

**Mountain View Middle School  
Home of the Wolves**

# **STUDENT HANDBOOK**

**Mountain View Middle School  
10921 199<sup>th</sup> Ave. Ct. E.  
Bonney Lake, WA 98391  
253-891-5200**

**Curtis Hurst, Principal  
Tatia Holme, Assistant Principal**

## **WELCOME TO MOUNTAIN VIEW MIDDLE SCHOOL HOME OF THE WOLVES!!!!**

At MMS, we care about you! The following pages are designed to serve as a guide and resource to help you achieve maximum success.

### **GENERAL INFORMATION**

#### **School Hours**

- ❖ Mountain View is a closed campus. Once you arrive at school, you may not leave school grounds without permission from the office.
- ❖ Class hours are from 7:25 a.m. to 2:20 p.m. Monday, Tuesday, Thursday and Friday. Class hours on Wednesday are from 9:05 a.m. to 2:20 p.m.
- ❖ On Monday, Tuesday, Thursday and Friday, you may arrive to school at 7:00 a.m. Only with direct supervision by a staff member should you be on campus before or after the above school hours. On Wednesday, you may arrive to school at 8:40 a.m.
- ❖ On all days, you are expected to leave by 2:35 p.m.
- ❖ When arriving to school Monday, Tuesday, Thursday and Friday, you must stay in the commons until 7:20 a.m.; and, on Wednesday until 9:00 a.m., unless you are attending a supervised activity.
- ❖ You may play basketball, air hockey and foosball in the morning until the whistle sounds.

#### **Buses, Bikes and Skateboards**

- ❖ You may ride a bicycle to school as long as you realize that you are responsible for securing it, with a lock, in the designated bicycle area. Do not ride your bike in the parking lots of either Mountain View Middle School or Bonney Lake High School at any time.
- ❖ If you ride a bus to and from school, the bus driver will discuss the bus rules and regulations. Bus stops are considered part of our school, and all school rules apply to students at the bus stop and on the bus. The driver will enforce all rules with support of administration.
- ❖ If you wish to ride another bus, get off at a different stop, or ride home with an adult/driver other than your parent or guardian, you need written permission from a parent and/or guardian. Bus passes will be issued prior to school or during lunch in the Attendance Office.
- ❖ If you bring a skateboard or scooter to school, please remember that you may not ride it on school property. Since skateboards and scooters are not allowed to be ridden on school property or Bonney Lake High School, it is perhaps best to keep them at home. If you ride your skateboard or scooter to school, please bring it to the Attendance Office.

#### **Progress Reports and Report Cards:**

- ❖ You will receive progress and grade reports throughout the year. Progress Reports will be sent home with students. Semester Report cards will be mailed home.
- ❖ Tracking sheets are available in the Counseling Office. Tracking sheets are filled out on Thursdays and Fridays only.
- ❖ You may check your grades on-line using a home or school computer by logging onto [www://sumnersd.org](http://www.sumnersd.org).

### **GUIDELINES FOR SUCCESS**

Mountain View *Guidelines for Success* will enhance our strong community. Acting with PRIDE ensures success for today and the future.

**P**repared: Be **prepared** for class. Bring all materials and assignments to class every day.

**R**esponsible: Behave **responsibly** with positive actions and words.

**I**ntegrity: Act with **integrity**. Do what's right all the time.

**D**iversity: Embrace **diversity**. Diversity enriches our school's culture.

**E**xcellence: Strive for **excellence** every day.

We also believe the most appropriate student management approach is to be proactive to help you understand that your choices result in natural and logical consequences. Our goals are to

enable you to take responsibility for your actions, increase your capacity for making choices, and to keep you connected and a contributing member to our school community. The above guidelines will establish a positive, safe and caring environment for all.

### **Goal Setting with PRIDE:**

Wouldn't life be easy if you could always have anything you wanted: anything but straight A's, a new stereo, a fun job? Maybe you can't have everything, but you can set **SMART** goals to help you organize your efforts and stay focused.

- S**     **Specific** – Be detailed. Stay away from vague and confusing goals.  
*Ex: I want to buy a new mountain bike.*
- M**     **Measurable** – Give yourself a time line; when do you want it?  
*Ex: My goal is to buy a bike six months from today.*
- A**     **Action-oriented** – What will you do? How are you going to get there?  
*Ex: I'll need to earn and save \$50 a month.*
- R**     **Realistic** - Check your goal. Is it doable?  
*Ex: How much do I earn? Is \$50 per month a reasonable amount?*
- T**     **Timely** – Give yourself enough time ... but not too much!  
*Ex: In six months, I'll have \$300, enough for a quality bike!*

### **Acting with PRIDE on Campus:**

- ❖ If you attend an event, you must remain at the event and not wander around campus. If you are unable to meet these expectations, you will be suspended from after school events.
- ❖ Be in the right place at the right time; do the right thing at all times.
- ❖ If you attend homework enhancement, or plan to work in the library or with a teacher, you must arrive to that location by 2:30 p.m. If you move from one location to another, you must do so with a pass from that teacher or supervisor.
- ❖ Come to school every day and get to classes on time. Walking only - no running.
- ❖ Keep hands and feet to yourself. Speak at a moderate volume level.
- ❖ Athletic practices are only for members of the team.

### **ACTING WITH PRIDE IN THE CLASSROOM:**

- ❖ Put forth your best effort every day.
- ❖ Follow all classroom rules as outlined and posted by individual teachers.
- ❖ Be prepared for class with required materials.
- ❖ Do the work the teacher assigns and turn it in on time.
- ❖ Be ready to work when class begins.
- ❖ Use the bathroom during passing time and lunch.

