



**ENUMCLAW
MIDDLE SCHOOL**

**2019-2020
STUDENT PLANNER & HANDBOOK**

Jill Barrett
Principal

Paul Dumontet
Assistant Principal

550 Semanski Street
Enumclaw, WA 98022

360-802-7150 Main Office
360-802-7160 Attendance Office

ENUMCLAW MIDDLE SCHOOL STAFF 2019-2020

PRINCIPAL: Jill Barrett

ASSISTANT PRINCIPAL: Paul Dumontet

Casey Anderson	7th grade Language Arts	Alice Lampkin	ILC program
Ben Barker	Band	Shawna Lantow	Educational Assistant
J.B. Blair	8 th LA	Dawn Liebel	Attendance Secretary
Lee Blechschmidt	7 th Math	Kathy Lobdell	Art
Corrie Blechschmid	Special Education	Deena Lokovsek	Educational Assistant
Rick Carel	P.E./Elective	Tricia McCullough	8 th Math
Rebekah Cheney	6th Science	Lena McLaughlin	7th History
Denise Chevalier	Library Assistant	Debbie Monstad	Educational Assistant
Della Demerjian	6th/7 th grade History	Joan Morgado	Head Custodian
Jana Doleshel	Educational Assistant	Therese Nowlin	6-8 STEM and Librarian
Mindi Dribnak	P.E.	Robert Nuttle	8 th Science
Davette Eneboe	Counselor	Will Osborn	6 th Math
Julia Ells	Educational Assistant	Julie Schnyders	Kitchen Manager
Jeri Freeburg	Special Education	Darrell Seymour	Night Lead Custodian
Kim Glasco	Kitchen Assistant	Lissa Strecker	Nurse
Vickie Glick	Office Manager	LoriAnne Stocker	Educational Assistant
Kim Hahn	Special Education	Julie Sutter	Science
Jamie Hardy	Educational Arts	Maurine Terry	8 th grade History
Jerry Henderson	Psychologist	Vicky Timko	6th grade History/STEM
Heather Holms	Kitchen Assistant	Doug Van Hulse	Special Education
Amy Ihde	6th grade Language Arts	Adam Waltering	Custodian
Nicole Jones	Secretary	Sam White	P.E.
Jodi Kapalczynski	Educational Assistant	Renee Woods	7 th Science
Karl Karkainen	6th LA/History/Leadership	Julie Wright	Kitchen Assistant
Nicole Laborte	Music	Kevin Zyanya	Educational Assistant

Email addresses: use above teacher names. EXAMPLE: casey_anderson@enumclaw.wednet.edu

2018-2019 Sports

First Season	Second Season	Third Season	Fourth Season
6-8 Girls/Boys Track	6-8 Girls Basketball	6-8 Girls Soccer	7-8 Football
7-8 Baseball	6-8 Wrestling	6-8 Boys Basketball	6-8 Volleyball
7/8 Fastpitch	6-8 Boys Soccer	6-8 Knowledge Bowl	Chess Club
			6-8 Girls Cross Country

STUDENT PROCEDURES, GUIDELINES AND EXPECTATIONS

Respect for yourself and for others is expected at Enumclaw Middle School. Positive attitudes and appropriate conduct are necessary in order to maintain a welcoming school environment. Listed below are the guidelines and interventions to ensure that a safe and productive school environment is in place for all students. These guidelines apply immediately before, during, and immediately after school hours, any time on school grounds and at all school related events to include before and after school activities. School rules may be enforced off school grounds if a student's actions materially or substantially disrupt the educational process. With the exception of tardy violations, which start over at the beginning of each trimester, consequences will accumulate throughout the school year.

ACADEMIC DISHONESTY

Students are expected to do their own work. Students who are cheating or participate in academic dishonesty including plagiarism will be disciplined in the following manner:

1st offense: 0 or F on the assignment or test as well as a lunch detention

2nd offense: 0 or F on the assignment or test as well as 2 lunch detentions

Students who receive a 0 on an assignment or test may be allowed to redo the assignment or test at the teacher's discretion

Altering a teacher's grade record will cause the student to be removed from the class with a loss of credit. A teacher may impose classroom discipline in addition to the school discipline listed above.

ASB REPRESENTATION

The ASB (Associated Student Body) is our student government which makes decisions regarding activities and budget expenditures throughout the year. Students participating in any activity/sport sponsored by the ASB funds are required to purchase an ASB card.

ATHLETIC CODE

The Athletic Code shall include those written rules and regulations established for student athletes competing as representatives of Enumclaw Middle School. All students choosing to participate in athletic programs shall agree to conduct themselves in accordance with the Athletic Code. Copies of all expectations will be distributed to students at the beginning of each sports season. Parents/guardians must sign and return documentation indicating that they have read and understand the expectations.

