

Sumner Middle School

1508 Willow Avenue
Sumner, WA 98390
www.sumnersd.org

This agenda belongs to: _____ Grade _____

Welcome to the home of the Bobcats !

Belonging
Success
Freedom & Choices
Fun
Safety

STUDENT DAY

7:05–7:20 am	Students arrive
7:25 am	Class begins
2:20 pm	Dismissal
2:30 pm	All students off school grounds unless in supervised activity



FAMILY FRIENDLY CALENDAR

Every Wednesday student arrival **9:05**

Office Hours: 7:00 am – 3:15 pm

Front Office/Principals/Teachers:	891-5000
Attendance Office	891-5010
Guidance Office/Counselors	891-5011

The Bobcat Way

Student Behavior Expectations

Halls, Courtyards, Bus Loading & Common Areas



To ensure the safety of all students and staff please treat each other respectfully. If an adult asks to speak to you, stop and talk with that person. Walk using the right hand side of doors, staircase and halls. Use a normal speaking voice. Walk in the cafeteria, halls and courtyard. Students are to walk directly to bus loading areas at dismissal. Students may not linger in the courtyard or other areas on the campus after school.

Cafeteria Procedures and Behavior

- Keep lines orderly: no cutting
- Follow directions from cafeteria supervisors including kitchen staff
- Keep hands, feet and food to yourself
- 8 students to a round table
- Eat and drink only in the cafeteria
- Use a conversational voice
- Deposit lunch litter in garbage cans
- WALK in the hallways and cafeteria
- Leave tables clean
- Share responsibility for cleaning up dropped or spilled food. “Leave no trace”
- Wait for supervisors to dismiss students (will check for clean tables)

Assemblies

Students are expected to be a courteous and respectful audience. Students who choose to be disruptive, rude or inappropriate, will be removed from the assembly to a detention room and not allowed to attend one or assemblies.

- Leave books and personal possessions in classroom
- Sit in designated section with your class
- Become silent when speaker approaches microphone and listen respectfully
- Show appreciation by clapping; booing is never acceptable
- Hold applause until the end of introductions of groups or teams
- Remain seated until dismissed back to class; leave in an orderly fashion



Sumner Middle School

Students Rights and Responsibilities

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. Experience 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 (ASB 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. Receive 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

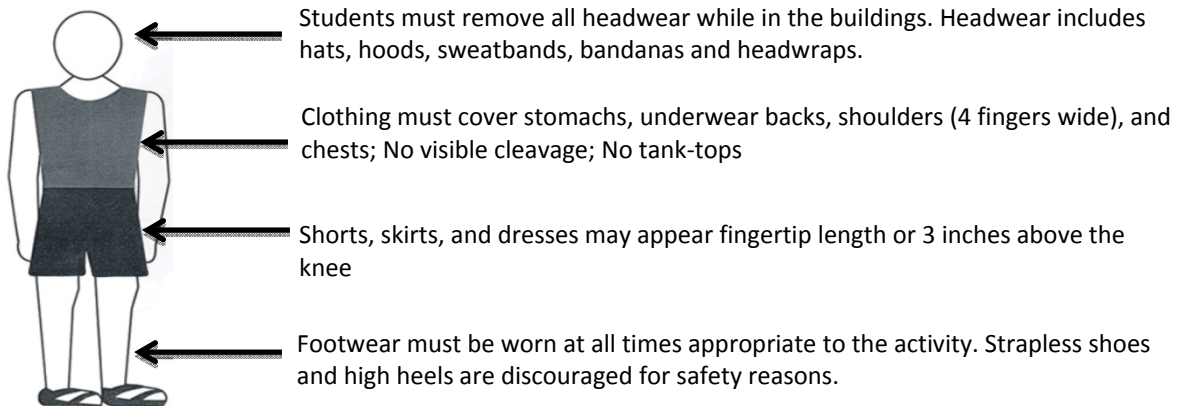
1. Pursue their course of studies.
2. Attend school daily and to be on time to all classes.
3. Be aware of all rules governing student behavior and conduct themselves accordingly.
4. Express their opinion and ideas in a respectful manner so as not to libel or slander others.
5. Dress in a manner appropriate 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.