### **Acting with PRIDE during lunch:**

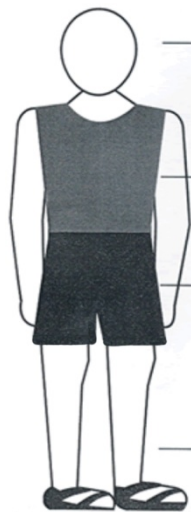
- ❖ 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade:
  - Walk calmly and quietly to the cafeteria.
  - Follow all cafeteria expectations and suggestions from cafeteria supervisors.
  - Please be seated at your lunch table prior to standing in line.
  - Tables are limited to no more than 8 people per table.
  - Wait for a supervisor to dismiss your table to the lunch lines.
  - Wait patiently in the lunch lines.
  - Waiting for friends or cutting in line is not allowed.
  - You may play basketball, air hockey and foosball 10 minutes after lunch begins. Before you play, please clean up your eating area before leaving the table. Choose your lunch friends carefully so there will be no mess.
  - Be seated at your table 3 minutes prior to dismissal from lunch.
  - Please clean up your mess.
  - Failure to comply with the above expectations will result in progressive consequences.

- ❖ Courtesy passes may only be used during the first 5 minutes of lunch.
- ❖ All food and drink must stay in the Commons area.
- ❖ Vending machines are available to students on campus before school, during lunch and after school.
- ❖ Vending machines are not available to students during passing or class time.
- ❖ Use vending machines at your own risk. Refunds are not available.

## DRESS CODE

### Appropriate Attire

In order to facilitate learning for all students, we require that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Appropriate attire is expected at all times while on school grounds and at all school sponsored activities. Appropriate headwear may be worn during after school events only.



Students must remove all headwear while in the building. Headwear includes, but is not limited to, hats, hoods, sweatbands, bandanas and headwrans.

Clothing must cover stomachs, backs, shoulders (4 fingers wide), and chests; No visible cleavage; No tank-tops or spaghetti straps.

Shorts, skirts, and dresses may appear no shorter than three (3) inches above the top of the knee. Strapless and backless dresses are not allowed..

Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety reasons. Slippers are not appropriate footwear for school.

All dress requirements must be met in all positions (sitting, standing, bending, reaching) while attending school.

- ❖ Undergarments, including bra straps, must be covered.
- ❖ Holes, tears, mesh or other see through materials in garments may not be in areas that clothing is required to cover.
- ❖ Clothing that promotes drugs, alcohol, tobacco, weapons, violence, is sexually suggestive, displays inappropriate pictures or writing, or is worn in a manner identified as gang related is prohibited. Sleep/beach wear is not appropriate school attire.
- ❖ Jewelry that can pose a safety hazard is prohibited.
- ❖ Wearing of sunglasses is not permitted in the school building.

Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary. Know the code: if you violate the dress code you will not be allowed to attend class until a correction is made. Further disciplinary action may follow for repeated offenses.

### Assembly PRIDE

- ❖ MMS students have a reputation for being courteous and appropriate audience members. If you are rude or inappropriate you will be asked to correct your behavior. If you are removed from the assembly you will be placed in ISS or on OSS, and may not be allowed to attend the next assembly and/or future assemblies. Other things to remember include:
  - Classes are dismissed by teacher
  - Leave books and personal possessions in class
  - Sit in designated section
  - Listen to the speaker
  - Show appreciation by clapping
  - Remain seated until dismissed back to class

## **GENERAL EXPECTATIONS**

### **Personal Property:**

- ❖ Leave large amounts of money and other expensive items at home.
- ❖ Band students need to lock their instruments in the Band Room upon arrival at school.
- ❖ Leave items that may disrupt the learning environment at home (such items include, but are not limited to: radios, paint balls, tape players, CD players, CD's, laser pointers, MP3 Players, all playing cards, pagers, toys, white out, permanent markers, etc.)
- ❖ Hats can be worn to and from school but not on campus or in the building during the day; keep it in your backpack. Hats can be worn after school in the gym during athletic competitions; however, hats are not allowed at dances.
- ❖ Perfume and Cologne: We do not want these items at school due to possible misuse or accidental breakage. For some people, perfume and cologne (spray or bottle) is a pleasant scent, whereas for others, perfume and cologne could trigger allergic reactions.

### **Cell Phones and other Electronic Devices:**

- ❖ Students may not use cell phones, electronic communication and/or entertainment devices at any time during the school day and in the building. Cell phones must be turned off and out of sight when entering the building and remain off and out of sight throughout the school day. Progressive discipline up to and including confiscation and/or suspension will apply.
- ❖ Electronic devices include, but are not limited to: iPods, MP3 players, itouch, headphones, earbuds, Bluetooth earpieces, etc. Calculators being used for anything other than calculation will be considered an electronic device. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time. The school will not be able to investigate damage, lost or stolen personal electronic devices. All cell phones will be safely stored in the Attendance Office when a student is assigned to and is serving in school suspension.

### **Visitors**

- ❖ Parents or guardians are always welcome at Mountain View but in the interest of student safety, please make sure to first check in at the Front Office and obtain a Visitor's Pass. If a parent/guardian would like to visit a classroom, please schedule a time with a building administrator in advance. We generally require 24 hour advance notice prior to parent visitation of classrooms. Student visitors are not permitted at any time during school hours. Former students who wish to visit staff are encouraged to do so after regular Mountain View school hours and still must check in at the Front Office to obtain a Visitor's Pass.

