline and/or Misconduct (CSD Procedure [3241P](#))

Guidelines For Cellular Phone Use (CSD Policy & Procedure [3245](#), [3245P](#))

Cellular phone use will align with Policy 3245: Students and Telecommunication Devices.

Network Use and Internet Safety (CSD Policy, Procedure & Form [2022](#), [2022P](#), [2022F](#))

Internet use benefits students' education through access to educational resources otherwise unavailable. General school and district rules for behavior and communications apply. Users should not expect privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched.

The Camas School District intends to provide internet access as a tool for educational activities and does NOT intend to create a forum to discuss "any topic at any time." Students using the district network are not permitted to do the following: Access offensive messages or pictures. Use obscene or defamatory language. Harass, insult, defame, or attack others, damage computers, alter computer systems or networks, violate copyright laws, use another's password, give out their name, address, or phone number, trespass in another's folders, work, or files, intentionally waste limited resources, or employ the network for commercial purposes.

Violations may result in loss of access and other disciplinary or legal action. All users of the district network are bound by [Policy 2022 - Network Use and Internet Safety](#). Parents will need to give written notification, with the district opt-out form, if they do not wish for their child to have access to the Internet. This form can be found on the CSD website under Schools and Resources > Forms.

Appendix B

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and outlines our school's process for responding to it.

What is HIB?

State law defines HIB in RCW 28A.600.477(5)(b)(i) as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (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.”

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed by law in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([Alleged HIB Incident Report Form](#)), but reports about HIB can be made in writing or verbally. Your report can be made anonymously if you are uncomfortable revealing your identity or confidentiality, or if you prefer it not to be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Assistant Superintendent Derek Jaques, derek.jaques@camas.wednet.edu) who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of

unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take action to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five (5) school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for its response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two (2) school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's [HIB webpage](#) or the district's *HIB Policy [3207]* and *Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling, graphic and written statements, or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from the school's services, activities, or opportunities.

To view the district's Nondiscrimination Policy [\[3210\]](#) and Procedure [\[3210P\]](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To view the district's Sexual Harassment Policy [\[3205\]](#) and Procedure [\[3205P\]](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment has had on the student at school, including eliminating the hostile environment and making sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Katie Seidl, Asst. Director of Teaching and Learning

Camas School District

841 NE 22nd Avenue

Camas, WA 98607

katie.seidl@camas.wednet.edu

360-335-3000 ext. 74956

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Amie Stewart, Director of Human Resources

Camas School District

841 NE 22nd Avenue

Camas, WA 98607

amie.stewart@camas.wednet.edu

360-335-3000 ext. 89960

Concerns about disability discrimination:

Section 504 Coordinator: Allan Fleck, Director of Student Services

Camas School District

841 NE 22nd Avenue

Camas, WA 98607

allan.fleck@camas.wednet.edu

360-335-3000 ext. 79974

Concerns about discrimination based on gender identity: Katie Seidl, Asst. Dir. of Teaching and Learning

Camas School District

841 NE 22nd Avenue

Camas, WA 98607

katie.seidl@camas.wednet.edu

360-335-3000 ext. 74956

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator.

Submit the complaint as soon as possible for a prompt investigation and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the district board of directors by filing a written notice of appeal with the president of the board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted a HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated in a manner consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity.
- Keep health and education information confidential and private

- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy, visit Policy [[3211](#)] and Procedure [[3211P](#)]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Katie Seidl, Asst. Director of Teaching and Learning

Camas School District

841 NE 22nd Avenue

Camas, WA 98607

katie.seidl@camas.wednet.edu

360-335-3000 ext. 74956

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information on our [Nondiscrimination page](#).

Appendix C

CAMAS SCHOOL DISTRICT NO. 117

School Bus Safe Riding Rules

The mission of the Camas School District transportation department is to provide safe, responsible, and reliable transportation for all students. Any behavior that jeopardizes the safety of students and/or the driver will be sufficient cause to begin progressive discipline, which can include the loss of bus riding privileges.

1. All passengers will follow the driver's directions. The driver is responsible for the safety of the bus and all passengers. When transporting classes or teams, the teacher or coach is primarily responsible for the students.
2. To create a safe and respectful environment, students must observe classroom conduct while riding on buses. Students are expected to use quiet talking voices, keep their hands, feet, and objects to themselves, and refrain from teasing and using rude /obscene gestures or language.
3. For their safety, students must sit on the seat, facing forward.
4. When necessary, drivers have the authority to assign seats.
5. Students may put the windows down no further than halfway with the driver's permission. Students must keep all body parts inside the bus windows at all times.
6. Students must remain quiet at all railroad crossings.
7. Due to food allergies and choking hazards, eating and drinking are not allowed on the bus. Students need to assist in keeping the bus clean.
8. Students may only ride their assigned bus. If a student needs to ride to an alternate location, prior approval from the student's school must be obtained, and there must be room on the bus. The transportation office will review any requests to change the route or bus stop location.
9. To prevent injury, students will follow safe loading/unloading procedures. Students must only cross in front of the bus at the driver's direction, never behind.
10. Electronics are an everyday part of the lives of our students. Headphones must be used with all electronic equipment. The bus driver has the right to take away equipment that becomes a distraction or disruption on the bus. The district is not responsible for broken or missing equipment.

