

# Maple View Middle School 2018-2019



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**A**ccepting  
**R**espectful  
**S**afe

18200 SE 240<sup>th</sup> St.  
Covington, WA 98042  
425-413-5500

### Student Commitment:

I recognize that the planner is a tool to help me be organized and successful at Maple View Middle School. I commit to using this tool for my success!

My Name is: \_\_\_\_\_

### *My Schedule:*

Period 1: \_\_\_\_\_

Period 4: \_\_\_\_\_

Period 2: \_\_\_\_\_

Period 5: \_\_\_\_\_

Period 3: \_\_\_\_\_

Period 6: \_\_\_\_\_

## **ASSOCIATED STUDENT BODY**

Every student at Maple View is a member of the A.S.B. The Associated Student Body organization (A.S.B.) is a democratic organization of students. The duties of this organization shall be:

- 1) Organize and coordinate activities of clubs and classes.
- 2) Promote curricular and co-curricular activities.
- 3) Reflect student representation on school related issues.
- 4) Monitor student funds.

## **STUDENT ACTIVITY PROGRAM**

The student activity program at Maple View Middle School is designed to offer all students a balanced set of extracurricular opportunities. In addition to the student government organizations, there are clubs formed by students with common interests. Each club has a staff advisor and plans its own activities. Clubs are part of and responsible to the Associated Student Body organization.

## **A.S.B. ACTIVITY CARDS**

A.S.B. designation may be purchased in the cashier's office. The A.S.B. card may offer reduced prices for dances or other school-related events. The A.S.B. card is required for any student participating in co-curricular activities. With an activity card you receive reduced admission fees at THS sporting events.

## **TEXTBOOKS**

Each student is responsible for issued textbooks. Fines will be assessed if they are lost or damaged. New books should be immediately protected with book covers.

## **FINES**

Fines and/or fees are imposed for materials that are not returned or have been damaged. Yearbooks or other items may be withheld until all fines are paid, students may not be able to participate in sports or honor level programs.

## **LIBRARY**

Students are welcome to come to the library on their own before and after school, during lunch, or during class with their teacher's permission to check out books, read, study, or relax. Library materials may be checked out for two weeks, with the exception of textbooks which have a 3-day circulation period. Computer generated emails are sent out for overdue books, and a fine for the replacement of the book is assessed once a book is 30 days past due.

## **IMMUNIZATION**

Each student is required to meet the state's immunization standards. Information and forms are available in the front office. State regulations prohibit student from attending public schools without proper immunizations.

## **MEDICATION**

Medications (including aspirin or allergy medication) that are intended to be self-administered are restricted to the following guidelines:

- A State required form needs to be completed by a physician and signed by parent for student medications to be administered by the school nurse.
- contained in the original, labeled bottle
- accompanied by a parent note on file in the nurse's office or retained by the student

## **HEALTH CARE SERVICES**

To comply with the Family Rights and Privacy Act, we keep a record of the health care services that we provide to each student. You may ask to see a copy of your student's record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so. You may see your record or get information about it at the attending school. Health information pertaining to special education needs is located in the Special Services Dept. at Tahoma School District Central Services Center.

## **NURSE'S OFFICE**

We have a nurse available 6 hours a day to administer medications, respond to emergencies, fulfill state requirements for vision, hearing and for scoliosis screening, assist in student personal hygiene needs, and determine whether or not a student is too ill to be at school. A student running a fever is considered to be contagious and will need to be picked up.

## **BULLETIN BOARDS**

All posters and written information distributed to students are to be approved by the principal or the activities coordinator before they are placed on a bulletin board or wall.

## **FLOWER/GIFT DELIVERIES**

**Please** do not send flowers or balloons to your student here at school. They will not be delivered. The student will receive a note to come to the main office and pick up the delivery at the end of the school day.

## **TELEPHONES**

Students will be allowed to use the classroom or office telephones only at **staff discretion**. Students must have a pass from the classroom teacher to use the office telephone during class time. Students may have cell phones here at school, but they are not to be on or visible during school time. **We are not responsible for theft or loss.**

## **LOST AND FOUND**

A lost and found service is maintained. Students should turn in all items found for which ownership is unknown to the main office.

## **SCHOOL VISITATIONS**

Students are not permitted to bring visitors to school. Parents/guardians are welcome at any time; please stop by the main office for a Visitor's badge.

## **CLOSED CAMPUS**

Maple View Middle School is designated as "closed campus," which means students CANNOT leave the school grounds once they have arrived, even if first period has not yet started.

In addition to being a closed campus, Maple View has areas where students are not allowed except for instructional purposes. These restricted areas are the parking lots, behind the gym, bus loading areas, and the areas behind the portable classrooms and other unsupervised areas. Students are reminded that the woods surrounding the school are considered off campus areas and are off limits once students arrive at school. Violation of these regulations will result in disciplinary action.

