

2019-2020 Student Guidelines and Expectations for Conduct and Behavior

Everyone in the Thunder Mountain Middle School community has a part in establishing and maintaining a safe, supportive and accepting environment for each community member. The role of students includes respecting themselves, other students, staff members, and school property. Listed below are the behaviors that are considered damaging to the school climate and to extra-curricular activities, and the consequences that will be applied if the behaviors occur. These guidelines remain in effect in transit to and from school, at school, and at school-related events. This document is subject to change in response to student and school needs.

Please note that some of the steps outlined below may be skipped based on the severity of the offense.

ATTENDANCE

Tardy Policy

Students are expected to be on time for all of their classes, which means in the classroom, ready to work at bell. Any student who is four or fewer minutes late to class will be considered tardy. Students more than four minutes late to class will be considered truant. Violation of the school tardy policy to a single period will result in the following:

- **1st Tardy** - Warning
- **2nd Tardy** - Student will be assigned to lunch detention
- **3rd Tardy** - Student will be assigned to two days of lunch detention and a teacher phone call home
- **4th Tardy** - Student will be assigned to three days of lunch detention and a teacher phone call home
- **5th Tardy on** - For each tardy forward per trimester, student will be assigned in-school suspension
- **6th Tardy** - A school tardy/attendance contract, plus a mandatory conference with the student, parent, and administrator will be held to establish a plan for improvement

Persistent tardies may result in the student being assigned an alternate passing schedule for the remainder of the trimester. Failure to comply will be considered insubordination leading to possible out of school suspension.

Truancy Policy

Truancy is an absence from school or class without parental permission. According to state law (RCW 28A.225), school districts are required to file petitions with the juvenile court when a student acquires 7 unexcused absences in a month or 10 unexcused absences in a school year. *Students who are more than 15 minutes late to school after the 8:10 bell, or who are more than 5 minutes late to a class thereafter without an excused tardy will be considered truant.*

- **1st Truancy** - 1 hour of in-school suspension for each class period missed. If the truancy is a full day, 1 day of in-school suspension.
- **2nd Truancy** - 1 day of in-school suspension
- **3rd Truancy** - 2 days of in-school suspension, pending a parent/student conference designated to develop a plan for consistent attendance. The parent and student develop a plan to prevent truancy in the future
- **4th Truancy** - Parent conference, and a school attendance contract put in place, plus in-school suspension
- **5th Truancy** - Parent conference and out-of-school suspension and/or possible change in school program

BICYCLES/SKATEBOARDS/ROLLER BLADES

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

Students may not ride bicycles or skateboards on campus for safety purposes.

- 1st offense** - Phone call home/conference with administrator
- 2nd offense** - Loss of bicycle/skateboard privileges
- 3rd offense** - Failure to comply may result in a referral for insubordination

BUSES: Rules

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

- Students must stand completely off the roadway while waiting for the bus. Board and depart the bus in an orderly manner. Cross only in front of the bus after receiving consent from the bus driver.
- Every student will get on and off the bus at his or her regular stop, unless school authorities give permission beforehand after receiving a note from a parent/guardian, which contains an address of the temporary stop.
- Students are to remain seated while the bus is in motion. Ask permission prior to changing seats. Only items that can be held comfortably on your lap are allowed on the bus.
- Classroom conduct will be observed while on the bus. Seat must be shared. Eating, drinking and gum chewing are not permitted. Fellow students will be treated with courtesy.
- Keep hands, head and feet inside the bus. Get permission from the driver before lowering windows.
- The possession or use of tobacco, alcohol and drugs is prohibited. Matches, lighters, glass, **skateboards**, sharp items and flammable items may not be brought onto the bus.
- Aide dogs for the handicapped are the only animals allowed on the bus.

- All students must actively participate in emergency evacuation drills. In the event of an emergency, evacuation procedures will be followed.
- Cell phones are not to be used on the Bus.

Failure to comply with the rules/guidelines may result in a bus referral. Bus referrals will be handled as follows:

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

- **Incident #1** - Verbal Reprimand with a seat assignment and parent contact by the bus driver.
- **Incident #2** - Discipline Report with a five-day bus suspension following parent contact.
- **Incident #3** - Discipline Report with a thirty – ninety day bus suspension following parent contact.
- **Incident #4** - Discipline Report with a bus suspension for the remainder of the school year following parent contact.