Bobcat Rules & Guidelines

Student Dress Code

Appropriate Attire

In order to facilitate learning for all students, Sumner Middle School requires 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 for after school events.



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

- Undergarments 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 dress.
- Jewelry that can pose a safety hazard is prohibited.
- Wearing of sunglasses is not permitted in the school building.



In addition, words and drawings that depict alcohol, tobacco, violence, words or pictures with sexual connotation, gang symbols or nicknames, weapons, drug or alcohol references, profanity, racial put downs, obscene word, gestures or pictures may not be displayed on assignments, binders, clothing, backpacks, or any other materials at school including the inside of lockers.

Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary. Further disciplinary action may follow for repeated offenses

Bicycles, Skateboards & Other Wheeled Devices

Please walk bikes, skateboards and other wheeled devices on campus. It is recommended that students wear bike helmets. Bikes are to be stored and locked in the bike rack. Students must make arrangements with teachers for storage of skateboards and other wheeled devices. Skateboards or other wheeled devices may not be used on school property or taken on school buses.

Cell Phones & Other Electronic Devices

Students may only use cell phones and other electronic devices before and after school. Students may not use cell phones, electronic communication and/or entertainment devices during the school day. Cell phones must be turned off and out of sight. Progressive discipline up to and including confiscation and/or suspension will apply.

Electronic devices include, but are not limited to: iPods, MP3 players, palms, headphones, 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 electronic devices.

Gum

Each teacher will determine the gum policy for that class. Failure to follow a teacher's classroom policy will be considered defiant and consequences will be assigned. If gum is NOT allowed in a classroom, students must dispose of gum properly before entering the room.



Defiance/Disrespectful Behavior

Defiance and disrespectful behavior is the willful refusal of a reasonable request of any adult in the building; disrespectful behavior directed toward staff or students; or behavior that obstructs or interferes with the educational process or safety of others. Disciplinary action will be taken.

Obscene/Abusive Language or Behavior

Arousing alarm in others through the use of language or behavior that is obscene, discriminatory, abusive, or threatening is unacceptable.

Public Displays of Affection (PDA)

We understand that holding hands and quick hugs are an appropriate way of showing affection at the middle school level. Nothing else is okay. Students who violate the PDA will be subject to disciplinary action.

Plagiarism and Cheating

The following are examples of inappropriateness when submitting work for a classroom project or work. Students who willfully plagiarize will be subject to disciplinary action.

- Copying or sharing answers on tests or homework
- Submitting another person's work as yours
- Copying from books or the Internet and submitting works as your own

General Student Information

ASB Cards

An ASB card allows students to attend **SMS** dances at a reduced cost and is also necessary for participation in athletics. Cards can be purchased in the Front Office before school, after school and during lunches.

After School Activities

Students are encouraged to become involved in one of the many after school activities. Clubs will be announced in the Daily Bulletin including meetings times and places.

Students not participating in a school activity under the direct supervision of a teacher should be off campus by 2:30 PM. Once students leave the school grounds, they may not return. The eligibility guidelines under Dances are also a requirement for students attending after school events.

Counselors

If students are having problems with peers, struggling academically, or have other concerns they may go to the Guidance Office before school, at lunchtime, or after school and fill out a request slip to meet with a counselor. A counselor will call the student to the office, listen to concerns, and help develop a plan for success.

Dances

The dress code and all school rules apply to dances. All dances will be held in the afternoon.

Eligibility

Only those enrolled and in “good standing” (not having a suspension from the previous dance) at SMS may attend. Students need to attend all periods of school the day of a dance.

Tickets

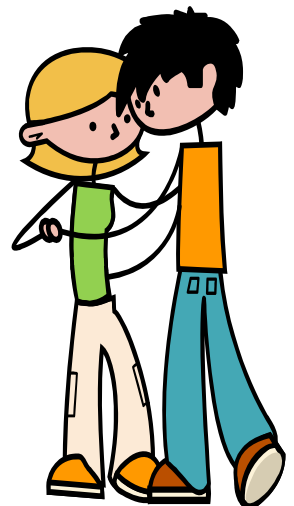
Tickets must be purchased in the Front Office in advance. No tickets will be sold at the door or on the day of the dance.