## STUDENT PRIVACY

The right to privacy is a fundamental tenet of human liberty. District staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. Therefore, only designated personnel shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in a manner prescribed by direct policy.

A student shall be free from searches of his/her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be stolen, an illegal substance, or of immediate danger to the student or to other students. School officials shall request the student to remove all items from pockets, backpacks, bags or other personal effects.

## BUS TRANSPORTATION

Buses will load and unload in the bus zone. The driver is in full charge of the bus and the students. Students are to obey the driver promptly and willingly. Buses have the right-of-way when leaving the campus. Parents who provide transportation for their children should deliver and pick-up their students at the side of the school building. Students being dropped off by parents shall not be on campus prior to 7:45am.

## BUS PASSES

Students planning to get off the bus at a stop or ride a bus other than their regular arrangements must present the bus driver a pass issued from the main office. To obtain a bus pass the student must bring a signed note from their parent/guardian granting permission. The note must include the address and bus number for the requested bus pass. Transportation home must be provided by parents. The request for all bus passes must be presented to the office prior to 10:30 a.m. There will be **NO** bus passes issued on early release days or the last day of school. All bus passes are subject to seating availability.

## PRIOR TO THE START OF THE DAY

At the start of the school day a student shall have a pass before entering the building. Students are invited to be on campus at 7:45am.

## LEAVING SCHOOL AT THE END OF THE DAY

At the close of school, unless they are attending a school-sponsored activity, students are expected to ride home on the bus or with their parents/guardians. Students will not be allowed to ride home with unauthorized individuals prior to the end of the day without written permission from a parent/guardian. This includes neighbors, friends or older siblings.



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# BE EXCELLENT

*Being excellent means you are on-time and ready to learn*

## ATTENDANCE POLICY

The regularity of attendance is a major contributing factor in reaching the instructional objectives of a course. The following procedures have been designed by the Tahoma District staff to develop cooperation between parents/guardians and school authorities in order to assist students in establishing lifelong habits of reliability and promptness. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law further states that students shall be regular and punctual in attendance. This law governs all absences, including excused absences.

## Definitions and Process

### Absences

If your student is absent for any reason, please notify the attendance office at 425-413-5500. Upon returning to school, students are required to clear all absences. Please help your student clear all absences by sending a note with your student when they return. This note should include the date of absence, current date, parent/guardian signature and the reason for the absence. Students with excessive absences may receive a letter informing them about "Becca Bill" requirements.

### Excused Absences

Illness, family emergencies, (i.e., funeral or serious illness), and appointments of a medical, dental or legal nature represent excused absences.

### Parental Absences

RCW 28A.225.0101 places the responsibility of student attendance on the parent or legal guardian. Absences other than those defined as excused, given the permission of the parent or legal guardian, are considered parental absences. Parents/legal guardians should understand that any absences will affect academic progress. For this reason, we recommend that parents plan ahead with pre-arranged absences.

### Pre-arranged Absences

Absences for other reasons may be excused if the student presents a written request to the attendance office prior to the planned absence. The student will be given a pre-arranged absence form which should be signed by each teacher and

then returned to the attendance office. Students must return the signed form to the attendance office prior to the absence. Homework requests for pre-arranged absences need to be made 3-5 days prior to the absence. If the teacher is able, homework will be available. Otherwise the student will make up homework upon returning. Although homework may be made up, lack of classroom participation during a pre-arranged absence may affect the student's grade.

### Homework

It is the student's responsibility to get missed assignments for the times they are absent. This can be done by contacting the classroom teacher. Homework can then be received in the attendance office. Please note that a 24-hour advance notice is required to obtain homework from the attendance office.

### Morning Late Arrival

If a student arrives late to school or does not arrive at his/her first period class by 8:00am for any other reason, he/she must stop in the office for an admit slip.

### Early Dismissal

A student who needs to leave before the end of the day must be signed out by a parent/guardian through the main office.

### Truancy

Truancy is defined as absence from school or class without the knowledge and consent of the parent/guardian or absence from school or class once arriving on campus without the knowledge or consent of the school staff. Students may be denied the opportunity to submit academic work.

### Tardiness

A student will be marked tardy by the teacher if he/she is not in his/her classroom when class starts. If a student arriving tardy does not have a signed pass to class, the tardy will be considered unexcused. It is the responsibility of the student to obtain a pass prior to leaving the previous staff member. Students are subject to discipline and possible loss of academic work for excessive tardiness each semester.