CELL PHONES/ELECTRONIC DEVICES

These devices may be used during appropriate non-instructional times during the day. Cell phones/electronic devices must be **turned off (not on vibrate or silent mode)** and **not operated in the classroom** during the regular school day. We do not want to see your cell phone/electronic device in class, as these **devices can be disruptive and/or harmful** to the overall academic environment. Students may step outside to use cell phones before school, during lunch, and after school with staff permission. **Additionally, students may not loan their phones to others.**

- Please do not bring cameras to school. *Use of cell phones or any other electronic device to take pictures or video at school functions is prohibited. Use of phone/electronic device to take pictures or video in an inappropriate manner may result in school discipline.*
- *Parents, guardians, relatives, or friends, in case of emergency, if you need to reach your student, please call the main office at (360) 802-7492.*

Violations of these guidelines will result in the following:

- 1st offense** - Warning
- 2nd offense** - 2 lunch detentions
- 3rd offense** - 3 lunch detentions
- 4th offense** - In-school suspension, confiscation of device, with return only to student’s parent, and **loss of phone privileges on campus for a period of time.**

Students who acquire more than three offenses will be considered insubordinate (see insubordination). The district is not responsible for loss, theft, or destruction of devices brought onto school property.

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 rather than making a call from his/her cell phone.

- ***ELECTRONIC READING DEVICES during Focus/class reading time (eReader)***

Electronic reading devices will be allowed for the sole purpose of promoting reading, therefore a device whose primary function is to communicate or play music or games, but allows electronic books, would not be classified as an eReader.

- ***Please note***, as we develop student’s 21st century skills, there may be times when teachers allow students to use electronic devices to support student learning. All students are expected to honor the teacher’s directions regarding use of the device for instructional purposes. Failure to follow these policies may result in loss of electronic device privilege at school.

COMPUTER RELATED OFFENSES

Students are expected to follow the conditions outlined on the district Internet Opt out Information form that is online at our Enumclaw School District website. **The destruction, damage, unauthorized access, alteration or misuse of hardware or software will result in discipline up to and including suspension.** A plan for full restitution will be required prior to reinstatement in school. Discipline related to student computer use is often similar to violations that might occur “outside” of the digital environment.

- **See Digital Citizenship below for acceptable ESD electronic use terminology.**

- 1st offense** - Limitation of computer use, as determined by an administrator
- 2nd offense** - Loss of computer privileges for the remainder of the school year

DISRUPTION – CLASSROOM, LUNCHROOM, AND/OR HALLWAY

Behavior that disrupts the educational process and/or operations of school will result in the following:

Some steps may be skipped based on severity.

- 1st offense** - Lunch detention(s)
- 2nd offense** - 3 lunch detentions
- 3rd offense** - In-school suspension
- 4th offense** - Short or long-term suspension

DRESS CODE

Appropriate dress and grooming is expected at all times in an effort to provide a safe, healthy, orderly and positive environment for all students. The dress standards are designed to mirror the expectations of a work place in an effort to

provide a productive environment and prepare students for the transition from school to the world of work. State law requires that shoes be worn at all times. The following types of clothing/attire are examples that would not be appropriate in the work place and therefore will not be worn to school:

- Clothing that promotes alcohol, tobacco, other drugs, sexual innuendo, displays profanity or promotes violence
 - See-through clothing, clothing that exposes the student's midriff, or exposed undergarments of any kind
 - Torn clothing that exposes inappropriate areas
 - Gang-type attire
 - Hats/Head Coverings must not cover eyes, nor cover the ears, and no hoods allowed
 - 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 torso with extended fingers. The skirt, dress or shorts must extend beyond the fingertips.
 - Any tops must have straps, with no visible bra straps.
 - Shirts that expose the midriff when arms are lifted to shoulder level or that expose cleavage.
 - Discriminatory or harassing clothing
- 1st offense** - Review of policy/parent notification and clothing change. Students who refuse to change into appropriate clothes will be considered insubordinate.
- 2nd offense** - 3 days lunch detention/clothing change as outlined above
- 3rd offense** - In-school suspension/clothing change as outlined above
- 4th offense** - Short-term suspension

DRUGS/ALCOHOL

Drug/alcohol offenses are a violation of the law. Police can be contacted for all offenses.