ACTIVITY & ATHLETIC ELIGIBILITY

Enumclaw Middle School is a member of the Washington Interscholastic Activities Association (WIAA). All schools compete under athletic rules established by this association. Listed below are the Enumclaw Middle School eligibility guidelines. These guidelines are referenced in accordance with the minimum guidelines of the WIAA. Of special note to all student athletes:

Per WIAA standards, all students must maintain passing grades in all of their classes. Any student at Enumclaw Middle School not meeting this requirement will be placed on Activity/Athletic probation defined below. As this is a minimum standard, students may be placed on probation pending the request of parents, teachers, and/or coaches.

- Students not passing all of their classes in the previous trimester will start a season on Activity/Athletic probation and will remain on probation until the grade standard has been met. While on probation, students will not be allowed to participate in any official games or contests until they demonstrate that they have corrected their academic concerns.
- Students must be in attendance at least 2 hours of the school day to be eligible for all extra-curricular activities.
- In regard to absences, if a student is excused from school, then the absence from practice is also excused. If a student attends school and does not attend practice without contacting the coach prior to the absence, then the absence will be unexcused and the student will not compete in the next sporting event. If a student accrues a second unexcused absence, they will be asked to leave the team. An unexcused absence from school will lead to an unexcused absence from practice.
- Head coaches and club advisors shall determine a policy and exercise authority with regard to excused absences and the impact on playing time or team inclusion.

ATHLETIC & ACTIVITY REGISTRATION

To turn out for athletics and activities, you must first register by doing the following:

- Student entering 6th grade that participate in sports, must have a sports physical sign by a physician. Sports physical are good for two years and the date cannot expire before the end of the season in which your student is participating (not applicable for activities). Physicals that are still valid will transfer to the high school.
- Turn in a Concussion Form that has been read and signed by student and parent/guardian.
- Pay Athletic User Fee (not applicable for activities) this fee is non-refundable after the first competition of the sports season.
- An additional fee for Football is required. This fee is non-refundable after equipment has been distributed.
- Make sure all areas of the Athletic/Activity "blue" card are filled out and signed.
- Proof of insurance must be signed or school insurance purchased yearly.
- Purchase your A.S.B. Card.
- Turn in to the main office a correctly completed athletic/activity clearance card for each sport/club in which you participate.

ATTENDANCE

The Enumclaw Middle School faculty, administration and community believe that regular and punctual attendance at school is vitally important for students to achieve maximum benefit from the school program. Such consistent, regular attendance has a positive effect on the school learning environment and will help all students fully realize their academic potential.

Student mastery of course content and achievement of academic objectives through participation in class activities and student/teacher interaction are of extreme importance. Teachers shall communicate to students the extent to which absences or lack of class participation may be reflected in course grades or credit. (WAC 184.235)

In recognition of the responsibility of parents/guardians and the legal obligation established by the Compulsory School Attendance Law, RCW 28A.225, for ensuring the school attendance of children under their care, Enumclaw Middle School has established regulations and procedures for controlling absenteeism, truancy and tardiness of students. These procedures include informing and involving parents in the resolution of such problems.

Attendance State Law – "Becca Bill"

According to the Compulsory School Attendance Law, RCW 28A.225, parents have the legal obligation to ensure that their child attend school on a regular basis. As of 1995, the State Legislature passed the BECCA Law, which requires school districts to file petitions with King County Juvenile Court on students who accumulate either 7 unexcused absences in a month or 10 in a year. Students who violate the court orders to attend school are subject to court ordered consequences that may include juvenile detention in Seattle.

Attendance/Physical Education:

In the case of an injury, parents may excuse a student from physical education for up to 3 school days. The student may still be required to dress down and attend class. The student will also be responsible for doing required make-up forms. A doctor's note is required to be out of P.E. long term due to injury. If a student is out of P.E. long term, alternative assignments may be given.

Tardy

Students are expected to be in class on time. A student is considered tardy if he or she comes to school after 8:00 a.m. or arrives at class after the scheduled start time. If a student is more than 10 minutes late to a class it is considered truancy rather than a tardy. Students who arrive to school late must check in at the Attendance Office before going to class. Missed buses, oversleeping, and unusual personal reasons do not constitute excused tardies. Violations of the tardy policy are for each trimester. Tardies will result in an office referral with the following actions:

1st, 2nd and 3rd Tardies: Warnings will be issued and on the 3rd warning parents will be contacted

4th Tardy: Lunch Detention

5th Tardy: 2 Lunch Detentions

6th Tardy: School Detention

7th Tardy In School Suspension

After 7 tardies, a student will be assigned a punctuality contract for the remainder of the Trimester. Failure to uphold this contract will be considered insubordination.

Early Dismissal

If you need to leave the campus, you must check out through the Attendance Office. You must bring a written excuse from home to obtain an early dismissal for medical or other appointments.

Excused Absence

Phone calls/messages will be accepted for excusing absences, please contact the school at 802-7160 or 802-7150 between 7:15 and 9:15 a.m. on the first day of absence. The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher:

Participation in school approved activity - To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence unless it is clearly not possible to do so.

Absence due to illness, health condition, family emergency or religious purposes - When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon return to school. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.

Absence resulting from disciplinary actions--or short-term suspension - Students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

For every student absence, the parent/guardian must send a signed note to the Attendance Office that gives the date(s), reason for the absence and a contact phone number within 2 school days of the student's return to school.