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# BE ACCEPTING

*A positive, healthy attitude and behavior promotes a safe, fun and successful learning environment.*

## STUDENT RECOGNITION PROGRAM

The goal of the Student Recognition Program is to promote and publicly recognize students for academic and behavioral excellence. Special events will be organized throughout the school year for students who have met the behavior criteria set at the start of the year.

### Future Ready Awards

Staff will nominate students who exhibit Future Ready Skills.

### BEARS Bucks, BEARS Paws

Acknowledgement of positive behaviors which may result in prizes and other forms of recognition

### Awards Assembly

In June students and their families may be invited to a special awards assembly for a variety of outstanding student achievements. Special awards certificates and/or trophies will be presented for such areas as academic achievement, excellent attendance, subject area awards, Presidential Fitness awards, etc.

## COUNSELING SERVICES

The Counselor focuses on the personal, social, and educational needs of all students. The Counselor is an important resource for all students, staff and parents/guardians.

### SCHOOL COUNSELORS

Maple View counselors are professionally trained and certified to work within the school setting with students, parents, teachers, administrators and agencies within the community. The counselor coordinates guidance programs to help students acquire skills in the social, personal, educational and career areas necessary for living in our society. The counselor is a specialist trained to provide prevention and intervention services and to meet the educational and mental health needs of students with the public school system.

Specific services provided may include:

- classroom guidance activities
- group/individual counseling
- academic counseling
- crisis prevention & intervention
- assistance & consultation for parents
- liaison between students, parents, and staff

### ACADEMIC REPORTING

Reports cards are issued through electronic means. Please check Skyward regularly. Semester grades are recorded and maintained in each student's permanent record. In addition, parents and students will be notified via progress reports approximately five (5) weeks into each quarter regarding the quality of the student's work in each class.

Weekly academic surveys are available in the counseling center for students to pick up at parent's request.

### PARENT CONFERENCES

Parents/guardians are encouraged to communicate regularly with teachers regarding their student's progress. Student Led Conferences will be conducted in November. Parent(s) will meet with their student to discuss educational progress and future plans. Parents may also schedule a parent/teacher conference throughout the year by calling the counselor or the teacher. Because teachers are with students most of the day, email is the most efficient way to communicate factual information with a teacher. However, if there is a concern that involves a discussion, a phone call or conference usually works best.

### DRUG AND ALCOHOL COUNSELOR

One drug and alcohol counselor serves all Tahoma School District students. This position is funded by grants provided by King County. Services provided include: drug and alcohol assessments, drug education and information. Students may initiate contact on their own or may be referred by friends, teachers or parents. Information is available about community resources for students and families. The drug/alcohol counselor may be contacted through the school counseling office 425-413-5500.



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# BE RESPECTFUL

*Being prepared and respectful to others leads to successful experiences with the school learning environment. Skills and habits you develop at this time will help you to be prepared for future success in high school and the world of work.*

## MATERIALS

Students are required to come to class each day with the necessary supplies to be ready to learn. Supply lists can be found on the MVMS website: <http://www.tahomasd.us>

## HOMEWORK AND ASSIGNMENTS

Students should expect homework to be assigned. Homework and assignments are extremely important, and are included in determining the academic grade for a given class. Homework and assignments are expected to be completed to the best of your ability and on time. Late homework and assignments may result in a lower grade.

Opportunities are provided to help you with your homework:

- Individual assistance from the teacher
- Homework Center. Homework Center is open Tuesday and Thursday after school. Students will receive assistance on homework and assignments on these days.

## LATE WORK

Students are responsible for any work missed when absent. Upon parent/guardian request, the attendance office will request homework and assignments from your teachers. Request for homework and assignments must be made 24 hours in advance and after 2 days.

In the event of excused absences, the student will have one day for each day missed to complete work for full credit as determined by the quality and completeness of the work. The student is responsible for requesting and obtaining missed work from the teacher.

## LUNCH TIME

Maple View operates three lunch periods. Students are expected to eat in the commons. Food and drinks are not permitted in the school hallways and may be subject to confiscation (exception: bottled water). During lunch periods students may choose to play games if offered, go to the library, or visit with friends.

## INCLEMENT WEATHER

We occasionally miss a day of school or begin two hours late due to inclement weather. Communication will come from the district to inform families of delay or closure.

## NATURAL DISASTERS

One of the important responsibilities for any school district is to provide for the safety of students in the event of an emergency or natural disaster. Parents and students should be aware of the following:

- If the event occurs during the time students are coming to school, buses will continue to school rather than returning students to their bus stops.
- Students will remain at school, and will not be released or returned home unless/until conditions allow them to be returned safely. In extreme cases this could involve remaining at school overnight(s).
- Parents/Guardians are advised not to remove a student from the school grounds unless they have first checked with school officials and the student has been checked out. Students will not be released to neighbors, friends, or relatives unless written permission is sent, or they are designated on the emergency contact form.
- Parents should avoid calling the school. The phones may be needed by school officials for emergency communications.