### **Birthday/Celebrations**

- ❖ Because gifts create a disruption to the learning environment, please deliver them to the Attendance Office. Due to the sensitivity of our alarm systems, please do not bring balloons to school. Students will be contacted at the end of the day in order to receive these items.
- ❖ Treats, however, may be delivered to students during their lunch or to the classroom if prearranged with the teacher.

### **Honor Roll 3.2**

- ❖ Students with a 3.2 semester GPA are placed on the MMS Honor Roll.

## **ATTENDANCE**

Consistent attendance is essential for academic progress and is of great importance for a student's academic and occupational success. Attendance will be taken daily and records kept in the office. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion and participation forever.

When a child is absent, please call the Attendance Office at 253.891.5210 to let the school know. A written excuse is requested on the child's first day back. The Attendance Secretary sends out an automated call daily if a student has missed one or more periods.

### **Absences:**

- ❖ Absence from school shall be classified as either an excused absence or an unexcused absence/truancy. The Attendance Office sends out an automated call daily to alert parents that their student has missed one or more periods of class.

### **Excused Absences:**

- ❖ An excused absence is granted for personal illness or injury, serious family illness, quarantine, death in the family, or absences which are due to extraordinary or unusual circumstances, after the parent/guardian provides notification of the dates and reasons for the missed days. Suspension from school is an excused absence. Court appearance, religious observance and school-related field trips are also excused absences. It shall be the responsibility of the parent and/or student to schedule medical, dental, or legal appointments during non-school hours whenever possible. However, if attending a medical appointment, bring verification from the medical provider. Excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress. (RCW 28A.225.010 (d))
- ❖ Participants who are absent from school (in part or full day) are not eligible to compete or practice on the day of the absence unless the absence is prearranged medical/dental appointment or if permission is granted by the principal's office. According to WIAA rules, anytime an athlete goes to a doctor or dentist appointment during practice or a game day, a doctor's note is required.
- ❖ Certain educational experiences are unique and it may not be possible to replicate them. An alternative assignment of equal value may be provided if possible. Make-up work will be provided by the teacher for an excused absence at the request of the student or parent/guardian.
- ❖ Excused absences shall require notification from the parent or guardian by phone or written note within 48 hours of the student's return to school.

### **Admit Slips:**

- ❖ If you are late to school or have been absent, please bring a note from your parent/guardian to the Attendance Office when you enter the building. All absences will be considered unexcused until excused by a parent/guardian. Please call the Attendance Office regarding any questions about absence.
- ❖ If you are tardy or late to school at any time during the day, you must obtain an admit slip from the office prior to going to class.

### **Unexcused Absences (Truancy):**

- ❖ Students are expected to attend assemblies, class meetings, and all scheduled classes or events each day. A student whose absence is not excused shall experience the school consequences of his/her unexcused absence, and teachers are not obligated to provide make-up work. A student is considered truant who misses any or all of a school day without the school's permission and without the parent's prior knowledge.

### **Becca Bill:**

- ❖ After five unexcused absences in one month or ten in one school year, we are required by the state to file a truancy petition with the Juvenile Court System. A pattern of truancy is considered a criminal offense by the courts and consequences can include time at Remann Hall, a fine of \$25.00 for each absence, and/or required community service for both the parent and student.

### **Late Arrival/Early Dismissal:**

- ❖ Because schools are held liable for student safety, any time a student arrives late to school or leaves early from school, he/she must check in and out through the Attendance Office. Students may not leave campus without prior approval.

### **Tardies:**

- ❖ It is vital to a good education that students are in class on time. A student will be marked as tardy if he/she arrives at the workstation after class begins. Excessive tardiness will be cause for disciplinary action. The teacher will notify parents/students if additional tardy expectations are in place.

### **Tardies to your first class (teachers administer consequences for the remainder of the day):**

- ❖ As a Mountain View student, you are expected to be on time. Oversleeping and/or missing the bus are not excused tardies.
- ❖ If you are consistently late to school, you will receive the following consequences per semester:
  - First – Third Tardy: warning issued and parent contact
  - Fourth - Sixth Tardy: parent contact and ISS lunch detention
  - Seven or more Tardies: parent contact, Wednesday School and progressive administrative consequences

### **Pre-arranged Absences**

- ❖ In some cases, certain experiences may provide students with valuable educational exposure, which the school cannot duplicate and should not be denied the student. In all such cases, prior arrangements with the school, a minimum of 24 hours, are to be made for the length of the absence and the student is required to complete coursework for credit or grade.
- ❖ If your child will be gone for three or more days, he/she will need to pick up a pre-arranged absence form from the attendance office. A note from a parent must be provided in order to receive the absence form.

### **Assignments and Make-up Work:**

- ❖ It is the responsibility of the parent and student to request make-up work from the teacher regarding assignments missed during an excused absence. Students who need assignments due to a short-term absence should contact the office, which will request work from the student's teachers. Assignments can be picked up 24 hours after the request. If a student becomes seriously ill or homebound, the school will assist the parent/guardian to arrange for home tutoring. If a student is confined to home or hospital for an extended period, whenever practical, the school will arrange for the student to complete assignments off campus upon request.
- ❖ Absences that are three days or less, please feel free to contact teachers directly via email.  
**Home Hospital:** If a student is confined to home or hospital for an extended period, whenever practical, the school will arrange for the student to complete assignments off campus upon request.