- The **sale or distribution** of alcohol, narcotics, and/or controlled substances, including look-alike drugs, nitrite odorants which are used for sniffing, or paraphernalia leading to the use of drugs while at school or at a school-related activity will be placed on long-term suspension.
 - 1st offense** - Long-term suspension
- The **possession, use, attempt to distribute, and/or being under the influence of** alcohol, narcotics and/or controlled substances, including look-alike drugs, nitrite odorants that are used for sniffing or paraphernalia leading to the use of drugs while at school or at a school-related activity will result in:
 - 1st offense** - Short or long-term suspension. If the student and parent(s) schedule a drug/alcohol assessment and agree to follow through with recommendations, some suspension days may be held in abeyance until all are completed.
 - 2nd offense** - Long-term suspension

Please note, vapor type pens can be classified as drug paraphernalia.

FOOD AND DRINKS

In order to provide a sanitary setting and a professional-looking environment for students, food and drinks will not be allowed in the classroom or hallways. During breakfast and lunch periods, food and drinks must be kept in the Commons. Consequences may be applied if students are insubordinate in following staff requests to honor these guidelines.

1st offense - Warning **2nd offense** - lunch detention(s) **3rd offense** - In-school suspension

FORGERY

Forged notes that falsely represent parent contact with the school will be handled according to the steps listed below:

1st offense - 3 days lunch detention **2nd offense** - In-school suspension or Short-term suspension

GANG-RELATED BEHAVIOR

Any student wearing, carrying, or displaying gang-related apparel or symbols, or exhibiting behavior or gestures, which symbolize gang membership, will be subject to the following:

1st offense - Short-term suspension **2nd offense** - Long-term suspension

HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING

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

The school is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, which are free from harassment, intimidation or bullying. The district is committed to promoting positive character traits and values, including the importance of civil and respectful speech and conduct, and the responsibility of students to comply with the district's policy prohibiting harassment, intimidation and bullying.

Harassment, intimidation or bullying (HIB) means 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, sensory, or physical disability or other distinguishing characteristics, when the intentional electronic, written, verbal or physical act:

- Physically harms a student or damages the student's property;

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

Nothing in this procedure requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation and bullying.

“**Other distinguishing characteristics**” may include, but are not limited to physical appearance, clothing or other apparel, socio-economic status and weight.

“**Intentional**” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation and bullying can take many forms, including but not limited to, slurs, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, oral, or physical acts or electronically transmitted messages or images. Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment, is strongly encouraged to bring the complaint to immediate attention of a teacher/administrator.

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

INCORRIGIBILITY

Failure to comply with any number of guidelines and expectations leading to an accumulation of violations will result in

1st offense - In-school suspension **2nd offense** - Short-term suspension

INSUBORDINATION/LYING/DISRESPECT/DEFIANCE

Students must submit to the authority of staff and respond accordingly. As well, students who exhibit disrespectful behavior toward a staff member or another student will not be tolerated. Failure to do so will be subject to the following: Some steps may be skipped based on severity of offense.

1st offense - Lunch detentions assigned based on severity of offense **3rd offense** - Short-term suspension
2nd offense - In-school Suspension **4th offense** - Long-term suspension

INTENT TO CAUSE HARM/FIGHTING/ASSAULT/UNWELCOME CONTACT (DISTURBANCE)

Students are expected to treat each other respectfully and may not violate the personal space of others. Any student who participates in a fight, assault or causes harm through unwelcome contact will be subject to the following:

1st offense - ISS to 3-day suspension based off severity
2nd offense - 5-day suspension **3rd offense** - Long-term suspension

Students staging, promoting, inciting, participating, encouraging, observing, filming, and/or who, by their inactions, support disturbance may receive the same consequences as students who engage in disturbance.