## FIDGETS

Fidgets can be used responsibly to alleviate stress, reduce distractions, and help learners engage. There are, however, rules for the proper use of fidgets in the classroom to ensure the best learning environment for all.

- Materials must be out and ready to go before the fidget can be used
- The Fidget must remain unseen, under the table
- Fidgets must be quiet and indiscernible to other learners.
- Fidgets should remain in one hand.
- Fidgets should remain with their owner at all times.

If the fidget rules are violated (thrown, both hands, on the table, causing conflict, distracting self or others) they will be stowed by a staff member until the end of the day. If there are multiple violations, they may be banned from the classroom.



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# BE SAFE

*Being safe shows respect for yourself and others.*

Your responsibility lies in following these guidelines and the encouragement of your peers to do likewise. In addition to the rules that follow, teachers will have specific policies and regulations of which students will be informed, in writing. The specific policies and regulations of the staff will be posted in their classrooms. Students are to follow the school and classroom rules and regulations. Lastly, any activity that violates state law is also prohibited under district policy.

## **Academic Expectations**

Students who are low-achieving academically may be in violation of WAC 180-40-210, which states that “it is the responsibility and duty of each student to pursue his/her course of studies... and he or she may be subject to corrective action or punishment imposed by a school district and its agents for violation(s) of such rules.”

## **Aggressive Behavior (see also reckless physical behavior)**

Behavior towards another person that is meant to instigate a fight or cause a negative response will not be allowed.

## **Alcohol and Chemical Substances**

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other intoxicant, or other chemical substance. Students may not be in possession of drug paraphernalia, including e-cigs/vaporizers. Any illegal chemical substance, narcotic, hallucinogenic drug, or medicine prescribed to another student is not permitted. No counterfeit drug is permitted. Use of inhalants (huffing) is not permitted. Students may not possess over the counter (OTC) drugs or medicines prescribed for them. In addition, a student may not knowingly remain in any area where there is alcohol or drug activity taking place.

## **Alteration of Records**

A student who falsifies, alters, or destroys school records or any communication between home and school shall be subject to corrective action.

## **Arson**

Setting fire to a building or property is prohibited.

## **Assault/Battery**

A student shall not use, threaten to use, or attempt to use force or violence upon another person, including the use of an object or instrument for the purpose of inflicting injury.

## **Attendance/Tuancy/Tardiness**

A student absent or tardy from classes without an approved excuse shall be subject to corrective or disciplinary action. Leaving class without the permission of the teacher is also considered a truancy. A student out of class, for any reason, must have a hall pass.

## **Behavior Contract**

Students who violate school rule(s) may be subject to the stipulations of a behavior contract and/or a parent conference before returning to class(es) and/or school.

## **Bullying (See Harassment, Intimidation, and Bullying)**

## **Cell Phones**

“Personal telecommunication devices” are prohibited the time students are on campus for school sponsored activities. This includes any/all cellular phones as well as any device that uses cell data or internet allowing communication between students via calling, texting, or social media apps for all purposes not expressly related to assigned classroom tasks (i.e. tablets, iPods, smart watches). In addition, headphones/earbuds are to be packed and away in students’ backpacks. If any devices are used during the day, they may be confiscated and held for pick-up. The Tahoma School District reserves the right to inspect the content on personal

electronic devices used at school if school personnel determine there is a reasonable suspicion that such devices are not being used in accordance with the rules.

## **Cheating**

Any student who knowingly submits work of others in part or in whole represented as his/her own shall be considered to have cheated and will be subject to corrective action. A student who knowingly allows his/her work to be copied shall also be subject to corrective action.

## **Closed Campus/Unauthorized Areas**

Maple View Middle School is a closed campus. This means students SHALL NOT leave the campus area once they have arrived. Students shall not be permitted in unauthorized areas without staff permission. These areas include parking lots, playing fields, and the woods surrounding the school.

## **Damage or Destruction Property**

A student shall not intentionally or negligently damage nor deface school or private property in any way. Students and parents shall be liable to the school district for all damage to school district property, and disciplinary consequences may be assigned.

## **Defiance of School Authority**

A student shall comply with all lawful and reasonable instructions of any District employee.

## **Disruptive Conduct**

A student shall not use violence, force, noise coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption of any lawful mission, process, or function of the school. Such conduct includes occupying school property in order to deprive others of its use, blocking normal pedestrian or vehicular traffic, and intimidating or prevention students from attending a class or school activity or a staff member from exercising his or her lawfully assigned duties.