Students must check in at the Attendance Office prior to going to class on the first day of their return. Those students with a parent note will receive a pass indicating they have an excused/unexcused absence. Those students without a parent note will be initially assigned a truant. A

student can convert a truant to an excused absence by bringing a note from their parent/guardian within 2 school days. After 2 days, an absence can only be converted from a truant to unexcused.

Teachers will give students the opportunity to complete and receive credit for all assigned work missed during an excused absence. Students will assume the responsibility of obtaining and completing the missed class work within the timeline established by the teacher. Credit for participation based learning experiences, or a teacher selected alternative, will be allowed at the discretion of the teacher as outlined in his/her course grading policy.

Pre-Arranged Absence

Extended absences (vacations, etc.) should be pre-arranged with the attendance office by the student picking up a prearranged absence form in the attendance office at least three days prior to absence. This form will be initialed by the principal and approved by all the student's teachers. This will allow the student to make arrangements for the work they miss.

Unexcused Absence

An unexcused absence is a student absence not cleared with a note signed by their parent/guardian within 2 school days of the student's return to school or a student absence for reasons other than those allowed in the Excused Absence section. Failure to submit any type of excuse statement by a parent/guardian is also defined as a truancy. Each unexcused absence shall be followed by a warning letter to the parent of the student. A student's grade shall not be affected if no graded activity is missed during such an absence. After two unexcused absences within any month, a conference shall be held between the parent, student and principal to consider schedule adjustments or corrective actions that are deemed to be appropriate.

Not later than the student's 5th unexcused absence in a month or the 10th total unexcused absence, the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action which may include suspension for the current semester and expulsion. No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year the district shall file a petition and affidavit with the juvenile court alleging an attendance violation by the parent, student or parent and student.

Truant

A truant is a student absence for one class period or more without the permission of the student's parent/guardian and the school. If a student is at school and leaves without checking out at the Attendance Office it is considered a truant. Students will assume the responsibility of obtaining and completing the missed class work within the timeline established by the teacher for all truanancies. Violations of the truancy policy apply to the entire school year. Truancy will result in the following actions:

Truant: A conference will be held between the student and an administrator. The student will be assigned 1 Lunch Detention for each class period missed. If the truancy is for the full day, the student will be given 1 day of in-school suspension.

Truancies beyond #5 will lead to a mandatory Truancy Board Hearing in order to resolve the cause of Truancy

COURT DECISIONS AND RECOMMENDATIONS MAY ALTER THE ABOVE DUE PROCESS

BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS

NOTE: It is the law in King County that cyclists are to wear helmets.

- All bike riders must enter and exit campus via McDougall Avenue. Please proceed directly to the bike rack.
- Please lock your bike for your own protection.
- Bicycles are not to be ridden at anytime except to and from school. You need to walk your bike on campus.
- The school is not responsible for damage or theft of bicycles/ skateboards/ roller blades.
- Skateboards and roller blades are not to be used on school property and need to be stored in your locker.

Failure to comply with the following rules/guidelines will result in a warning. If warning is not heeded, then a referral for insubordination will be issued.

BUSES: RULES

Bus Transportation is a privilege, not a right. Students wishing to retain their bus riding privileges must follow the rules below:

- No food, gum or containers are allowed on the bus.
- Behavior that is appropriate in the class is expected while riding bus.
- Students are expected to follow all directions given by the driver.

Failure to comply with the rules/guidelines may result in a bus referral. Bus referral will be handed in the following manner:

1st referral Conference with an administrator/assigned seat

2nd referral Short term suspension from bus

Behavior deemed by the driver and/or administrator as a safety threat may result in an immediate suspension from the bus and/or school.

BUSES: LOADING

Stay on the sidewalk until your bus has come to a complete stop. Line up on the sidewalk. Load the bus only when the bus door opens or as instructed by the bus supervisor. Buses are not to stop once they leave the loading zone. Do not chase moving buses, but seek help from the bus supervisor on the sidewalk. Middle School students are not allowed to load or unload at the High School or at Southwood Elementary without direct permission of an administrator at both schools.

CELL PHONES/ELECTRONIC VIOLATION

Cell phones and other electronic devices (mp3 players, Ipod's, cameras, etc.) shall be turned off and not operated in the classroom during the regular school day unless given permission to do so by a staff member. If an electronic device is being used without permission, the device will be confiscated and held by staff and/or administrator. Refusal to turn the device over to a staff member will be considered insubordination. If a student has an emergency situation during the school day that requires a parent phone call, the student should make arrangements with a staff member to use a school phone or get staff permission before making a call from his/her cell phone. The District is not responsible for loss, theft, or destruction of devices brought onto school property.

Students are expected to use the Chromebook as a learning tool. If a student is using a Chromebook to access non-school related sites during class time, it will be considered an electronics violation.