Expectations

Any behavior that presents a safety concern to self or others is inappropriate for a school dance. Violations include running, piggyback riding, moshing, slam dancing, and freak dancing (suggestive dancing). If a student does not follow these guidelines, parents will be notified and the student sent home. The student will not be allowed to attend any other dances and additional consequences maybe be assigned.

Early Release From Dances

Students must bring a parent note to leave a dance before it ends. The student will not be released until the parent arrives to check the student out. Any student who leaves a dance will not be allowed to return. Transportation for each student should be outside when the dance concludes. Students should not wait until the dance ends to call for a ride.



Internet Access

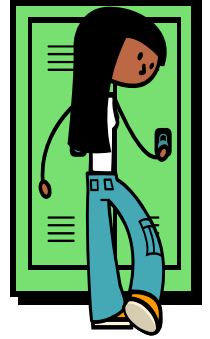
To have access to the Internet, students must agree upon each log on to follow District AUP policies.

Lockers

At the beginning of the school year students will be assigned a locker and combination. To prevent problems related to lockers, the following guidelines must be followed at all times:

- Keep your combination a secret
- Use only your assigned locker
- Leave all valuables at home
- Keep your locker neat and clear

At the end of the school year lockers will be checked and returned in the same condition as when assigned. Students may be billed for any damage or clean-up. Students are reminded that lockers are the property of the school district. Authorized personnel may inspect lockers any time.



Personal Property

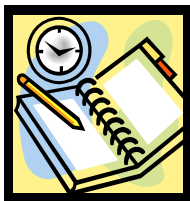
DO NOT bring valuable items to school. The school is not responsible for the loss or theft of items from PE lockers. Always lock your clothing and property in the locker provided during PE and participation in athletics. Leave large sums of money and valuable items at home.

Leave items that may disrupt the learning environment at home. Such items include, but are not limited to: iPods, MP3 players, laser pointers, cameras, rubber bands, CDs, handheld video games, and permanent markers.

Glass containers and cologne in any container are not allowed at school due to possible misuse or accidental breakage. For some people, perfume and cologne is a pleasant scent, whereas for others perfume and cologne could trigger allergic reactions. No spray containers are permitted (other than those containing medication required by a physician and on file with the **Health Technician**.) Breath spray, hair spray, and deodorant spray are examples of items not allowed.

Personal Protection Devices

Sumner School District policy prohibits students under the age of 14 from possessing a personal protection spray device, including mace, pepper mace, or pepper gas while at school or school sponsored activities. If possessing this you must have permission on file with the office.



Planners

Students are expected to utilize their planner as directed by their teachers. Many teachers will require students to show the completed planner before leaving class. Parents are encouraged to check the planner to determine which assignments need to be completed at home.

Telephones

Classroom and Office

Classroom phones are for staff and emergency use. Students may use the phone in the **Guidance Office** with permission only to contact parents regarding urgent school matters.

Parent & Student Information

Athletics

Athletic Participation Fee

Students will be assessed an athletic participation fee to help offset the rising costs of extracurricular staff, coaches, officials and transportation. Athletes pay a fee for each sport in which they participate during each season. This fee will be reduced for students who qualify for the free and reduced-price lunch program. The middle school charge will be \$50.00 per sport. If you choose to pay a yearly fee prior to October 1, the charge is \$125. That student on reduced lunch will pay \$25 per sport, and if on free lunch there is no charge.



Activity Participation

Students must attend all periods to participate in an after-school activity including dances, sports and clubs. Students 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 a prearranged medical or dental appointment.

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 must be home, please call the office to let the school know. A written excuse is requested on the child's first day back.

Absences

Absence from school shall be classified as either an excused absence or an unexcused absence/truancy.

Admit Slips

Any student absent or tardy more than 10 minutes to class must obtain an admit slip from the **Attendance Office** immediately when they arrive to school. Waiting until the bell rings to get in line may result in an unexcused tardy to class.