## **Dress Code**

Please see Tahoma School District Dress Code (Board Policy 3224 and Administrative Procedure 3224P) *Hats or other valuable accessories are brought at your own risk and should remain stowed away in a backpack.*

## **Drugs (See Alcohol and Chemical Substance)**

## **Electronic Listening Devices**

Use of iPods, MP3 players, and headphones/earbuds are permitted with the express permission of the teachers. Speakers are not to be used.

## **Explosives**

Explosives, including fireworks, are not permitted on school premises or at school-sponsored events.

## **Extortion**

A student shall not take another person’s money or property, or coerce behavior, by the use of threats or physical violence.

## **False Alarm**

The intentional tripping of a fire alarm or making a written or verbal bomb threat is prohibited.

## **Fighting**

A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. Both combatants involved in a fight may be subject to corrective action or punishment.

## **Food**

All food and beverages must be confined to the student cafeteria (except bottled water). Eating in classrooms is at the discretion of the classroom teacher.

**Forgery/Falsification**

The act of fraudulently using (in writing or orally) the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

**Gang Behavior**

A student shall not exhibit behavior or gestures or gang membership as set forth in Board Policy 3224.

**Hall Passes**

A student out of class, for any reason, must have a hall Pass. Students wishing to move between after-school activities must also have a pass.

**Harassment, Intimidation, and Bullying**

The district is committed to a safe and civil educational environment for all students free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.3608(3), (race, color, religion, gender, or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal, or physical act; a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school. A student who believes that he/ she, or another student, is being subjected to harassment, intimidation, or bullying (whether by another student, district staff member, parent, or volunteer) may use the guidelines outlined in Policy and Procedure 3207- Prohibition of Harassment, Intimidation and Bullying, to report and resolve the concern. A copy of this Policy and Procedure is available by contacting the main office.

**Inappropriate Social Behavior**

Students shall refrain from activities that violate standards of acceptable social conduct including public demonstrations of physical affection on the school campus or at school-sponsored events.

**Loitering**

A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students shall immediately follow requests to disperse.

**Loitering in the Presence of Misconduct**

A student shall be expected to immediately leave any activity at which misconduct is occurring.

**Lying to Authorities**

Students shall not deliberately misrepresent or omit any relevant fact when answering the questions of or conversing with school personnel.

**Misconduct with Substitute Teacher**

Students are expected to show respect to guest or substitute teachers. Students receiving a discipline referral from a guest teacher may incur a harsher consequence.

**Multiple Infractions**

Multiple infractions is violating more than one school rule or violating the same rule on separate occasions. This may result in significant consequences, up to and including expulsion.

**Off-Campus Events**

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel.

**Plagiarism (see cheating)**

Students shall not copy (in part or in whole), download, or plagiarize a written work and turn in the assignment as his/her own.

**Reckless Physical Behavior**

Any aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of students and/or staff, is prohibited. Spray/Fragrance products are not allowed at school.

**Refusal to Identify Self**

All persons are expected, upon request, to identify themselves to school personnel in the school buildings, on the campus, or at school-sponsored events.

**Theft**

Theft is defined as the unauthorized carrying away of the personal goods or property of another person or the school district. Students and parents shall be liable to the school district for the failure to return school property loaned to a student.

**Threats**

Students shall not threaten to use force or violence upon any school staff, student, or property. All threats will be taken seriously.

**Tobacco**

A student shall not possess, use, or show evidence of having used a tobacco product of any kind, or any item purported to be such including e-cigs/vaporizers. A student shall not knowingly remain in any area where such an activity is taking place. Possession of matches/lighters is also not permitted.

**Truancy (See Attendance/Truancy)****Unauthorized Computer Use**

School board policy states that computers are for educational purposes only and must be in support of education, research, or school approved co-curricular activities, the use of computers and systems must be in conformity with all laws and school policy and commercial solicitation is not allowed. Users are responsible for the privacy of their password, logging off the computer when they are finished, and the appropriateness of the material and actions that take place under their account, no use of the system shall disrupt the operation, Software and hardware shall not be destroyed, modified, or abused, unauthorized access or attempts to access any computer hard drive or computer system is prohibited, the cost of parts and labor associated with repairing the system may be included as a consequence for tampering with the system.

Level One Offenses may include:

- Accessing programs that are not in the start menu or local programs.
- Downloading programs from the internet.
- Accessing or deleting programs and/or files from the public directory.
- Non-educational use of e-mail.
- Using someone else's account.
- No programs shall be downloaded onto the hard drive.

Level Two Offenses may include:

- Attempting to gain access to accounts or other restricted areas, such as the computer's hard drive.
- Attempting any activity that may potentially damage the computer or the network
- Use of the system to store, distribute, or access obscene or pornographic material.
- Attempting to gain access to none educational sites during academic time not approved by instructor.