PLAGIARISM/CHEATING/ACADEMIC DISHONESTY

Students who are cheating, or participate in plagiarized work, will be disciplined in the following manner:

1st offense - Students will receive a score of zero on the assignment or test
2nd offense - Parent conference with possible grade penalty

PROFANITY

Includes inappropriate language, pictures, racist/disparaging/derogatory remarks/comments/language, or gestures.

Profanity directed towards a staff member will result in suspension.

1st offense - 3 days lunch detention **4th offense** - Long-term suspension
2nd offense - In-School suspension
3rd offense - Short-term suspension

PUBLIC DISPLAYS OF AFFECTION

Physical contact that is deemed inappropriate for school by a staff member will be treated as a public display of affection.

1st offense - Warning and/or parent call
2nd offense - 3 days lunch detention or In-school suspension
3rd offense - In-School suspension or short-term suspension

THEFT

The theft of school or personal property on campus or at a school activity will be subject to discipline consequence. Students will be required to return stolen item(s). If item(s) cannot be returned, the student will be expected to replace the stolen item(s) or reimburse for the value of the item(s) taken. Theft will be dealt with in the following manner:

1st offense - Short-term suspension and full restitution prior to reinstatement. Police may be notified.
2nd offense - Long-term suspension and full restitution prior to re-enrollment. Police may be notified.

THREATS TOWARD A STAFF MEMBER

1st offense - Short or long-term suspension

2nd offense - Long-term suspension

TOBACCO

Tobacco offenses are a violation of the law. Tobacco creates a health hazard for all. A student who is found to be using, under the influence of, or in possession of tobacco products, and/or paraphernalia leading to the use of tobacco while at school or at a school-related activity will be placed on suspension according to the following steps:

1st offense - Short-term suspension. If the student and parent(s) schedule a drug/alcohol assessment and agree to follow through with the recommendations, some suspension days may be held in abeyance until all recommendations are completed.

2nd offense - Long-term suspension

- The **sale or distribution** of tobacco products, and/or paraphernalia leading to the use of tobacco while at school or at a school-related activity will be placed on long-term suspension.

1st offense - Long-term suspension

VANDALISM

Vandalism is defined as "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).

Payment for damages incurred to district property will be required. Disrespect for or destruction of school, staff or student property will result in immediate disciplinary action. Notification of police may occur.

1st offense - In School Suspension or Short-term suspension depending on severity

2nd offense - Short or long-term suspension

WEAPONS, DANGEROUS INSTRUMENTS, AMMUNITION 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. Students who possess a weapon or carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner, which, under the circumstances, manifests intent to intimidate another, or warrants alarm for safety of others shall be subject to discipline up to and including expulsion.

- Possession includes but 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 students' person or property (such as on the student's body, in his/her clothing, purse, back pack, 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.

Explosive Devices: Ammunition of any type, firecrackers of any types, any other device that uses any type of explosion to create noise; disperse any liquid, powder, or solid object; or cause damage.

Chemical Devices: Any device or system that uses any type of chemical reaction (active or passive) to create noise or disperse any liquid, powder, or solid object that would cause damage, create smoke or odors; attack/incapacitate biological/physiological functions; or interfere with the normal education process.

Knife - any device, homemade or commercially manufactured, commonly known as a knife or any member of the knife/dagger family of tools or weapons regardless of blade length or intended use.

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

- The principal/designee shall place the student on emergency expulsion, in accordance with the WAC 180-40
- The principal/designee shall notify the parents/guardians and request an immediate conference.
- The principal/designee shall notify appropriate law enforcement personnel.
- 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 school, 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.

- In cases involving weapons other than firearms, the student shall be placed on long-term suspension, unless expulsion is warranted under the circumstances.

EXCEPTIONAL MISCONDUCT

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

A search is required when there are reasonable grounds to suspect a student has a weapon on school grounds, transportation, or at school events.

