

COLLEGE PLACE MIDDLE SCHOOL
Home of the Cougars



STUDENT HANDBOOK
2023-2024

Edmonds School District Handbook

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WELCOME TO COLLEGE PLACE MIDDLE SCHOOL!!

We want you to enjoy your two years with College Place Middle School and have all the support you need to be successful academically, socially and emotionally.

These two short years are very important in developing the skills, habits and attitudes you need for success. It is easy to think middle school doesn't matter or count, but nothing could be farther from the truth. You are changing, growing and your self-concept is developing very quickly these two years. What you learn to do every day becomes the routine and habits for life.

These guidelines and this information will help you understand how the school works to keep you safe and focused on education and the greater CPM community. Please read this information carefully. Ask questions if you don't understand. We will also review this information in classes during the first week of school, at the beginning of the year assembly, and during a review assembly in February.

Shared Responsibility for Learning

Below find a list of responsibilities and recommendations each of us needs to take to contribute to successful learning.

PARENT/GUARDIAN

- ✓ Monitor that students have an independent reading book at all times.
- ✓ Establish 1 to 2 hours nightly for completion of homework and/or reading.
- ✓ Set up a quiet place to study.
- ✓ Check to see if homework is finished and correct.
- ✓ Check student's 'to - do' list in CANVAS to see that it is up to date and reflects daily and long-range assignments.
- ✓ Be familiar with rules, policies and procedures listed in student handbook pages.
- ✓ Expect quarterly progress reports and semester grade reports to be delivered by students.
- ✓ Check Skyward Family Access online for current grades and any missing assignments at least three times per week.
- ✓ Monitor Chromebook Use.
- ✓ Ensure their fully charged Chromebook is ready each morning.
- ✓ Check Canvas frequently.



STUDENT

- ✓ Establish a routine (bed time, alarm clock, breakfast, homework time, etc.)
- ✓ Keep papers in the proper class sections. Math classes have a separate notebook. Science classes have a lab book.
- ✓ Use the correct heading on all assignments: Full Name, Subject/Period, Date, and Title of Assignment.
- ✓ Use blue or black ink on lined paper (8-1/2" x 11").

- ✓ Spend 1 to 2 hours nightly completing homework, organizing notebook, reviewing notes, studying for tests, doing enrichment activities or reading an independent reading book.
- ✓ Write daily assignments consistently in a organizational system that works best for your learner needs. Be able to communicate work status to parent/guardian.
- ✓ Meet deadlines for all assignments. Make up all work missed during absences in a timely manner.
- ✓ Take home important notices and information to parent/guardian.
- ✓ Be on time and ready to work for all classes.
- ✓ Understand the classroom expectations and grading policy for each teacher.
- ✓ Check Skyward and Canvas at least three times a week for current grades and any missing assignments.
- ✓ Bring a fully charged Chromebook each morning.
- ✓ Ask for help when you need it.
- ✓ Stay (if possible) for Study Club or Cougar Learning Lab when your daily work isn't done and turned in.
- ✓ Get involved in healthy after school activities.

TEACHER

- ✓ Spend time connecting and building relationships with students.
- ✓ Communicate the academic plan for all classes.
- ✓ Communicate how the building grading policy applies to all classes.
- ✓ Uphold deadlines.
- ✓ Return graded work in a timely manner.
- ✓ Give meaningful homework assignments. Try to avoid conflicts with major due dates in other classes.
- ✓ Maintain an academic learning environment for students.
- ✓ Hold students accountable to the school tardy policy.
- ✓ Supervise passing times between classes, as well as before and after school.
- ✓ Prepare grade reports.
- ✓ Update the Skyward grade book at least once every two weeks.

WHAT COLLEGE PLACE MIDDLE SCHOOL BELIEVES

Mission Statement

Our College Place Middle School community

- embraces students' unique needs to develop their full potential and
- provides a positive challenging academic environment that
- fosters life-long learners and responsible citizens
- by teaching the mind and the heart.

Mission Statement (cont.)

- The staff will work hard to promote positive, appropriate behavior.
 - Teachers will teach these guidelines in classes the first week of school.
 - These guidelines are posted around the school.
 - Morning announcements will help you remember and learn more about them.
 - Teachers will review these during the year.
 - These guidelines will be reviewed at both a September and a February assembly.

I Am CPM Values



I am SAFE



I am KIND



I am A LEARNER

These three important values serve as the framework for the learning and well being of each person at College Place Middle School. You will want to keep these in mind all the time and expect to hear about them every day.