**Unauthorized Sales/Distribution/Activities**

Selling or purchasing any items not authorized as a school fund-raiser is prohibited. Distribution of information or materials not authorized by the Tahoma School District is not permitted.



### **Vulgar or Lewd Conduct**

Any lewd, indecent, or obscene act or expression is prohibited, including those remarks with racist or sexist overtones.

### **Weapons and Dangerous Instruments**

A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, air gun, dangerous weapon/ammunition, taser, pepper spray, or a facsimile

thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. State and federal law require that students in possession of a firearm on school grounds be expelled without the opportunity to apply for re-admission for at least one calendar year. The Superintendent may make exceptions in this mandatory penalty on a case-by-case basis.

## **POSSIBLE DISCIPLINARY ACTIONS**

*A fair and consistent discipline plan must also provide degrees of flexibility for the consideration of individuals involved. The considerations include: 1) intent and severity of the act, 2) the number of previous acts by the parties involved, 3) prior disciplinary action taken to alleviate the situation, 4) previous parent involvement and input.*

Progressive and corrective disciplinary action may involve any of the following actions:

- **Informal Warning:** An administrator or staff member will talk with student explaining the expectations for future situations.
- **Student Conference and/or Warning:** A formal conference is held between the student and staff member to discuss the behavior and expectations and consequences of future situations.
- **Parent Involvement:** Parent/guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her parent/guardian, and staff members.

### **DISCIPLINE PROGRAM DEFINITIONS**

Possible disciplinary actions considered least to most severe may include:

- **30 Minute Lunch Detention:** The student is assigned to a supervised detention room during his/her own lunch period. The student is to report within five minutes of the start of lunch.
- **After School Detention:** The student is assigned to a supervised detention room after school from 2:30 to 3:30 p.m. During this time the student must work on school work, read silently, or help beautify the campus.
- **Friday School Discipline:** The student is assigned Friday School (2:30 – 4:30pm) during which time the student will complete school work and school beautification. Friday School (two hours after school) may be assigned any day of the week.
- **Partial Day In-school Suspension:** The student is assigned to a supervised in-school suspension room for part of the school day. The student is excluded from school activities during the suspension period. The student is expected to complete school work or read silently.
- **Full Day In-school Suspension:** The student is assigned to a supervised in-school suspension room for the entire school day. The student is excluded from school activities during the suspension period. The student is expected to complete school work or read silently.
- **Short term Suspension from School:** (1 to 10 days) The student is excluded from school and related school activities.
- **Long term Suspension from School:** During a long term suspension the student is excluded from school and related activities for more than 10 days.

- **Emergency Expulsion from School:** An emergency expulsion means the immediate removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Expulsion from School:** An expulsion means the removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Restitution:** Payment for replacement or repair of theft or vandalism.

\* Students receiving disciplinary action from a substitute teacher may receive double consequences.

\*\* All students suspended or expelled have the right to apply for re-admission at any time. All disciplinary actions which remove the students from classes are subject to limitations set by WAC 180-40-245 and 250.

\*\*\*Additional infractions under exceptional misconduct are accumulated from the date of the first infraction. (i.e., may include infractions from previous years)

### **ATHLETICS**

Maple View Middle School is a member of the Kent/Tahoma Junior High League for interscholastic competitions. The Kent/Tahoma Junior High League offers four seasons for athletes. There are some requirements concerning eligibility for any sport. Sports registration information can be found on the Tahoma Athletic website. For additional information contact your school's athletic coordinator.

Our 7<sup>th</sup> & 8<sup>th</sup> grade athletic program is divided up into seasons:

- Season 1 (September – November)  
Football  
Girls Volleyball
- Season 2 (November - January)  
Boys Basketball  
Dance
- Season 3 (January - March)  
Girls Basketball  
Wrestling
- Season 4 (April - June)  
Boys Baseball, Girls Fastpitch  
Track

**Please see the TSD Athletic website for specific participation information.**

## LOCKERS

You will be assigned a P.E. locker. You are to use only the locker assigned to you. If at any time you have a problem with your locker, please check with your PE teacher.

**THE SCHOOL IS NOT RESPONSIBLE FOR LOST, DAMAGED OR STOLEN PROPERTY BELONGING TO THE STUDENTS.**

The following rules apply:

1. The lockers are school property and may be opened by school authorities when it is necessary.
2. You may not change lockers without permission from the teacher.
3. If your locker will not open, report it to the PE teacher.
4. DO NOT TELL ANYONE YOUR COMBINATION!
5. The lockers should not be marked on with anything that cannot EASILY BE REMOVED. Fines will be assessed for damages or lost locks.
6. You should not keep money or other valuable items in your locker.
7. Lockers must be closed and locked at all times. Additional external locks are not allowed.