Readmit after Absence:

All excused absences must have a parent note or phone call to the attendance office with the following information: student full name, parent or guardian's full name, date of absence or tardy, reason for absence, and daytime phone number, parent signature. Even with a note, absences will be considered unexcused with the exception of illness, appointments, or deaths in the family. Oversleeping is not excused.



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 parent/guardian must contact the school help the parent 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.

Excused Absences

An absence is granted for personal illness or injury, serious family illness, quarantine, death in the family, or absences that 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.

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.

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 schedule to develop an Attendance Contract.

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.

Makeup Work

It is the responsibility of the student to check with each teacher regarding missed work. Parents may call the **Attendance Office** on the student's **THIRD** consecutive day of excused absences to request makeup work.

Prearranged Absences

In some cases, certain experiences may provide students with valuable educational exposure that 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. Students must have a note from their parent/guardian in order to pick up a Prearranged Absences Form from the **Attendance Office**



Tardies

Students are expected to be at school and in class on time. A student will be marked as tardy if he/she arrives at the classroom after class begins. Excessive tardiness will be cause for progressive disciplinary action. Teacher will notify parents/students if additional tardy expectations are in place. Tardiness may negatively affect the student's grade.

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 if he/she misses any part of a period, a whole period, or all or part of a school day without the school's permission and without the parent's prior knowledge.

Bus Transportation

Consequences may be assigned for disrespectful behavior toward bus drivers, or unacceptable behavior on the bus or at bus stops. All school rules apply. Written permission will be required for a student to ride another bus, get off at a different stop, or ride home with an adult/driver other than the parent or guardian.



Bus passes will be issued prior to school or during lunch in the **Main Office** or **Attendance Office**. For the safety of students, bus passes will NOT be issued over the phone since we have no way of identifying the caller. For additional information please contact the **Sumner School District Transportation Department at 253.891.6400**.

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. Additional information regarding school year procedures will be communicated with families at the start of the school year.



Food Services

Students may purchase individual items or a full lunch from a variety of daily choices.

Applications for free and reduced prices for breakfast and lunch can be picked up in the front office. Students who receive free or reduced prices for breakfast and lunch are not identified in any way in the cafeteria. All students enter their number for the cashier. Please call if you have any questions. We encourage those who qualify to utilize this program. For additional information you may contact **Sumner School District Food Services at 253.891.6450**

Progress Reports

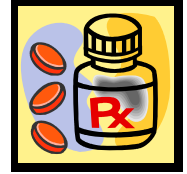
If you have Internet access you can check on missing work anytime. Progress reports are issued every 6 weeks. Trimester grades will be issued every 12 weeks. To view on-line progress reports, go to www.sumnersd.org; click on Sumner Middle School, then click on **Family Access**.



Health Room and Medications

Students are required to have a pass from a teacher to go to the Health room. All medications, even over-the-counter products such as Tylenol and cough drops, need to be stored in the health room.

If medication needs to be administered at school, a “Physician’s Order for Medication at School Form” must be signed by the parent and the physician. The parent must deliver the original labeled container to the Health Technician. The student is responsible for coming to the health room to take the medication. Students are not allowed to be in possession of any form of medication on school campus, buses or bus stops. For additional information you can contact our **Health Technician at 253.891.5014**



Visitors

Parents and other adults are always welcome to visit the school. All visitors need to report to the office for a Visitor’s Pass upon arrival to the building. If parents wish to visit a class they must make arrangement in advance. Only students currently enrolled at SMS are allowed in the building. Friends or relatives visiting cannot attend school with a SMS student.

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 Section 504/ADA coordinator, in writing at 1202 Wood Avenue, Sumner, or by telephone (253) 891-6000.

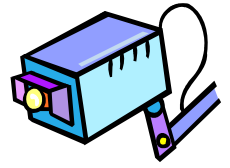
Online Learning in the Sumner School District:

- For 6-12 grade students in the Sumner School District, a limited number of middle school courses, initial high school credit, and credit recovery online learning options will be available for the 2010-11 school year.
- Aventa Learning is the provider for these courses.
- In order to participate, students will need to enroll in the Sumner School District.
- Guidance counselors at either Bonney Lake or Sumner High School will handle enrollment requests. -
-Student progress will be monitored by the online learning manager at each school.
- Weekly, two-way communication is a requirement for participation. Where students are making adequate progress, email or phone contact will suffice. In-person communication will be required in instances where students are not making adequate progress with their online course-work.
- Please call or make an appointment with a high school guidance counselor for more detailed information.