### **Excused Absence Pattern:**

- ❖ Doctor's notes may be required if a student does not attend school regularly. A parent conference with the student, counselor, and an administrator will be scheduled to develop an Attendance Agreement.

### **Early dismissals:**

- ❖ Arrangements for an early dismissal need to be taken care of before school. A note from a parent/guardian is required. Once the early dismissal has been arranged, you will be given a pass to get out of class and meet your parent in the front of the building. This helps us prevent interruptions to your class. Information on the note must include: name, date, time of dismissal, reason, and parent or guardian signature. When returning, check in with the Attendance Office for an admit slip.

### **Participation:**

- ❖ You must attend school for the entire day in order to be present at, or participate in, an activity/event on that day. Exceptions may be made for family emergencies, medical appointments (note provided by a physician) or other extraordinary circumstances. Absences may only be excused by an administrator.

### **HEALTH ROOM**

- ❖ "A Physician's Orders for Medication at School Form" must be filled out each year, signed by the physician and given to the health technician before medication can be administered at school. Medication can only be accepted in the original, labeled container and cannot be expired. All prescribed medications and over-the-counter medications, including products such as Tylenol and cough drops must be kept in the Health Room. Students are not allowed to be in possession of dietary supplement pills. Students are not permitted to be in possession of any medications on the school campus, while attending school related events, at bus stops or on school district transportation. The parent must bring medication to school and give it to the health technician.

### **COUNSELING OFFICE**

#### **Counselors**

- ❖ MMS Counseling Staff:
  - Ms. Jewett 8<sup>th</sup> grade A-K and 6<sup>th</sup> grade
  - Ms. Lubash 8<sup>th</sup> grade L-Z and 7<sup>th</sup> grade
- ❖ Counselors are available to assist you with such issues as problem solving, making good choices, healthy relationships, academic planning, and conflict resolution. Stop by the Counseling Office before school, during passing time or during lunch and fill out a request to meet with your counselor. If your counselor cannot see you immediately, please return to class and your counselor will call you down later during the day. If an emergency should develop, stop by during passing time or ask your teacher for a hall pass.

#### **Scheduling a Parent/Teacher Conference**

- ❖ Anytime a parent/guardian would like to meet with all of their student's teachers, call the Counseling Office at 891-5211 to schedule an appointment. Conferences occur before school, during teacher planning time and/or after school.
- ❖ If you wish to meet with an individual teacher, please call 891-5200 to either speak to or leave a message for that teacher.

### **BREAKFAST & LUNCH**

#### **School Meals**

- ❖ Due to limited change in the cash register, students who present bills larger than \$10.00 will have the extra money deposited into their account.
- ❖ Depending on what you eat, school lunches cost about \$2.75.
  - Breakfast = \$1.75
  - Hot Lunch = \$2.75
  - Milk = \$.50
- ❖ Breakfast and lunch are available to students. Financial assistance is available for the breakfast and lunch programs. Free or reduced applications can be picked up in the office. You need to reapply each year by October 1. Don't be shy - we want every student to be at his or her best. Get the form -this is a great service!

## ACTIVITIES

### ASB Cards

- ❖ You are encouraged to buy a Mountain View Associated Student Body (ASB) card as soon as possible. For \$15.00 this card has many discount benefits for a variety of school functions. If you want to be involved in sports or clubs you must purchase a card.

### Clubs

- ❖ Mountain View has a variety of students with many different interests. We will be offering a variety of clubs to meet those interests. Club opportunities will be announced at the beginning and throughout the school year.

### Athletics

- ❖ In order to be eligible to participate in athletics you must:
  - Pay a \$50.00 athletic participation fee per sport or \$125.00 per year. The fee will be waived for students who qualify for free lunch and \$25.00 for those on reduced-price lunch programs. Fees will be collected at the school during athletic clearance and registration.
  - Earn a minimum grade point average of 2.0 the quarter prior to the season.
  - Maintain a minimum grade point average of 2.0 and no failing grades throughout the season.
  - Athletes are required to complete weekly tracking sheets.
    - If you fail to turn in your weekly tracking sheet, you will not be able to participate in scheduled contest(s) for the following week.
    - If athletes fall below a 2.0 grade point average, they may participate in practices under the conditions of an academic waiver, but may not participate in contests.
  - Purchase an MMS A.S.B. card.
  - Have a completed Sumner School District Physical and Participation Form that require a doctor's signature, parent or guardian permission and an insurance waiver, which is valid for 13-24 months depending on the physician. Complete an annual Concussion Form and Inherent Risk Form for each sport.
  - Be in good standing regarding fees/fines and equipment.
  - Student athletes receiving levels will be disciplined as follows:  
Level One = Warning/coach phones home  
Level Two = Suspended from one contest/coach phones home  
Level Three = Code of conduct review and possible dismissal from team

Student athletes receiving discipline referrals will be subject to administrative discipline which may lead to progressive discipline and/or removal from the team.

WIAA rules state that athletes who are absent from school (in part or full day) are not eligible to compete or practice unless they have a note from their doctor.