COLLEGE PLACE MIDDLE SCHOOL DAILY SCHEDULES

All bell schedules available [here](#)

REGULAR MONDAY-THURSDAY

1 st /2 nd	8:10 - 9:50
Nutrition Break	9:55 - 10:05
3 rd /4 th <i>1st Lunch</i>	10:10 - 11:00 <i>11:02 - 11:32</i>
3 rd /4 th <i>2nd Lunch</i>	11:35 - 12:20 <i>11:50 - 12:20</i>
3 rd /4 th	10:10 - 11:45
5 th /6 th	12:25 - 2:00
Cougar Achievement	2:05 - 2:40

REGULAR FRIDAY

1 st	8:10 - 8:50
2 nd	8:55 - 9:35
Nutrition Break	9:40 - 9:50
3 rd	9:55 - 10:35
4 th	10:40 - 11:20
<i>1st Lunch</i>	<i>11:25 - 11:55</i>
5 th	12:00 - 12:40
5 th <i>2nd Lunch</i>	11:25 - 12:05 <i>12:10 - 12:40</i>
6 th	12:45 - 1:25

8/17/2023

Common Area Expectations

Arrival

Please be safe and arrive after 7:55am when there is supervision, and make sure to put phones and electronic devices after the first bell at 8:05am.

Student Expectations for Passing Time/Hallways

WHAT IS THE "COMMON AREA?"

The Common
area is:

The sidewalks
The lunchroom
The field
The library
The office

The "Commons"
is

The lunchroom,
which is sometimes
called the cafeteria
or lunchroom.

The "Cougar
Bowl" is the area
uphill from the
Commons. It has
benches and looks
like an
amphitheater.

The sidewalks are
sometimes called
breezeways or
hallways.

I am SAFE

I walk on the right side; I keep my hands to myself.

I am KIND

I use respectful language towards and with others; I throw my trash away.

I am A LEARNER

I listen to directions from staff; I have a hall pass to be excused out of class; I respect classrooms in session.

Commons (cafeteria) and Lunches

I am SAFE

I walk to the commons to buy lunch and/or sitting down to eat lunch; I keep hands and feet to myself in the lunch line;

I am KIND

I use respectful language towards and with others; I line up for lunch at the back of the line (no cutting).

I am A LEARNER

I listen to instructions over the speaker; I arrive to lunch on time.

Restrooms

I am SAFE

I keep my hands and feet to myself; I keep water in sink/fountain; I report vandalism immediately.

I am KIND

I keep aware of people in line; I throw away any garbage; I respect others' privacy.

I am A LEARNER

I use the restroom for its intended purpose.

Dismissal

I am SAFE

I walk on the right side; I keep hands to yourself; I get to a supervised area or getting home safely; and I wait patiently to load the bus.

I am KIND

I use respectful language towards and with others;

I am A LEARNER

I attend athletics, Cougar Learning Lab, or a club/study club.

Buses

I am SAFE

I keep hands to yourself; I keep my arms and body inside of the bus; I stay out of the aisle; I keep my voice level low.

I am KIND

I use respectful language towards and with others; I greet and thank my driver; keep the bus clean; and invite others to sit with me.

I am A LEARNER

I get to my bus stop 5 minutes before it leaves; I know that school expectations apply on the bus and at the bus stop.



EMERGENCY DRILLS AND PROCEDURES

I am SAFE

I keep my hands and feet to myself; I walk; I stay calm; I keep my voice low; I stay in line with my class; I do not block paths, exits, or entrances/

I am KIND

I am helpful to people in need; I treat the situation seriously.

I am A LEARNER

I am attentive and listen to directions; I move with focus and purpose when exiting and entering the building.



Please feel free to view our [2023-2024 College Place Middle School Emergency Plans and Procedures](#)

GENERAL INFORMATION & POLICIES

Arranged in alphabetical order (mostly)

Please click on [general information and policies](#) to review the following information and policies in greater depth:

- Attendance Policy
- Academic Honesty
- Academic Plans
- Alcohol and Drug Use
- Athletics
- Bicycles
- Bus Ridership
- Counseling Office
- Dress Code
- Flag Salute
- Grading Policy/Work Completion
- Health Center
- Language and Harassment
- Library/Learning Resource Center (LRC)
- Lost and Found
- Nuisance Items
- Safety
- Sexual Harassment

COUNSELING OFFICE

Who are the middle school counselors?