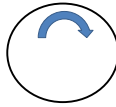


## PERSONAL PROPERTY

The following are examples of items which are not specifically related to the learning process. These items may be confiscated and held if brought on campus:

Skateboards, Rollerblades  
Electronic toys, laser pointers  
Speakers  
Toys/Collectibles

**The school is not responsible for the loss or theft of personal valuables.**

### HOW TO OPEN:

Step 1		a. Spin the combination dial clock-wise a couple of times to clear the tumblers. b. Stop on the first number.
Step 2		c. Turn the dial back to the left <u>one full circle, passing the first number</u> , and stop at the second number.
Step 3		d. Slowly turn the dial to the right and turn until dial stops. Hold and pull out .....IT OPENS!

	<b>Be Excellent</b> <i>Participate Positively</i>	<b>Be Accepting</b> <i>Respond Appropriately</i>	<b>Be Respectful</b> <i>Respond Appropriately</i>		<b>Be Safe</b> <i>Control Your Body</i>
<b>In the Classroom</b>	Sit up Listen Ask questions Nod your head Track the teacher	Listen to other points of view Work together as a team Independent work	Use positive language Listen to the speaker Always give your best effort		Sit appropriately Aisles clear, materials stored Hand/Feet/Objects to yourself
<b>In the Hallway</b>	Walk with purpose Carry a hall pass Be in the proper place at the proper time	Yield to others Assist others	Use inside voice Use school appropriate language Honor personal space		Walk to the right Hands/Feet/Objects to yourself Watch where you're going
<b>In the Commons</b>	Clean up after yourself Recycle all items Wipe down your area Eat responsibly Use inside voices Use proper etiquette	Settle differences peacefully Support each other Celebrate differences	Say Please and Thank You Listen for special announcements Use good manners		Hands/Feet/Objects to yourself Stay seated until dismissed
<b>At Rec Time</b>	Report misbehaviors or injuries Expect the best from yourself and others Calm behaviors	Support each other Invite others to join Respect personal space	Settle differences peacefully Pick-up after self and others Celebrate differences		Walk at all times Stay within expected boundaries Hands/Feet/Objects to yourself
<b>Library</b>	Calm behaviors Inside voice	Settle differences peacefully Work together as a team	Use good manners		Hands/Feet/Objects to yourself
<b>Assemblies</b>	Sit up Hands to self In your own space Noise level is appropriate Eyes on presenter	Show appreciation and encouragement	Formal (Future Ready, Concerts) Applaud at appropriate times Voice level 0 Participate positively	Informal (Pep) Cheer at appropriate times Voice level 0-5 (Follow cues of the speaker) Participate positively	Hand/Feet/Objects to yourself Remain seated Stay seated until dismissed

Tahoma School District staff assembled this list for informational purposes only. Tahoma School District does not endorse or guarantee any of these agencies.

### **TREATMENT FOR ADOLESCENT CHEMICAL ABUSE**

Auburn Youth Resources  
1000 Auburn Way S  
Auburn, WA  
(253) 939-2202

Lakeside-Milam Burien  
Adolescent Treatment Center  
12845 Ambaum Blvd. SW  
Seattle, WA 98146  
(800) 231-4303

St. Peter Chemical Dependency Ctr.  
4800 College Street SE  
Lacey, WA 98503  
(360) 456-7575  
*Separate adolescent & adult facilities*

Ryther Child Center  
2400 NE 95th Street  
Seattle, WA 98115  
(206) 525-5050  
*Adolescent treatment*

### **CHEMICAL ABUSE INFORMATION/CRISIS SERVICES/SUPPORT GROUPS**

Alcohol/Drug 24-hour Helpline  
1-800-562-1240

**Emergency Services**  
**911**

King County Drug Abuse Services  
(206) 296-7615  
*Info on drug addiction & help avail.*

Al-Anon and Al-Ateen  
(206) 625-0000  
*Help for those who live with problem drinkers.*

Narcotics Anonymous  
(253) 872-3494  
*Information and support for people who are trying to become drug-free.*

Poison Control Center  
1-800-222-1222

Crisis Clinic  
1-800-244-5767  
*24-hour phone line that helps with general life problems, depression, drug/alcohol questions.*

### **DRUG AND ALCOHOL ASSESSMENT/COUNSELING** **Sliding fee scale for assessment and counseling for individuals and families**

Kent Youth and Family Services  
232 South 2nd, Suite 201  
Kent, WA 98032  
(253) 859-0300

Maple Valley Community Center  
22010 SE 248th  
Maple Valley, WA 98038  
(425) 432-1272

Renton Area Youth Services (RAYS)  
1025 S. Third Street  
Renton, WA 98055  
(425) 271-5600

## MIDDLE SCHOOL SANCTION RANGE CHART

The shaded areas indicate a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior would warrant a less severe sanction while more severe forms warrant more severe sanctions. District officials have the discretion to depart from the sanction chart in cases involving extenuating or exceptional circumstances. Discipline for students with disabilities may be subject to review by student support and/or IEP teams.