### FALL

Track (6-8)  
Baseball (7,8)  
Fast Pitch (7,8)

### EARLY WINTER

Girls Basketball (6-8)  
Wrestling (6-8)

### LATE WINTER

Girls Soccer (6-8)  
Boys Basketball (6-8)

### SPRING

Football (7,8)  
Flag Football (6)  
Volleyball (6-8)

Transportation is not provided for after school athletic practices. Your parents must pick you up as soon as practice is over. If a student/athlete is below a 2.0 or failing a class at progress report they will have to sit out one week of contest and be on an academic waiver to be able to participate in sports.

For in-district away contests including Orting and Glacier Middle Schools, transportation back to school is not provided. It is up to you and your parent to arrange for a ride home.

### **After School Dances**

- ❖ Eligibility: You need to be in “good standing” at MMS to attend. Good standing includes, but is not limited to, such considerations as regular daily attendance, getting to classes on time, passing 4 out of 6 subjects, good conduct with few disciplinary concerns and no outstanding fees or fines. Only MMS students are allowed to attend after school dances.
- ❖ Buy your ticket when they go on sale! Tickets are not on sale the day of the dance or at the door! Plan ahead!
- ❖ Running, moshing, head banging, slam dancing, dirty dancing, freak dancing, piggy-back riding and any other behavior considered inappropriate or unsafe, will result in time out or removal from the dance. Additional consequences may also be given.
- ❖ You may not leave early from the dance unless your parent picks you up.
- ❖ You may not leave campus to go home before the dance and return to campus after the dance starts.
- ❖ Drinks and food sold at the dance should be kept by the tables. No food or drinks should be on the dance floor or in the auxiliary gym at any time.
- ❖ All school rules and dress code apply.

### **Safety**

- ❖ Anything that is disruptive in nature, obscene, considered a health hazard, safety problem, or that interferes with the learning environment is not allowed (*administrators will make final determination*).
- ❖ Clothing choices, accessories, backpack messages, etc. that communicate a message referring to hate groups, racial content, gang membership, anarchy or harassment are not allowed.
- ❖ Paintballs and/or paintball guns are not allowed on campus.
- ❖ Water guns are not allowed on campus.
- ❖ Air soft guns are not allowed on campus.
- ❖ Laser pens are not allowed on campus.

### **Inappropriate Student Writing**

- ❖ Possession and/or composition of inappropriate writings, drawings and/or note writing that contain references to sex, race, violence, drugs, gang affiliation, pictures or photographs that are disruptive to the learning environment are prohibited on campus.
- ❖ Progressive disciplinary consequences will apply.

### **Fire Extinguishers/Fire Alarms and Defibrillators**

- ❖ Tampering with fire extinguishers and fire alarms is defined as a criminal act under the laws of the State of Washington. Students are prohibited from tampering in any form with these public safety items. Anyone tampering with alarms will face serious disciplinary consequences. Tampering with defibrillators will also result in disciplinary action. If tampering occurs, police may be notified.

### **Public Display of Affection (PDA)**

- ❖ PDA of an intimate nature is inappropriate at school and will result in school discipline. A few examples of PDA are, but are not limited to, hand holding, kissing and intimate hugging.

### **Acceptable Use Policy**

- ❖ To have access to the Internet, students, staff, and parents agree to follow the standards set in the Sumner School District’s Acceptable Use Policy. It contains guidelines that must be followed. Copies are posted around the building and are available in the Front Office. Take time to review this information. If you have any questions, make certain you ask a staff member for clarification before you hit that “Return” button or give the mouse a click. A violation of the Acceptable Use Policy will result in progressive discipline.

## Classroom Management System

Classroom management is critical to a successful learning program and teachers will use this strategy in working with students:

- ❖ The level system is a three step progressive disciplinary process utilized in the classroom setting.

**Level One:** Parent Contact. Teacher assigned before or after school detention.

**Level Two:** Parent Contact. Meeting with the counselor to problem solve and administrative assigned Wednesday School.

**Wednesday School:** Wednesday school occurs every Wednesday in room 407 from 8:00-9:00 a.m. unless otherwise posted. Please arrive on time and bring class work to complete. If you do not attend or attend but misbehave, you will be assigned to a 1/2 day of ISS. Transportation is not provided.

**Level Three:**

**6<sup>th</sup> Grade:**

- Suspension from that class and placed in ISS for no more than 2 consecutive classes/blocks (during the block or encore class where misbehavior occurred)
- Parent conference with readmit agreement

**7<sup>th</sup> and 8<sup>th</sup> Grade:**

- Suspension from that class and placed in ISS for a maximum of three days
- Meeting between the student, parent, teacher and administrator to develop a plan for success for re-admission to the classroom

**All Grades:**

Students who have received a level three or multiple discipline referrals will not be able to attend dances and assemblies during the quarter in which a student received them. Two or more level threes will result in the loss of dances and assemblies for the remainder of the year.

- ❖ **Multiple Level Threes:** If you do not follow the readmit plan, or become involved in other conduct situations, you will be suspended until a plan for success can be developed by you, your parent and your teacher. The plan must be approved by the teacher(s) and the administrator.
- ❖ **Continued Concerns:** Repeated level three situations will result in progressively longer out-of-school suspension.

## BUILDING WIDE STUDENT INCENTIVES

**Pride Lunch Tickets:**

- ❖ Given by teachers when you demonstrate a PRIDE characteristic.
- ❖ Place your PRIDE ticket in the PRIDE box in the library.
- ❖ Four times per year, several student names are drawn out of the box and students receive a special treat sponsored by WolfPack, in the cafeteria.

**Pride Assemblies:**

- ❖ Scheduled one time per quarter for a total of four times per year.
- ❖ PRIDE certificates and a special recognition will be given to students who meet PRIDE criteria.