Middle school counselors are professional educators who bring a mental health perspective and understand how to respond to the challenges presented by today's diverse student population. Middle school counselors do not work in isolation, but play an integral part of the total educational program by collaborating with parents, teachers, administrators, and agencies within the community. They provide proactive leadership in the delivery of school programs and services to help students achieve success in school. - "Adapted from ASCA"

How can a student reach their counselor?

The counseling office is located in the library. To set up an appointment you can email your counselor or fill out a counselor request form located outside the counseling office.

How can a parent/guardian reach their student's counselor?

Counselors are happy to hear from you! You are welcome to email or call your student's counselor. If they are not there to answer your call, please leave a voicemail detailing your questions and/or needs.

SNOW/SCHOOL CLOSURE PROCEDURES

- ☐ Snow, ice and/or wind may cause changes in the school schedule.
- ☐ PLEASE DO NOT CALL THE SCHOOLS.
- ☐ Listen to the automated phone messages, TV or radio.
- ☐ Check the Edmonds School District Website <http://www.edmonds.wednet.edu/>

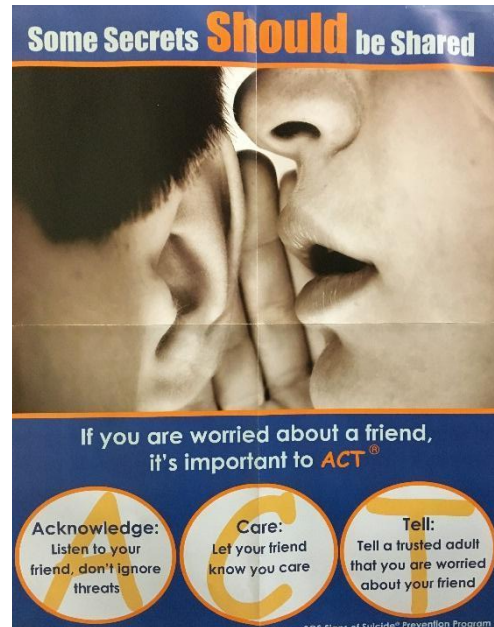
Listen for "on emergency schedule, two hours late"

- ✓ Buses will operate on emergency routes and may not be able to come to the regular stops.
- ✓ At the beginning of the year, bus drivers tell students what the emergency route is.
- ✓ Students are responsible for learning their emergency route.
- ✓ If students, parents/guardians have questions about the emergency route, they should call transportation early in October. 425-431-7230.
- ✓ Also check the Edmonds School District Website for emergency route information

SIGNS OF SUICIDE PROGRAM

Signs of Suicide and Signs of Self-Injury Prevention Program for Middle School

At College Place Middle School, we have been given the opportunity to provide you with an amazing health program called SOS. The SOS Signs of Suicide® Prevention Program is an award-winning, nationally recognized program designed for middle and high school-age students. The program teaches students how to identify the symptoms of depression and suicidality in themselves or their friends, and encourages help-seeking through the use of the ACT® technique (Acknowledge, Care, Tell). It is the only school-based suicide prevention program listed on the Substance Abuse and Mental Health Services Administration's National Registry of Evidence-based Programs and Practices that addresses suicide risk and depression, while reducing suicide attempts. This program educates students, parents and trains staff members on how to recognize and address signs of depression or self-mutilation in a comprehensive and consistent manner, thus addressing our need to provide education to students, act in a proactive manner and screen all students in a building for their level of self-harm.



Sadly, suicide is the third leading cause of death among children ages 10-24 (4,320 deaths in 2007) (CDC, 2007). Research shows that a positive relationship with an adult is one of the most critical factors in preventing student violence, suicide, and bullying. The SOS program encourages students to identify a trusted adult in their life and teaches them how to turn to them when in need. We will be sending home further information about the upcoming SOS health lesson and an opt-out consent form will be sent home before classes are taught.