- 1st offense:** Lunch Detention – device returned to student at the end of the day
- 2nd offense:** 2 Lunch Detentions – device returned to student at the end of the day
- 3rd offense:** Electronics contract will be issued, where the student loses cell phone or electronics privileges at school – device returned to a parent/guardian
- 4th offense:** Future use or possession will be considered insubordination – device returned to a parent/guardian

Filming students or adults on campus without their consent or permission is prohibited and may be grounds for discipline up to and including suspension.

CLASSROOM DISRUPTION / REPEATEDLY UNPREPARED

The school environment must be conducive to the learning of all students. Students are expected to recognize the value of all students learning and exhibit acceptable behavior while at school. Students must:

- Come to class with required materials and be prepared to learn
- Follow the direction and requests of the teacher
- Promote a positive self-esteem of self and others

Consequences shall accumulate in each individual class. Behavior that disrupts the educational process and/or operations of school will result in the following after the parents have been contacted:

- 1st offense:** Lunch Detention
- 2nd offense:** 2 Lunch Detentions
- 3rd offense:** School Detention
- 4th offense:** In-School Suspension
- 5th offense:** Short-Term Suspension

CLOSED CAMPUS

The middle school operates under what is known as a closed campus. Once you arrive at school, you are to remain at school until you leave campus to go home. All students must check in and out of the attendance office when arriving late or leaving campus early. A person is considered trespassing if he/she attempts to return to campus without authorized permission.

CLUBS

A variety of clubs develop from time to time depending upon student interest. If you would like a special club, seek help by applying to the student council.

COMMERCIALISM

The commercial exploitation of students at EMS is not permitted. Students are not permitted to sell items at school unless approved by an administrator. All posters and advertisements must be approved through the Office.

COMPUTER/TECHNOLOGY

The Enumclaw School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Due to the vast amount of educational information found on the Internet, the Enumclaw School District will be providing your student with the ability to access the district network and Internet. The Internet provides students opportunities to use technology for important purposes in school, just as individuals in workplaces and other real life settings use these tools. In addition, students are provided access to various third - party websites, applications and other online resources to support student learning.

With this educational opportunity comes responsibility. It is important that both you and your student read the school district procedures and policies related to Internet access and that you discuss them. The rules governing the code of conduct for the use of technology and electronic resources by students are included in the Enumclaw School District Responsible Use Procedure (ESD Board Policy 2022P) which can be found in the Board section of the Enumclaw School District website (www.enumclaw.wednet.edu).

When your student is given an account and password to use on the network, it is important that the rules are followed. Inappropriate use may result in disciplinary action, including suspension, expulsion from school and suspension or revocation of network and computer access privileges.

COUNSELOR

The counselor is here to help you if you are having concerns with classes, friendships, family issues, career questions and/or want to discuss something important going on in your life. You will need to make an appointment to see the counselor in the attendance office. If a problem is serious enough to require immediate attention, a counselor will be available. The counselor for all students is Ms. Grundmanis.

DANCES/STUDENT ACTIVITIES

There are two all-school social activities during the school year. The socials are run from approximately 1:15 to 2:30 during the school day. The first social will be in the fall to welcome students to a new school year. The second Social will be in the spring. There is an additional 8th grade celebration dance in June in the evening, this is a dress up dance from 5:30-8:00 and is limited to only 8th graders who have paid all of their fines.

Activity Rules

The following rules are in effect for all dances and activities. Violations of the following guidelines may result in removal from the activity with a potential loss of future activities. No refunds will be given.

1. Wearing apparel for socials and dances must meet school dress code.
2. No guests will be allowed at any Enumclaw Middle School social activities.
3. Students will be allowed to return to their lockers following the activity, so there is no need to carry unnecessary items into the event.
4. Any student removed from the social activity for unacceptable behavior will be sent to the ISS room for the remainder of the social
5. All school rules apply to these social gatherings.

DISRESPECT/DEFIANCE

Students who exhibit disrespectful behavior toward a staff member will be subject to the following consequences:

- | | |
|--------------------------------|-----------------------|
| 1st offense: | 2 Lunch Detentions |
| 2nd offense: | 3 Lunch Detentions |
| 3rd offense: | School Detention |
| 4th offense: | In-school suspension |
| 5th offense: | Short-term suspension |

DRESS CODE – “DRESS FOR SUCCESS”

We want our students to understand the importance of education, to take it seriously, and to be prepared for their eventual transition from school to the workplace. To help establish a proper learning atmosphere and prepare students for eventual careers, we expect students to come to school in clothing that would be acceptable in the workplace—to "dress for success". While we realize there is no absolute workplace standard, we nevertheless believe a general standard is possible. We believe students' clothing should be neat and clean. Shoes are required by state law and stockings, for health reasons, are strongly recommended.