### **Courtesy Passes:**

- ❖ Given to a student by a teacher or supervisor in order to place themselves in front of the lunch line.
- ❖ Students may not present their courtesy pass to another student in order to get in front of the lunch line.
- ❖ Students receiving a courtesy pass may present the pass to a supervisor to use the following day to be placed in front of the lunch line.

### **Student of the Month Award:**

- Student of the Month awards are given to students who demonstrate a specific PRIDE criteria and are nominated by their teachers.
- At a monthly team meeting, winners will be recognized and receive a certificate from their teachers. Student of the month winners and their family will be invited to a breakfast celebration at school.

**Principals' ACE (Academics/Citizenship/Effort) Award** is the highest honor given at the end of the year PRIDE assembly. Teachers will nominate students and principals will select two recipients from each grade level based on ACE criteria.

## **EXCEPTIONAL MISCONDUCT**

You are responsible for your behavior on school premises (or in reasonable proximity thereto) or off school premises at any school-sponsored activity. This includes in route to and from school, as well as while you are or should be in attendance during the school day. In the event you commit a violation of exceptional misconduct, consequences listed on the following pages will be assigned.

Listed below are sample explanations of possible exceptional misconduct offenses:

### **Gun Free Schools Act**

**FIREARMS AND WEAPONS ANONYMOUS CALLER HOTLINE 1-800-862-4867**

### **Gun Free Schools Policy**

- ❖ Firearms/weapons, explosives, or items that could be used as weapons, are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. This includes knives of any kind, guns of any type, or simulated guns, numchucks and brass knuckles or metal wrist/arm covers. Demonstration speeches in classes cannot include showing any of the above, and use of any weapon in a school play (i.e. drama) must be cleared with the principal. Students may not possess mace or pepper spray products unless they have previously submitted the completed Personal Protection Spray form to their principal. Those students who unlawfully possess or discharge a personal protection device will be subject to discipline for weapons.

**Gun Free Schools Notification:** In the event a student brings a firearm to school (anywhere on school grounds, school provided transportation or at any school event) a one year mandatory expulsion will be imposed. Expulsions may be modified on a case-by-case basis by the Superintendent. Law enforcement and parents will be notified when any firearm incident occurs.

### **Safe & Drug Free Schools**

- ❖ The unlawful possession, use or distribution of illicit drugs and alcohol by students on school grounds and school transportation, or as part of any school activities - including field trips - is prohibited.
- ❖ Disciplinary sanctions will be imposed (details about discipline are in the Sumner School District Student Discipline Policies and Regulations Handbook available from the Superintendent's Office).

- ❖ Counseling is available through our District's Student Assistance Program. Please contact your guidance counselor for assistance.
- ❖ Compliance with these standards of conduct is mandatory.

### **Tobacco:**

- ❖ By order of RCW 70.155.080, use and/or possession of tobacco in any form is not permitted on school campus or school property, including the bus loading zone. Tobacco paraphernalia will not be allowed. Disciplinary sanctions will be imposed on students who use, possess, transmit or sell tobacco products (any form) or tobacco paraphernalia (including lighters).
- ❖ **Tobacco Free School Policy**
  - Use of tobacco by anyone is prohibited on school grounds.
  - Disciplinary sanctions will be imposed on students who use and/or possess tobacco on school grounds or at school events.

### **Plagiarism/Cheating:**

- ❖ To plagiarize is to copy and use the ideas or writings of another as one's own. Cheating on tests and copying homework from other students deprives students an opportunity to learn. Cheating includes stealing work from other students and submitting that work as your own. It's also considered cheating if you provide another student with answers to tests, quizzes or assignments. If you are caught plagiarizing and/or cheating you will be subject to administrative consequences.

### **Disruptive Conduct:**

- ❖ Any behavior that obstructs/interferes with the educational process.

### **Defiance/Disrespectful Behavior:**

- ❖ Willful refusal of direction and disrespectful behavior directed toward a staff member.

### **Obscene/Abusive Language or Behavior:**

- ❖ Alarming others through the use of language or behavior that is discriminatory, abusive, threatening or obscene.

### **Vandalism:**

- ❖ Intentional damage of property that belongs to the school, to other students, to staff members, or to other individuals.

### **Theft:**

- ❖ Unauthorized taking of property from another person, or receiving and/or possessing such property. If you find something, bring it immediately to an adult in the Front Office.

### **Threats:**

- ❖ Threats of violence or destruction, whether verbal, nonverbal, in writing, electronic or graphic, are not allowed and may result in disciplinary action.

### **Harassment/Intimidation/Bullying (HIB):**

- ❖ MMS works hard to provide a safe learning environment. All students learn how to identify, report and avoid harassment/bullying through classroom lessons. Additional information is provided through presentations twice a year. Posters displayed throughout the building serve as reminders for a bully-free environment, and describe how to report harassment/bullying incidents. Forms to report harassment can be found in the MMS Counseling Office.
- ❖ In accordance with state law (RCW #28A.320.128 & 28A.300.285) our school does not tolerate student harassment in any verbal, nonverbal, written, electronic or graphic form. Examples include, but are not limited to: name-calling, threats, hazing and initiations,

obscene gestures, racial, ethnic, religious, or cultural slurs, degrading sexual remarks, degrading remarks about sexual orientation or identity, and third party harassment. There is no requirement that targeted students actually possess the characteristic that is the basis for harassment. It is also against District policy to knowingly make false reports of harassment, intimidation and bullying. Any incident of harassment is taken seriously and a written report should be filed immediately with an administrator. Retaliation for reporting will not be tolerated.