- A. **Alcohol:** possession, distribution, or consumption of, being under the influence of, or selling of alcoholic beverages while at school or school related activities.
- B. **Destruction/Vandalism:** of school property or personal property on campus or at a school related activity. A plan for full restitution is required prior to reinstatement in school.
- C. **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 learning environment, and/or activity.
- D. **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.
- E. **Fighting/Assault:** or the instigation, promotion and/or encouragement of fights on or near campus or at school-related activities will result in immediate disciplinary action.
- 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. **Harassment/Intimidation/Bullying/Hazing:** 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;
 - Has the effect of substantially interfering with a student's education;
 - 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.
- H. **Narcotics/Controlled Substances:** while at school within the "drug free zone" or at school-related activities, a student may not possess, consume, sell, or be under the influence of narcotics and/or controlled substances. This includes possession, sale or distribution of drug paraphernalia including look-alike narcotics and/or controlled substances.
- I. **Profanity:** the flagrant use of profanity or inappropriate gestures on campus or at school-related activities.
- J. **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.
- K. **Tobacco:** students are not permitted to use 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.
- 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.

Any violation of local, state, or federal law by an individual that may impose a danger to the educational community.

The appeal process for short & long-term suspensions does not change as a result of this set of prescribed corrective actions.

SCHOOL POLICIES AND PROCEDURES

Thunder Mountain Middle School is open to students at 7:40 a.m. Students should plan to depart school at 2:40 p.m. unless they are involved in a school-sponsored activity.

ACADEMIC PERFORMANCE

Students who attend TMMS are expected to use their class time productively and put forth their best efforts to engage in learning. Academic growth requires effort and cooperation. Academic performance expectations include the following:

- Students should – consistently engage in class activities, extend sufficient effort to progress in a subject/class, turn in daily assignments, bring needed materials

Failure to academically perform may be addressed through grade level teacher meetings, Student of Concern meetings, parent conferences, student behavior or performance plans, and/or program changes.

ATTENDANCE:

Early Dismissal – Students leaving campus must checkout through the Attendance Office. A written excuse from home is required to obtain an early dismissal.

Morning Tardies – A student is considered tardy if he/she comes to school after 8:10 A.M. Students who report to school after the 8:10 bell are required to check in at the attendance window where they will be issued a slip to class. To be excused, a tardy must meet the same general criteria as an excused absence. **Tardies due to oversleeping or missing the bus are considered unexcused.** If no note for a legal absence reason (illness, medical/dental, religious, holiday or funeral) is presented it will be an unexcused tardy. Noting that a parent simply excusing a child's tardy does not make it "excused" under state law. Tardiness clearly due to circumstances beyond a parent or student's control (such as a late school bus) will be excused. A student is considered absent if he/she comes to school 15 minutes after the 8:10 bell.

BUS PASSES

Students riding the bus with a friend or to an alternative stop must present a note stamped by the TMMS main office to the driver. Bus notes will be stamped before school or at lunch. Notes **will not be stamped** after school. To obtain a stamp the note must have the destination address, bus number and a parent signature.

The TMMS office staff will not process bus pass requests over the phone. A note or faxed document is required.

CLOSED CAMPUS

Thunder Mountain operates under a closed campus. This means that no one comes onto or leaves the school campus without permission. All visitors must secure permission to be on campus by first going to the main office and checking in. Students will not be permitted to leave the school after arriving in the morning until classes dismiss at 2:40 P.M. unless permission to do so is obtained from the student's parent/guardian and the main office. If a student is given permission to leave the building, she/he must sign out with the attendance secretary before leaving.

During after school activities, i.e. sports, clubs, etc., students must stay on campus to participate. Once students leave campus after school they must return with a parent/guardian if they wish to return.

COMMERCIALISM

Students are not permitted to sell items at school unless approved by an administrator. All posters and advertisements for potential display at Thunder Mountain Middle School **must** be approved through the district office.

COMMUNITY RELATIONS

Use of Tobacco and Nicotine Products and Delivery Devices

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.

Tobacco **products and delivery devices** includes, but **are** not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, **electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers,** nicotine delivery devices **or**, chemicals **that are not FDA-approved to help people quit using tobacco,** devices that produce the same flavor or physical effect of nicotine substances; and any other **smoking equipment, device, material or** innovation.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy **in the form of a nicotine patch, gum or lozenge** is permitted. However, students **and employees** must follow applicable policies regarding use of medication **at school.**

The general public using district facilities, or vendors, suppliers or contractors working on district property will be governed by this policy.