The following types of clothing would not be appropriate in most work settings and therefore should not be worn to school. The following “Dress Policy” will be enforced:

1. Shorts, skirts or dresses that are shorter than the bottom of the longest finger when a student, while standing, extends his/her arms down the sides of the torso with extended fingers. The skirt, shorts or dress must extend beyond the fingertips.
2. Shirts and crop tops that expose the midriff when arms are lifted to shoulder level or that expose cleavage are not allowed.
3. Clothes which are see through or expose undergarments or excessive skin.
4. Pants that are more than 2 sizes larger than the waist, and/or worn below the waist. (Sagging)

5. Tank tops, halter tops or other shirts which have straps that are narrower than 3 finger width are not allowed. No visible bra straps or undergarments.
6. Shirts with inappropriate messages or slogans will not be allowed. Clothing promoting alcohol, tobacco, other drugs, sex, or dark, negative, or antisocial motifs will not be allowed.
7. Hoods are not allowed during school hours: 8:00- 2:30
8. Sunglasses or eye coverings other than those prescribed for vision needs.
9. Chains- pocket or otherwise; or spiked protrusions.

The Administration has the responsibility to preserve a safe, healthy and positive educational environment, and therefore, reserves the right to make the determination if any other types of personal appearance may be inappropriate. Additional guidelines will be developed as necessary.

- 1ST offense:** Conference with student. The student will be given the opportunity to call home for a change of clothes and/or be required to change into clothes provided by the office.
- 2nd offense:** Conference with student and parent contact. Student will be considered Insubordinate with corresponding discipline.
- 3rd offense:** Conference with student and parent. Student will be considered Insubordinate with corresponding discipline.

DRUGS/ALCOHOL

Enumclaw Middle School is designated as an alcohol and drug free zone.

- The **possession, use, and/or being under the influence, sale or distribution** of alcohol, narcotics and/or controlled substances, including look-a-like narcotic and controlled substances, nitrite odorants which are used for sniffing or paraphernalia that could be used to deliver an illegal controlled substance, will result in an immediate long term suspension. Following the completion of an assessment and the initiation of the recommendations, the parent(s)/guardian(s) and student may submit a request/plan for probationary re enrollment holding all but 10 days in abeyance of the plan.

EXCEPTIONAL MISCONDUCT

The following offenses constitute exceptional misconduct and may be punishable by suspension and/or expulsion on a first offense.

- A. Alcohol: Possession or consumption of, being under the influence of, or selling of alcoholic beverages while at school or school related activities. Police will be notified.
- B Dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device. This includes both the initiation and/or participation in such an activity.
- C. Destruction/Vandalism: Destruction/Vandalism of school property or staff or student personal property on campus or at a school related activity. A plan for full restitution is required prior to reinstatement in school. In the case of suspension, police will be notified.
- D. Disrupting the Educational Process: Any activity and/or action on campus or at a school-related activity which interferes with the operation of the school's learning environment and/or activity.
- E. Fighting/Assault: Fighting or the instigation, promotion, and/or the encouragement of fights is prohibited on or near campus premises or at school related activities and will result in immediate disciplinary action. Police may be notified.
- F. Gang Membership/Gang-like Behavior: When a student's affiliation and/or behavior results in intimidation, or harassment of individuals, or is disruptive to the educational process and/or school-related activities.
- G. Hazing/Harassment/Bullying: All students will deal with all persons in a manner which conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, sex, sexual preference, age, or disability. Acts of harassment, intimidation, hazing, bullying, hostility, or defamation, whether verbal, written, physical, electronic, or by gesture will not be tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues and is used to initiate or humiliate another student or staff member constitutes grounds for disciplinary action including suspension and/or expulsion.
- H. Narcotics/Controlled Substances: While at school within the "drug free zone" or at school-related activities, any possession, consumption, sale, or being under the influence of narcotics and/or controlled substances, as well as possession, sale or distribution of drug paraphernalia including look-alike narcotics and/or controlled substances. Police will be notified.
- I. Profanity: All students and employees are expected to use appropriate language and gestures at all times. Violations of the profanity policy apply to the entire school year. The flagrant use of profanity or inappropriate gestures on campus or at school-related activities is may warrant a suspension and/or expulsion on a first offense.
- J. Theft: Theft of school or personal property on campus or at school-related activities. A plan for full restitution is required prior to reinstatement in school. Police will be notified.
- K. Tobacco: Students are not permitted to smoke or to have tobacco of any form in their possession at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school-related activities as well as the regular school day. Police may be notified.
- L. Weapons, Dangerous Instruments and Fireworks: Possession and/or use of or transmission of any object that can be reasonably considered a firearm or a dangerous weapon or possession and/or use of explosive/chemical devices on or near campus or at school related activities. Police will be notified.
- M. Any violation of local, state, or federal law by an individual that may impose a danger to the educational community.

FIGHTING/ ASSAULT

- Fighting or committing an assault will result in an immediate short-term suspension for up to ten days.
- A second offense during the school year may result in a long-term suspension.

- Students found staging or promoting a fight (including spreading rumors or being a liaison) between other students will receive the same consequences as if actually in the fight themselves.

FIRE

When you hear a fire alarm, line up and follow the lead of your teacher. Exit quickly and quietly according to the plan posted in the room. Wait for a ringing of the bells before returning to the building. If we have a fire, crouch low to avoid smoke. Always be attentive and ready for a change of directions to be given by your teacher or other adults.