Rules Governing Student Safety

School Security/Cameras

With the remodel of Sumner Middle School, and for the safety of all, cameras were installed in key areas of the building.



Assault/Threatened Assault/Threats

Threats of violence or destruction, whether verbal, nonverbal, in writing, electronic or graphic, are not allowed and may result in expulsion. It is against the law and school guidelines to threaten the safety of another person. Intimidation and threatening to fight even if no punches are thrown, or communicating a message to set up a fight, are actions that will result in disciplinary consequences.

No “play fighting” is allowed on campus or at bus stops.

Retaliation is not acceptable behavior. Students who gather to watch or encourage a fight will also receive disciplinary consequences that could include suspension.

Drugs, Alcohol, And Those Purported To Be The Same

Substance Possession/Use/Trafficking

Students will not possess, use, transmit, or be under the influence of alcohol, drugs, controlled substances of any kind.

Legal drugs are still drugs and are not allowed at any time on campus. This includes cough drops, cold medicine, and pain relievers (i.e. Tylenol, Midol). If a student need to take medication at school steps are listed in the section on ***Health Room and Medications***.

Exceptional Misconduct

Exceptional misconduct is very serious, and can result in long-term suspension or emergency expulsion.

Gang/Hate Group Affiliation

Student behavior, dress jewelry, bandanas, accessories, notebooks with graffiti will not be tolerated on school grounds, at school-sponsored activities, or in a location that negatively reflects upon SMS. Gang affiliation can result in long-term suspension or emergency expulsion.

FIREARMS AND WEAPONS - ANONYMOUS CALLERHOTLINE - 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.

Harassment, Intimidation and Bullying

Sumner Middle School 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 counseling and main offices, and our school's website at <http://www.sumnersd.org/sumnermiddleschool>.

In accordance with state laws (RCW 28A.320.128 & 28A.300.285) our school does not tolerate student harassment/bullying 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 processes 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 our school's front office, counseling offices and on the District website at <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 3R's handbook is available in the front office and on the District website.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, requests for sexual favors or any verbal or physical conduct of a sexual nature. It includes but is not limited to: "panting" another student, exposing undergarments, making comments that refer to a student's physical appearance, spreading sexual rumors, telling sexual jokes, sexual graffiti, making sexual gestures with the hands or body, or touching another student inappropriately. Students may **NOT** grab or pat the body of others.

Theft

Theft is the 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

Direct or indirect communications that are threatening in nature, written or verbal that implies physical harm towards another person, group of people or the school are unacceptable. This includes but is not limited to email, voicemail messages, texting and webpage postings.



Tobacco/Drugs/Alcohol

Possession of tobacco/drugs/alcohol 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). Disciplinary sanctions will be imposed on students who use and/or possess tobacco/drugs/alcohol on school grounds or at school events.

Vandalism

Vandalism is the intentional damage to property that belongs to the school, to other students, to staff members, or to other individuals. This includes clothing and backpacks.

Our district's 'Student Discipline Policies and Procedures' can be obtained on the Sumner SD Web site (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.

Guest Teachers

Guest teachers play a key role in continued learning and success at Sumner Middle School when a teacher is absent from school. Sumner Middle School students are expected to treat guest teachers with respect that is defined by our guiding principles.

ACKNOWLEDGEMENT OF PARENT & STUDENT INFORMATION

We hope you had the time to review the Bobcat rules and responsibilities.

This acknowledges that you have read and understand the handbook. If you or your students have any questions, please call (253)891-5000. (Please sign and return to your first period teacher.)

_____ (Student please check) I have read the handbook and understand its content.

_____ (Parent please check) I have read the handbook and understand its content.

Student: Print first and last name

Parent: Print first and last name

Student signature

Parent signature