Notices advising students, district employees and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy. Updated: April, 2014

DANCES/SOCIALS/STUDENT ACTIVITIES

- NO OUTSIDE GUESTS will be allowed at any Thunder Mountain Middle School activities or dances.
- **Students attending activities are to remain in the designated area.** If you must leave early, a signed note from a parent is required. Any student leaving the building before the end of the activity/dance/social will not be re-admitted.
- Please inform your parents that you are to be picked up at 5:00 p.m. for a ride home. Students will be allowed to return to their lockers following the activity.

- Students demonstrating unacceptable behavior at an extra-curricular event will lose the privilege to attend activities.
- Students must be in the activity no later than 15 minutes after it begins unless previously arranged with an administrator. Attendance after this deadline is prohibited and no refund will be available.

DIGITAL CITIZENSHIP AGREEMENT

Students at Thunder Mountain Middle School (TMMS) are encouraged to use technology as a part of their learning experience. Students need to understand that there are expectations in the use of technology and that there are consequences for the inappropriate use of technology, as outlined in the Behavior Guidelines in the student handbook.

Student Expectations are outlined below within the following themes of Technology:

Digital Access:

This theme covers any electronic participation within the TMMS community.

- I understand that the use of technology at TMMS is a privilege, not a right, and inappropriate use could result in the disciplinary measures as indicated in our student guidelines and expectations for conduct and behavior.
- I will abide by the *Guidelines for personal use of Chromebooks at TMMS*.

Digital Communication:

This theme covers any electronic exchange of information within and outside of the TMMS community.

- I understand that my school email is a means of communication with my teachers and will check it regularly.
- I understand that any work stored on the server and email account is accessible by TMMS.
- I understand that I am responsible for my digital footprint and the consequences of my online actions.
- I understand that there is etiquette for all online communications including e-mails, social media, texts, instant messages, discussion forums, etc.

Digital Literacy:

This theme covers my personal expectation to understand that technology at school is focused on the teaching and learning, in addition to the use of technology.

- I understand that school technology equipment should be used for educational purposes.
- I will not use mobile phones during class time unless instructed to do so by my teacher.
- I will be respectful of my learning opportunities at TMMS and sites accessed during class should be used for educational purposes.

Digital Etiquette:

This theme covers my standards of conduct and procedures both within and outside of the TMMS community.

- I understand the meaning of the word “respect” and, when using technology.
- I will model respectful behavior.
- I understand that I am not allowed to search for inappropriate content or use inappropriate sites on the internet.
- I will not store any inappropriate material on the school server.

Digital Law:

This theme covers my ethical responsibility for my actions within and outside of the TMMS community.

- I will not attempt to access others information, download music or any other unethical practices.
- I will not plagiarize, and I will cite my sources using MLA/APA guidelines.

Digital Rights & Responsibilities:

These themes cover my basic rights and responsibilities both within and outside of the TMMS community.

- I am ultimately responsible for my belongings and will store my devices in a secured locker when unattended.
- I will consider the environment and print the fewest pages possible only when necessary.
- I will treat all school technology equipment with care and be responsible while using it.

Digital Security (Self and server protection):

This theme covers my actions to protect information within and outside of the TMMS community.

- I will be respectful and mindful of others’ privacy when using technology to communicate with and about members of the TMMS community, whether inside or outside of school (video, photos, Facebook, etc.).

When using technology, I will:

- Keep my passwords private.
- Respect other people’s passwords.
- Not look at or use anyone else’s work without permission.
- Not access anyone else’s accounts.
- Not open, delete, move, copy, or modify other people’s files.

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

Section 504/ADA Coordinator
Director of Student Support Services
2929 McDougall Ave
Enumclaw, WA 98022
360.802.7104

GRADING POLICY

Each teacher develops a system of evaluating student progress based on the criteria for their individual classes. This evaluation system will be shared with their students, and they will explain how that system translates to a letter grade on report cards. Grades will be averaged according to the following scale to determine the grade point average (GPA):

A = 93-100	B=83-86.99	C=73-76.99	D=60-66.99
A-=90-92.99	B-=80-82.99	C-=70-72.99	F=0-59.9
B+=87-89.99	C+=77-79.99	D+=67-69.99	

LOCKERS

Each student is assigned a locker at the beginning of the school year. Students are responsible for the condition of their lockers. **Do not share your locker with anyone else!**

- Lockers are school property and may be opened by school authorities at any time deemed necessary.
- Lockers should not be marked on with ink or felt pens or decorated inside with anything that cannot easily be removed. Fines will be assessed for damage done to any locker.
- Additional external locks are not allowed.
- Each student will be issued a PE lock and locker at the beginning of the year. Students will be charged for lost locks.