FOOD/DRINK

Consumption of all food and drink is limited to the cafeteria. A teacher may allow water in a container or allow food/snack in the classroom at his or her discretion. Energy Drinks are not permitted at school. If students fail to comply with these guidelines, it will be considered insubordination.

FORGERY/ LYING

Telling the truth in all situations is an expectation of all students. We believe it is essential in order for students to learn accountability for their choices. Forged notes and signatures turned in by students to excuse absences or to falsely represent parent contact with the school will be treated as a lying infraction and will result in the following discipline:

1st offense:	2 Lunch Detentions
2nd offense:	School Detention
3rd offense:	In-school suspension
4th offense:	Short term suspension

GANG-RELATED BEHAVIOR

Any student wearing, carrying, or displaying gang-related apparel or exhibiting behavior or gestures which symbolize gang membership will be asked to make appropriate corrections and be subject to discipline if the corrections are not undertaken. Failure to make appropriate corrections will be considered exceptional misconduct.

GRADING POLICY

Teachers will develop their own system of evaluating student progress based on the criteria for their individual classes. They will explain to the students how that system translates to a letter grade on report cards. Grades will be represented as a trimester grade three times per year. The grading policy for E.M.S. is standardized with Enumclaw High School and Thunder Mountain Middle School: A 93 – 100%, A- 90 - 92.99%, B+ 87 - 89.99%, B 83 - 86.99%, B- 80 - 82.99%, C+ 77 - 79.99%, C 73 - 76.99%, C- 70 - 72.99%, D+ 67 - 69.99%, D 60 - 66.99%, F 0 - 59.99%. Grade point average is determined using the following scale:

A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 F = 0.0

HORSEPLAY / UNWELCOME CONTACT

All students are expected to demonstrate responsible behavior, which includes students avoiding running and horseplay that may cause accidents. Unwelcome contact is any physical contact that is not warranted or welcome by the recipient. Consequences include:

1st offense:	Lunch detention
2nd offense:	2 Lunch detentions
3rd offense:	School Detention
4th offense:	In-school suspension
5th offense:	Short-term suspension

HARASSMENT, INTIMIDATION, BULLYING OR THREATS

Depending on the severity of the incident, some instances may result in immediate suspension or expulsion.

Any intentional electronic, written, verbal or physical act including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: Physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status. Harassment, intimidation and bullying can take many forms including: Slurs,

rumors, jokes, innuendoes, demeaning comments, drawing, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical actions or electronically transmitted messages or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

1st offense	In-school suspension
2nd offense	Short-term suspension
3rd offense	Long-term suspension

HEALTH SERVICES/NURSE

If you need to see the nurse, you should go to class first and get a note from your teacher and then check in at Attendance Office. If you become ill suddenly, please tell a teacher or administrator so they can help you. If you are sick, you must not leave campus without first checking out through the Attendance Office. **Do not report to the nurse between classes unless it is an emergency.**

IN-SCHOOL SUSPENSION

The in-school suspension program temporarily removes the student from the regular environment but permits the student to maintain his or her educational progress at school. Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. Failure to work as directed or disruptive behavior may result in further discipline including further time in ISS or a short-term suspension.

INSUBORDINATION

Failure to follow the reasonable requests or directions of a staff member is considered insubordination. Students refusing to accurately identify themselves to school officials will be considered insubordinate. Violations of this rule apply to the entire year and will be disciplined in the following manner:

1st offense:	2 Lunch Detentions
2nd offense:	3 Lunch Detentions
3rd offense:	School Detention
4th offense:	In-school suspension
5th offense:	Short-term suspension

LOCKDOWN

An announcement will be made over the intercom indicate a potentially dangerous person/situation exists on campus. You are to remain in your class or if not in a class at the time, go into the nearest one available. The teacher will lock up the room and wait for further instructions.

LOCKERS

You will be assigned a locker. **You are to use only the locker assigned to you.** Backpacks are not allowed in class and as such all items are to be stored in your locker. If at any time you have a problem with the locker assigned you, please check with your teacher or the main office. The school is not responsible for lost, damaged or stolen property belonging to the students. It is your responsibility to keep your locker clean and your combination secure. The following rules apply:

1. The lockers are school property and may be opened by school authorities at any time when it is necessary.
We will have periodic inspections and fines will be assessed for damages.
2. You may not change lockers without permission from the administration.
3. If your locker will not open, report this to the main office.
4. **DO NOT TELL ANYONE YOUR COMBINATION! KEEP IT A SECRET! Students who give out their combination may not be assigned a new one if and when, for any reason, they want it secured again.**
5. The lockers should not be marked on with ink or felt pens or decorated inside with anything that cannot EASILY BE REMOVED. Lockers are not to be decorated on the outside. Fines will be assessed for damages.
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.
8. Violation of locker rules can result in loss of locker privileges.

LOST AND FOUND

The Lost and Found is located in the Cafeteria. The school is not responsible for your lost, unclaimed or stolen items.

LUNCH PURCHASES

Those wishing to deposit money into lunch accounts can do so in the cafeteria between 7:30-8:00 each morning. Students without lunch money will receive two emergency lunches for the school year.