- ❖ Students may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. Complaints will be appropriately investigated and handled consistent with due process and District policy/procedure requirements. Informal reports may be made, orally or in writing, to any staff member, although staff will inform complainants of their right to, and the process for, filing a formal complaint.
- ❖ Students may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. All formal complaints shall be in writing. Incident reporting forms are available in MMS Counseling Office and on the District Web site at [www.sumnersd.org](http://www.sumnersd.org). The formal complaint process is detailed in the Sumner School District Student Rights, Responsibilities and Regulations (3 R's) Handbook and in District Procedure 3207. The 3 R's Handbook is available in the Front Office and on the District Web site.

#### **Fighting:**

- ❖ Certain acts will be considered violent even though "no punches" have been thrown. Fighting, regardless of who throws the first punch, is against school rules and both parties will experience progressive discipline. Posturing and intimidation are the same as a threat and can result in suspension. Fights that occur off campus and cause a disruption to the learning environment can result in progressive school discipline.

#### **Assault:**

- ❖ Acting with intent to cause fear in another person or intentionally inflicting or attempting to inflict bodily harm upon another person.

#### **Gang/Hate Group Affiliation:**

- ❖ Gang/hate group affiliation is defined as exhibiting any behaviors, clothing, bandanas, writing, or symbols related to gang/hate group activity or involvement (including "Wanna Be" actions). Such examples of student behavior, clothing logos, jewelry, color blocking (wearing the same color head to toe), accessories, notebooks with graffiti/drawings/tags, signing, symbolism representing the gang affiliation will not be tolerated on school grounds, at school bus stops/transportation or school/district sponsored events. We work in conjunction with local law enforcement to identify current gang trends. Gang affiliation can result in emergency expulsion and/or suspension. Other attire that causes both harassment and safety concerns such as Trench Coats and Nazi symbols and accessories are not allowed and will result in disciplinary consequences.

#### **Substance Possession/Use/Trafficking:**

- ❖ Students will not possess, use, transmit, or be under the influence of alcohol, drugs, controlled substances of any kind (other than those obtained and properly used pursuant to a valid prescription); or those purported to be the same, including but not limited to, imitation controlled substances and/or related drug paraphernalia on schools grounds, at school sponsored activities (including field trips), either on or off school grounds, in route to and from school, as well as while students are or should be in attendance during the school day. Compliance with these standards of conduct is mandatory. Violations will result in suspension, with notification of parents and law enforcement, as well as a drug screening for re-admittance. Counseling is available in our District's Student Assistance Program.

#### **Hazing:**

- ❖ Any activity expected of someone joining a group that humiliates, degrades, abuses or endangers another person regardless of the person's willingness will not be tolerated.

### **Trespass:**

- ❖ Students are not to be on School District property unless they are participating in a supervised activity. Students violating this expectation will be considered guilty of trespassing and will be subject to disciplinary consequences.

### **Equal Opportunity:**

- ❖ The Sumner School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability in education programs, services and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 officer and/or the, Section 504/ADA coordinator, in writing at 1202 Wood Avenue, Sumner, or by telephone (253) 891-6000.

### **Rights of Students**

1. Receive a meaningful education, consistent with district and state goals that will be of value to them for the rest of their lives.
2. Expect the maintenance of high educational standards in the district.
3. Physical safety, safe building, sanitary facilities and protection of personal property.
4. Consult with teachers, counselors, administrators and other school personnel.
5. Free election of their peers in student government. All students have the right to seek and hold office subject to the provisions of A.S.B. Constitutions.
6. Representation on advisory committees (A.S.B. rep assembly) affecting students and student rights.
7. Review (with authorized person) their own cumulative academic folder at reasonable times during school hours.
8. Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
9. A relevant education consistent with the stated district goals.
10. Know the requirements of the course of study and to know on what basis the grade will be determined.
11. Be free from unlawful interference in pursuit of an education while in the custody of the Sumner School District.

### **Student Responsibilities**

1. Pursue their course of studies.
2. Attend school daily and to be on time to all classes.
3. Be aware of all rules governing student behavior and conduct themselves accordingly.
4. Express their opinion and ideas in a respectful manner so as not to libel or slander others.
5. Dress in a manner appropriate for the school setting.
6. Conduct themselves in a manner that will not disrupt their education or the education of others around them.
7. Respect the rights of others and exercise self-discipline in observing and adhering to established rules and regulations.
8. Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree.
9. Identify themselves upon request to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.
10. Comply with reasonable requests of school employees in the performance of their duties.

### **How to prepare for a test**

- ❖ By preparing, you will be less stressed and more confident.
- ❖ Take notes on the main ideas, names of important people, key terms.
- ❖ Review your notes several times throughout the week and highlight important sections.
- ❖ Make note cards of important facts.
- ❖ Summarize the important information.
- ❖ Write a brief summary including the main points.
- ❖ Use your own words so it will be easier to write answers on the test.
- ❖ Ask your teacher what material will be covered.