MEDICATIONS (whether prescription or over the counter) that are intended to be administered at school are restricted to the following guidelines:

- Limited to a 20 day supply
- Contained in the original, labeled bottle
- Be delivered to the school secretary or nurse, counted, and signed in by the **parent or legal guardian** of the student.

A state required form must be completed by a physician and signed by parent for student medications to be administered by the school nurse.

The physician may indicate on the form that the student may self-carry emergency medications such as for asthma and allergies. The parent, school nurse, and the Principal must approve this.

MENINGOCOCCAL MENINGITIS

It is important that you be informed about the causes and symptoms of meningococcal meningitis. You also need to know how the disease is spread, and what the availability of a vaccine may be. Parents, students and staff can access this information via our website at www.enumclaw.wednet.edu.

PHYSICAL EDUCATION ACCEPTABLE WEARING APPAREL

- Physical education t-shirts are sold to students through the school office. This consists of a gray TMMS T-shirt.
- If a student chooses not to wear the uniform they must wear clothing which meets the following requirements:

Top: Must be a plain gray or white (solid color) T-shirt. **No collars, buttons, pockets, pictures etc. will be allowed.**

Gym Shorts: Solid black elastic waistband that can be permanently labeled on left leg hem. **No pockets, zippers, snaps, belts, or spandex tights will be allowed.**

Shoes: It is highly recommended every student have a pair of athletic 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. Remember, whatever is worn for physical education will be 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. Students not wearing their P.E uniforms will receive wear a loaner uniform, and their grade(s) will be affected.

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.

If you DO NOT want your student to access the Internet, while at school, please complete the "Internet Opt Out Information" form (available @ http://www.enumclaw.wednet.edu/departments/technology/internet_opt_out_form.pdf) and return it to your student's school main office. If, at any time, you would like to rescind your decision and change your permission, you must let the school know in writing.

TELEPHONES

The office telephones are business phones and should be used by students for emergencies only. Parents are asked to refrain from calling students except in cases of real emergencies. Personal messages will not be delivered to students unless they are of an emergency nature.

VISITORS

Safe and Orderly Learning Environment

If the visit is school or staff initiated (e.g. invitation to Grandparent's Day, Assembly, Valentine's Day), the following guidelines must be followed:

A. All visitors register at the office upon their arrival at school.

B. A visitor's badge should be worn conspicuously.

The following guidelines are established to permit visitors **that are non-school/non-staff initiated** to observe the educational program with minimal disruption:

- A. All visitors must register at the office upon their arrival at a school. **A visitor's badge should be worn conspicuously.**
- B. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the district.
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.
- D. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be required to confer with the teacher before or after the observation to enhance understanding of the activities.
- E. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.
- F. If a dispute arises regarding limitations upon or withholding of approval for visits:
 1. The visitor shall first discuss the matter with the principal;
 2. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent or designee. The latter shall promptly meet with the visitor, investigate the dispute and render a written decision, which shall be final, subject only to the citizen's right to raise an issue in open meeting at a regular session of the board.

Disruption at School Activities

The following guidelines are basic security measures to prevent/reduce disruptive activities in the school:

- A. All visitors are required to check into the office upon entering a school building. All entrances must be posted.
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office.
- C. A visitor's badge should be worn conspicuously.

- D. Written guidelines pertaining to the rights of noncustodial parents should be readily accessible to direct staff about what to do if a noncustodial parent shows up demanding to:
1. Meet with the teacher of his/her child;
 2. Visit with his/her child; or
 3. Remove his/her child from the school premises.
- E. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office that may, in turn, report the disturbance to a law enforcement officer.

Updated: March 2016

Students are not allowed to bring friends/visitors from outside of Thunder Mountain Middle School with them to school unless already authorized with School Administration.