STUDENT CONDUCT AND DISCIPLINE

When students positively contribute to our community, it allows CPM to be a healthy, safe, and fun place to learn. On the other hand, when we make negative choices, we impact ourselves and those around us, and we must take responsibility for our actions. Our CPM Behavior Intervention Chart outlines our school's process for behavior intervention and referrals:

CPM Behavior Intervention Chart

Level	Behavior	1st Offense	Repeat Offenses (2-5)	Chronically Ongoing Offenses (6 + times)
Tier 3 Behaviors (Referral to admin)	<ul style="list-style-type: none"> - Danger to self/others - Alcohol and Drug Possession/Use - False alarm - Fighting/assault - Vandalism/property damage - Weapons/look-alike weapons - Leaving campus/skipping class 	<p>Students who engage in "Tier 3" behavior will be immediately directed to an administrator who will:</p> <ul style="list-style-type: none"> - Interview the student and investigate the situation/student behavior; - Carry out any necessary disciplinary steps and enter information in Qmlativ. - Communicate with student and family about next steps, such as disciplinary action, conference, support plan, etc. 		
Tier 2 Behaviors (Referral to admin)	<ul style="list-style-type: none"> - Cheating and Academic Dishonesty - Major disruption to the learning environment and failure to comply with redirection/expectations; - Directed profanity - HIB - Dress code violation - Severe disrespect - Lying - Theft - Truancy 	<p>Students who engage in "Tier 2" behavior will be followed up with by an administrator (based on a referral from a staff member) who will:</p> <ul style="list-style-type: none"> - Interview the student and investigate the situation/student behavior; - Carry out any necessary disciplinary steps and enter information in Qmlativ. - Communicate with student and family about next steps, such as disciplinary action, conference, support plan, etc. 		
Tier 1 Behaviors	<ul style="list-style-type: none"> - Cafeteria misconduct - Personal electronic devices - Loitering - Littering - Undirected profanity/obscenity - Disruptive conduct 	<p>Students who engage in "Tier 1" behavior for the first time may:</p> <ul style="list-style-type: none"> - Be redirected by teacher/ staff and have a check in conversation; - Serve a classroom-based consequence; - Have their parent/guardian contacted by a staff member regarding the behavior. 	<p>Students who repeatedly engage in "Tier 1" behavior may:</p> <ul style="list-style-type: none"> - Serve a lunch detention (or other classroom-based consequence); - Attend a conference with teacher/staff and a parent/guardian. - Be encouraged to check in with a counselor or administrator. 	<p>Students who continuously engage in "Tier 1" behavior will be followed up with by an administrator (based on a referral from a staff member) who will:</p> <ul style="list-style-type: none"> - Interview the student and investigate the situation/student behavior; - Carry out any necessary disciplinary steps and enter information in Qmlativ. - Communicate with student and family about next steps, such as disciplinary action, conference, support plan, etc.
	-Tardies	<p><u>Students who are tardy to class will:</u></p> <ul style="list-style-type: none"> - Be approached by a staff with a red clip board; - Be asked to share their first and last name; - Have their tardy recorded in Qmlativ. 	<p>Starting September 25th:</p> <ul style="list-style-type: none"> a) Students with 4 or more tardies within the previous week will serve a lunch detention on the upcoming Monday; b) Students with 8 or more tardies within the previous week will serve an after school detention on the upcoming Thursday; C) Students with 12 or more tardies within the previous week (or have served 4 or more lunch or after school detentions for tardies) will result in an after school detention and a parent conference with admin. 	

Phones/Technology

- This year, there will be times when using your phone is okay.
 - Teachers will communicate phone use expectations for a class period.
 - ➔ Staff will use a red, yellow, green system to tell you when you can use your phone in your class
 - ➔ Ask questions if you are unsure what is acceptable phone use at that time.
- Students that use their phones not meeting expectations will have their phones taken.
- When can I use my phone?
 - Before school until 8:10am
 - During Nutritional Break
 - Last 15 minutes of lunch
- If a staff member sees you on your phone they may remind you to put it away, hold onto it until an appropriate time to use it in class, or turn it into the office.

Tardies

- What do I do if I am late to class?
 - Wait outside of your classroom door
 - ➔ A staff member will be there shortly to write down your name
 - ➔ If not swept after 4 mins, quietly enter classroom, tell teacher you were not swept, get started on class task.
 - Clearly say your first and last name for any staff member
 - ➔ Sometimes they might ask you to write your own name
 - Once you enter the classroom:
 - The staff member will wave to your teacher letting them know you are tardy
 - You will quietly enter the class and head to your seat.
 - Reference the “green” row in the chart above to see more information on tardies and student responsibility.

PROHIBITED BY SCHOOL DISTRICT POLICY AND STATE LAW:

Alcohol	Drugs	Skipping class
Swearing	Guns	Vulgarity, obscenity,
Smoking, vaping	Gangs	profanity
Disobedience	Illegal objects	Dangerous weapons
Gambling	Fighting	

Link to Edmonds School District policies and procedures for students (Section 3000):

<https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies#>