MEDICINE AT SCHOOL

All medications, including over the counter remedies, must be checked in at the nurse's office by a parent or guardian. A district medication form completed by both parent/guardian and a physician must accompany the medication. Under normal circumstances, students should be given medication before or after school. Any medication given or sold by students may result in suspension or expulsion. A violation of this policy may result in suspension.

P.E. UNIFORMS

A physical education uniform is being sold to the students through the school office. This will consist of black gym shorts and a red t-shirt. If a student chooses not to wear the above uniform they must wear clothing that meets the following requirements:

Top: Must be a plain white solid color t-shirt. No collars, buttons, pockets, pictures etc. will be allowed.

Shorts: Must be solid black, elastic waistband, pull on style gym shorts. No pockets, zippers, snaps, belts, etc. will be allowed. No bicycle style shorts or spandex tights.

Shoes: It is highly recommended every student have a pair of tennis type shoes to be worn only during P.E. These have lace or Velcro closures (no slip-ons) and should provide adequate support to the foot. •Please understand that whatever is worn for physical education will be clearly, visibly, and permanently labeled with the student's name by the physical education instructors; therefore, make clothing decisions and purchases with this in mind. •The students will be expected to wear their labeled P.E. uniform everyday for class. If they do not have it they will use a loaner uniform and their grade will be lowered. No jewelry is allowed in P.E. class for safety reasons.

P.E. LOCKS

•Your P.E. lock is issued to you by your P.E. teacher at the beginning of the year. •Your lock is your responsibility. •DO NOT TELL YOUR COMBINATION TO OTHER STUDENTS! •You will be charged \$7.00 for a lost lock.

PARENT-TEACHER CONFERENCES

This is an opportunity for parents to speak with the teachers on a student's team on a drop in basis. In addition, parents may schedule a follow-up with the core team of teachers. Conferences will be held between November 15th – 20th. Times TBA.

PROFANITY

Appropriate language and gestures are expected at all times. Violations of the profanity policy apply to the entire school year and will result in the following discipline:

1st offense: Lunch Detentions

2nd offense: 2 Lunch Detentions

3rd offense: School Detention

4th offense: In-school suspension

5th offense: Short-term suspension

Profanity directed towards a staff member will result in an immediate short to long-term suspension.

PROGRESS REPORTS/FAMILY ACCESS

Mid-trimester progress reports will be online no later than 5 weeks after the start of each trimester. The school expects each student to put forth his/her best effort in the study and preparation of work assigned to them. Report cards indicating the value of work accomplished during the given period of time are assigned on a trimester basis.

Family Access/ Skyward is an invaluable tool for communication between parents, teachers and students. Not only is it necessary to view progress reports online at mid-term, but it can also be utilized to track your child's assignments and progress throughout the school year. Other student information, such as food purchases and balance, discipline and attendance history, are available through Family Access also. Teachers' e-mail addresses are linked to your student's schedule online, too.

Contact our attendance secretary (802-7160) for your Family Access login and password.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate public displays of affection at school is considered any physical contact beyond holding hands. The school building, school grounds, or school activities are inappropriate for public displays of affection. Students are expected to exercise self-control, proper judgment, and respect for the reputation and comfort of others. Students who fail to conduct themselves appropriately are subject to disciplinary action and parent contact.

1st offense: Reflective essay and/or lunch detention

2nd offense: 2 Lunch Detentions

3rd offense: School Detention

4th offense: Short-term suspension

SCHOOL HOURS

The building opens for your use at 7:30 a.m. You must leave promptly at 2:30 p.m. unless you are involved in athletics or other school sponsored and supervised activities or serving a detention. Please take all books and materials with you to activities. The building is closed and you cannot return to your locker. Wait for the buses in the supervised area at the front of the school.

SCHOOL SUPPLIES

All students are required to have the following supplies with them on a daily basis: 1. A 3-ring binder, 2. Dividers and loose-leaf paper, 3. A plastic pouch to carry pens and pencils, 4. Two pens and two pencils, and 5. Student Agendas. Some teachers may require Specific Supplies not on this list

STUDENT FEES

All fees are to be paid in the main office.

Required fees: Material cost for art, shop and choir. Amounts to be determined.

Optional fees:

A.S.B. Card: \$21.00 Provides reduced prices at high school games, etc. All athletes and students participating in ASB clubs are required to buy an A.S.B. card.

Yearbook on Timberwolf day: \$23.00 after Timberwolf day, \$28.00

School Accident Insurance: (A brochure will be available to explain student insurance.)

Athletic Fee: a one time fee for participation in extra-curricular activities- rate is \$52.00.

Football Fee: Students playing football must pay an additional helmet reconditioning fee of \$38.00

STUDENTS RIGHTS AND RESPONSIBILITIES

All matters relating to student discipline and/or suspension are governed by the rules and regulations contained in the *Student Rights and Responsibilities* pamphlet as published by the Enumclaw School District. These pamphlets are available from the Dean of Students upon request.