Misconduct	Closed Lunch	After School Detention	Friday Evening School	In-school Suspension (1-5 Days)	Short-term Suspension (1-10 Days)	Long-term Suspension (11-90 Days)	Emergency Expulsion	Expulsion
Academic Expectations								
Aggressive Behavior								
Alteration of Records								
Attendance Tardies 1 <sup>st</sup> – written warning		2nd	3rd	4th – 2 days				
Attendance/Truancy <sup>1</sup>								
Unauthorized use of cell phones or any other electronic device	Confiscation							
Cheating								
Closed Campus/Unauthorized Access								
Damage or Destruction of Property				Suspension until Restitution / School Service served				
Defiance of School Authority								
Disruptive Conduct								
Dress Code Violation 1 <sup>st</sup>	Remove item							
Additional Violations								
False Alarm								
Fighting <sup>2</sup>								
Food	Confiscation							
Forgery/Falsification								
Gambling								
Hall Passes								
Harassment, Intimidation & Bullying						see exceptional misconduct		
Inappropriate Social Behavior								
Loitering								
Loitering in the Presence of Misconduct								
Lying to Authorities								
Misconduct w/Substitute Teacher								
Multiple Infractions								
Off-Campus Events	Subject to same regulations observed during school							
Plagiarism								
Reckless Physical Behavior								
Refusal to Identify Self								
Theft								
Threats								
Tobacco (per policy 4215) - Possession, Distribution and/or Use				1st – 1-3 Days <sup>3</sup>	2nd – 3 days 3rd – 5 days 4th – 10 days <sup>4</sup>			
Unauthorized Computer Use	Remove internet access and/or computer use							
Unauthorized Sales/ Distribution	Confiscation if failure to stop selling after request							
Vulgar/Lewd Conduct								

Awaiting new chart

- 1) Truancy Petition will be filed with the Juvenile Court System (through the Tahoma Truancy Board).
- 2) Suspension for fighting can be reduced if student agrees to participate in an anger-management student group through the counseling center.
- 3) Students will complete an anti-smoking educational activity as one component of the In School Suspension.
- 4) If parent and student consent to a school-approved counseling or treatment program that the student attends, at parent expense, and if student follows recommendation(s) for treatment, suspension would be reduced to five (5) day home suspension



# Tahoma School District Dress Code

## Board Policy 3224

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not lead school officials to reasonably believe that such dress or grooming shall present a health or safety hazard, create a material and substantial disruption of the educational process, or promote, advertise, or encourage behavior or convey messages contrary to valid pedagogical purposes or the district's educational mission.

The following standards are established to provide guidance to students:

1. Clothing and/or accessories displaying or making reference to alcohol, illicit drugs or tobacco or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
2. Apparel, accessories, or manner of grooming which evidences gang membership, affiliation, or promotion thereof is prohibited.
3. Hats and/or other head gear (i.e., scarves, hoods or sweatshirts, bandannas, sunglasses) shall not be worn in the school building during the school day. (Hats and head gear of students in violation of this standard will normally be confiscated and sent to the school office where they may be returned to the student at the end of the school day. In the case of repeated violations, the confiscated items may be kept in the school office until the end of the semester.)
4. Attire which exposes the torso (i.e., halter tops, tank tops, see-through clothing and clothing that does not cover undergarments) is not appropriate school wear. Pants will be worn at waist level even if the body is covered by a shirt.
5. Jewelry and other accessories or clothing which may present a safety hazard or danger to the welfare of self or others shall not be worn. (Including wallet chains and spiked accessories.)
6. Spandex clothing worn as outerwear is not permitted during the instructional day.
7. Shorts must be fingertip in length and hemmed. (not running shorts)
8. Shirts and blouses must be free from holes and pants must not be cut or have holes above mid-thigh.

Exceptions may be made to one or more of the standards by the principal on a case-by-case basis for physical education classes, students with disability-related needs, students with bona fide religious dress requirements, and with consideration given to the physical and social developmental level of students.

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

1. Creates a hazard to the student's safety or to the safety of others; and/or
2. Prevents, interferes with or adversely affects the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent. Students may be subject to corrective action, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activity for such period as the principal may determine. All students shall be accorded appropriate due process.