11. Students must refrain from carrying or possessing any items that may cause injury to other passengers. Such items include sticks, breakable or glass containers, weapons or firearms, pins protruding from clothing or bags, skateboards, or large, bulky items that cannot be held on a lap or placed between the legs on the floor. Flammables or illegal substances of any kind will not be allowed.
12. Animals are not allowed on the bus, with the exception of pre-approved service animals.
13. To ensure their safety, all kindergarten students must be received by a parent or guardian at their bus stop. If a parent or guardian is not present or cannot be reached, kindergarten students will be transported to the district daycare program.
14. Emergency evacuation drills will be conducted twice a year.

Please read and review this signed form with your child(ren) and return it to the bus driver.

STUDENT(S) NAME(S) _____

SCHOOL _____

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

Appendix D

Student Name: _____ School: _____

Middle School Agreement for Technology Use

One way we support the Camas School District's mission is to connect each student with the world around them through technology. Using computers and other equipment is a privilege. With the privilege of access comes the responsibility of appropriate use. I understand that as a member of the school community, my action must represent a citizen who practices integrity and respect towards individuals and property.

Educational Use of Technology:

- I understand that district technology is provided for educational purposes only. I will only access programs and websites that are appropriate and beneficial for the school environment.
 - I will only send, store, or access content that is educational, appropriate, and legal.
 - The district reserves the right to review any material I develop, view, or share.
 - Non-educational activities such as gaming and email chatting should never interfere with learning or work completion.
- I will close my device and/or put it away upon teacher or staff request without argument or delay.
- I will produce original essays, reports, and other work. I will properly cite any information from other sources, including images, videos, and multimedia, in accordance with Fair Use and Copyright laws.
 - The use of AI such as ChatGPT and Photomath to complete work that is intended to show student understanding and/or ability is considered as academic dishonesty.

Care for Technology:

- I will handle all district technology (e.g., computers, iPods, Chromebooks) with care to prevent damage. This includes, but is not limited to:
 - Carrying portable devices with two hands; keeping liquids away from devices; storing devices in a safe location (not in the middle of the hallway or in front of a door); closing Chromebook lids gently; and *not* picking at or peeling off any part of the device.
- Chromebook Assurance will cover accidental damage, but does NOT cover misuse.

Charging of Chromebooks:

- I will arrive at school each day with a fully charged chromebook.
 - Chromebooks should be charged every night in order to meet this expectation.
 - Replacement and/or additional chargers can be purchased in the main office.

Maintaining Safety and Security:

- Respectful Communication: I will treat others with respect in all forms of communication, including verbal interactions, blogs, online documents, websites, videos, and emails.
- Respecting and Maintaining District Safeguards:
 - I will not attempt to disable or bypass district safeguards such as Blocks i in any way.
- Password Privacy: I will keep my passwords confidential, sharing them only with my parents and teachers. If I suspect someone else is using my passwords, I will report it to school staff immediately.
- Personal Accountability: I will only represent myself in the digital world and will use only my own account.

Reporting Issues: I will report any misuse of technology to an adult and seek help immediately if I encounter any problems with technology.

Consequences: If any of these agreements are violated, consequences will occur and will be appropriate toward the violation. Consequences may include loss of technology use, restrictions on technology access, and possible disciplinary action.

I understand that my use of District technology is a privilege, not a right, and the District can withdraw this privilege if I violate this Technology Use Agreement or other District rules regarding using the District's technology tools and services.

By signing below, I acknowledge that I understand and agree to the above Technology Use Agreement.

Student Signature

Date

Parent/Guardian Signature

Date

**There is an opt-out form available online from our District website or a copy can be obtained from the main office for guardians who do not wish for their student to have access to the internet. **

Middle School Parents/Guardians

**** Sign and Return ****

this page to your Student's School

Handbook and Positive Student Behavior Agreement Sign-Off

I agree to support my student in the 2025-26 school year by celebrating their successes and holding them appropriately accountable for their behavior choices. I will ensure that they are at school on time, help them be ready to learn each day, and make their academic growth a family priority. We have reviewed the contents of this handbook.

Parent/Guardian Signature _____ Date _____

As a student at _____, I agree to do my best to follow the _____ behaviors at all times during the 2025-26 school year. I have reviewed the contents of this handbook and know what the rules are at _____ school.

Student Signature _____ Date _____

Tab 2

Tab 3

Tab 4

Tab 5