SUSPENSION

Exceptional misconduct and persistent, willful refusal to follow school/classroom rules are causes for suspension from school. Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardian will be notified in writing of the action taken, and will have complete custody and jurisdiction of their child during the suspension. Any student placed on a short or long-term suspension shall have the right to make application for re-admission at any time pursuant to WAC 180-40-360(6) and 180-40-247(7). A suspended student may not loiter or appear on school property or at any school sponsored activity at or away from the school. Violations of this may result in trespassing charges with the police. Types of Suspensions:

Short -Term Suspension: 1 - 10 school days. A student is permitted to complete schoolwork for credit. He/she will be expected to make up all work and tests missed. It is his/her responsibility to make arrangements with individual teachers to do so.

Long -Term Suspension: 11-90 school days. A student may be permitted to complete schoolwork at the discretion of the school depending upon whether or not the suspension involves a loss of credit.

TARDY POLICY Refer to section: **ATTENDANCE: Tardy Policy**

THEFT

The theft of school or personal property on campus or at school related activities applies to the entire school year and will be dealt with in the following manner:

1st offense: Short-Term suspension and a plan for full restitution will be in place prior to reinstatement. Police may be notified.

2nd offense: Possible short-term suspension and full restitution prior to re-enrollment. Police will be notified.

TOBACCO

Enumclaw School District No. 216 recognizes that tobacco may create a health hazard for nonusers as well as users. In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, use of tobacco products and delivery devices shall be prohibited on all district property. This shall include all district buildings, grounds, and district owned vehicles. Possession or distribution by minors is prohibited. Violation of the smoking/tobacco policy applies to the entire school year and will result in discipline up to and including suspension depending on the severity of the offense: Police may be notified

VANDALISM/DAMAGE OF SCHOOL PROPERTY, COMPUTER RECORDS/DATA - WAC 28A.87.120

You should be proud of your building. Your cooperation will enable us to keep the building in its present condition.

• "Any pupil who shall cut, deface, or otherwise damage the school building, furniture, fence or outbuilding thereof, or any books belonging to the district shall be liable for damages." (State Board of Education)

• Disrespect for or destruction of school, staff or student property will result in immediate disciplinary action up to and including suspension. Payment for damages incurred will be required. Police may be notified.

VISITORS

Visitors coming to our buildings for a school event or at the request of a staff member need to register at the office and wear a visitor badge. For a visit that is not school or staff initiated, the visitor should make an appointment with the principal to arrange a mutually beneficial time for both the visitor and staff. When the visit has been arranged, the guest will need to register at the office and wear a visitor badge.

Students are not allowed to bring friends/visitors with them to school.

WEAPONS, DANGEROUS INSTRUMENTS, AND FIREWORKS

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities or school provided transportation. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis.

A student who possesses a weapon other than a firearm or carries, exhibits, displays or draws any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for safety of others shall be subject to discipline up to and including expulsion.

Possession includes, but/and is not limited to: having a weapon on district property or at a district sponsored event located; (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

A weapon includes, but is not limited to: (a) a firearm which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or (c) a blow gun, which is a device used for propelling darts and/or other objects by use of breath; or (d) any form of bows and arrows (e) a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (f) a sling shot, which is a forked piece of wood, plastic or metal having an elastic band fastened to the prongs for shooting small stones, metal balls, or pebbles; or (g) a club, chains or metal knuckles; or (h) a device commonly known as "throwing stars" multi-pointed metal objects designed to embed upon impact from any aspect; or (i) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (j) a dirk, which is a type of dagger; or (k) any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means.

Except in extenuating or exceptional circumstances the following discipline shall apply for all offenses:

1. The principal/designee shall place the student on emergency expulsion, in accordance with the Washington Administrative Code, Chapter 180-40.
2. The principal/designee shall notify the parents/guardians and request an immediate conference.
3. The principal/designee shall notify appropriate law enforcement personnel.
4. In cases involving any student who is determined to have carried a firearm onto, or to have possessed a firearm on public school premises, public-school-provided transportation or areas of facilities being used exclusively by public schools, shall be expelled from school for not less than one year under RCW28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis.
5. In cases involving weapons other than firearms, the student shall be placed on long-term suspension, unless expulsion is warranted under the circumstances.

Non-discrimination

Enumclaw School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator & Civil Rights Compliance Coordinator

Director of Human Relations
2929 McDougall Avenue
Enumclaw WA 98022
[360.802.7113](tel:360.802.7113)

Section 504/ADA Coordinator

Director of Student Support Services
2929 McDougall Ave
Enumclaw WA 98022
[360.802.7104](tel:360.802.7104)

Pawsitives

Intentionally bringing out the best in yourself and others to create an environment where everyone feels free to make the most of their time at Enumclaw Middle School.

Confidence

Being free to be yourself regardless of what other people think

Acceptance

Being free to tear down wall of judgment that society has built

Commitment

Being free from distractions that take away from achieving goals

Patience

Being free from the hurt feelings that come from lashing out in anger

Humility

Being free from the pressure of comparing yourself to others

Compassion

Being free to look at the needs of others beyond only you

Integrity

Being free to always do the right thing – not just when others watch

Initiative

Being free to make dreams and being excited about the future