## Strategies When Taking Tests

- ❖ Budget your time. Plan to spend more time on questions that are worth more points.
- ❖ Do the easiest questions first. Don't dwell on an answer, sometimes you might come up with the answer after you've finished the other questions.
- ❖ Look for clues in the questions. Words such as "define" or "describe" can point you in the right direction
- ❖ Answer each question. Write what you know even if it's an incomplete answer; writing may spark your memory.
- ❖ Use the full time allowed. Never leave early. Proofread, review your answers, make corrections and add more information
- ❖ Read the entire question first. Underline key words; beware of words like "often", "sometimes" and "always." Select the answer that is most correct.
- ❖ Make an educated guess if it's multiple choice. Eliminate the choices you know are wrong. Look for clues in the remaining choices.
- ❖ Organize your ideas. If you have an answer you need to write out, use short simple sentences to get to the point. Rely on facts, figures and logic about the subject.

## Healthy Friendships

- ❖ Respect yourself as well as your friend. Treat them how you would like to be treated.
- ❖ Choose your friends wisely based on your own thoughts, not about what other's think.
- ❖ Make your own choice
  - ✓ Friendship equals trust, support and caring.
  - ✓ Friendship doesn't equal jealousy, rumors, back stabbing, mean text messages or posting rude comments online and excluding others.

## Peaceful Conflict Resolution

Respect the right to disagree with each other; everyone has the right to their opinions.  
Express your real concerns in a non-threatening way to the person involved.  
Share your thoughts and feelings with the person directly about the issue.  
Open yourself to different points of view.  
Listen carefully to the other person's ideas and solutions.  
Understand that everyone has conflicts with others and there is a right way to solve it.  
Think about consequences before you talk about a friend, spread rumors or call names.  
Imagine if you were treated the same way that you treated them, how you would feel?  
Offer reasonable compromises in order to solve the conflict.  
Negotiate mutually fair cooperative agreements, apologize – it's the right thing to do!

You do not have to like everyone but you do need to respect their differences.

## What can I do if you or a friend is being bullied, harassed or teased?

- Be assertive and tell the person to stop and if they don't stop tell an adult
  - Answer in strong calm voice
  - Laugh or make a joke back
  - Walk away from the situation and tell security, counselor, principal or teacher
  - Remember that you deserve respect and tell a school staff member so you can get help
  - Fill out a harassment form in the counseling office
  - If the harassment doesn't stop keep filling out a harassment form until it does.
  - Three easy words to remember:
    - **Recognize** what bullying and harassment is
    - **Refuse** to allow it to happen to you or anyone else
    - **Report** the harassment incident if it continues and doesn't stop
- ❖ You deserve to come to school without being teased, bullied or harassed.
  - ❖ Let's make MMS a safe place to be for everyone!

## CONSEQUENCES

Our district's 'Student Discipline Policies and Procedures' can be obtained on the Sumner School District Web site ([www.sumnersd.org](http://www.sumnersd.org)), or in our school's Front Office. A summary of these policies was mailed to all homes in the back to school packet. Consequences assigned to inappropriate behavior will be based on the nature and seriousness of the inappropriate behavior, as well as the number of previous misbehaviors made by the student. Students who transfer from another district/building will continue their progressive consequence steps.

A suspension of any type will cancel your participation in after school events on that day. Athletes who are suspended will need to meet athletic eligibility and training requirements prior to their return.

### Discipline (D):

Class/Building Contract

Lunch Detention

After School Detention

Parent/Guardian Shadow

Exclusion from Class

Parent Contact/Conference

Exclusion from Assemblies, After School Events/Activities, etc.

Wednesday School

### Suspension (STS, LTS):

Short Term (1-10 days)

Long Term (11-90 days)

### Expulsion (E):

Emergency Expulsion

Expulsion

### Behavior

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Inappropriate Dress	Change	D	D - STS
Inappropriate Student Writing	STS-E	STS-E	STS-E
Electronic Device	D	STS	STS
Assembly Misbehavior	D	D-STS	STS
Acceptable Use Policy Violation	D-STS	STS-LTS	LTS
Cafeteria Violations	D	D	D-STS
Plagiarism/Cheating	STS	STS-LTS	LTS
Public Display of Affection	Stop	D	D - STS
Disruptive Conduct	D - STS	D - STS	STS - LTS
Truancy	D - STS	D - STS	Attendance Agreement
Defiance/Disrespect	D - STS	STS	STS - LTS
Substitute Misconduct	D - STS	D - STS	STS
Obscene/Abusive Language	D - STS	STS - LTS	STS - LTS
Vandalism	D - STS	STS	STS - LTS
Pushing/Shoving/Horseplay	D - STS	STS	STS - LTS
Tobacco	STS	STS	STS
Theft	STS - LTS	STS - LTS	LTS - E
Harassment/Intimidation/ Bullying	STS - LTS	STS - LTS	LTS - E
Hazing	D-STS	STS-LTS	LTS-E
By-Stander	D-STS	STS-LTS	LTS-E
Fight	STS - LTS	STS - LTS	LTS - E
Assault	STS-LTS	LTS-E	E
Threats	STS-E	LTS - E	E
Gang/Hate Group Affiliation	STS - LTS	LTS - E	E
Chemicals* (Drugs, Alcohol, etc.)			
• Possession, Use, Influence of	STS-LTS*	LTS-E*	E
• Buy, Sell, Trade, Distribute (or attempt to)	LTS*	E*	
Weapon/Dangerous Object	LTS - E	E	
Firearm	E		
Trespass	D	No trespass and police notification	STS-LTS

Suspended/expelled students are not to be on or near any school district property at any time. Police may be notified for involvement with exceptional misconduct, suspension, and/or expulsion.

\*Student Assistance Assessment and Family Conference will occur prior to re-entry.



