

# 2019-20 Meeker Student Handbook

4402 Nassau Ave NE, Tacoma, WA 98422

The purpose of this handbook is to communicate the academic, social, and behavioral expectations necessary in an innovative learning community. It is important that you read and understand the information in this handbook. You will be held accountable for following the rules and procedures as outlined. Our core focus is to develop thoughtful students who are prepared both academically and socially for high school, college, workforce, and beyond (21<sup>st</sup> Century Skills). The information in this handbook as well as the support of MMS staff will help you achieve at the highest levels and reach your goals.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Period	Class	Teacher Name	Room	Phone	Email
	Advisory			253-571-	
1				253-571-	
2				253-571-	
3				253-571-	
4				253-571-	
5				253-571-	
6				253-571-	
	Counselor			253-571-	

District Student Handbook Online

Below is a link to the district Student and Parent Handbook. Please go to and read all the information on the district website.

<https://www.tacomaschools.org/handbook/Pages/default.aspx>

# Student Calendar

## Tacoma Public Schools 2019-20 School Year Student Calendar

Updated 4/23/19

- 2<sup>nd</sup> Labor Day Holiday
- 3<sup>rd</sup> District Data Day (no school)
- 4<sup>th</sup> Teacher Workshop Day (no school)
- 5<sup>th</sup> First Student Day
- 10<sup>th</sup> Kindergarten Start Date

SEPTEMBER 19						
S	M	T	W	Th	F	S
1	H	N	N	SS	6	7
8	9	KS	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

18 days

OCTOBER 19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	D	12
13	14	15	*16	E	E	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 11<sup>th</sup> District Data Day (no school)
- 16<sup>th</sup> Elementary Conferences \*Early Release grades K-5
- 17<sup>th</sup>, 18<sup>th</sup> All Grades Conferences Early Release grades K-12
- 25<sup>th</sup> Kindergarten Data Day \*No school for Kindergarten students only

22 days

- 11<sup>th</sup> Veterans' Day Holiday
- 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> Thanksgiving Break

NOVEMBER 19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	H	H	H	30

17 days

DECEMBER 19						
S	M	T	W	Th	F	S
1	*2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	N	H	H	N	N	28
29	N	H				

- 2<sup>nd</sup> Elementary Trimester Break \*No school for elementary students only
- 3<sup>rd</sup> Second Elementary trimester begins
- Dec 23 – Jan 3 Winter Break/ No school
- 14 days – elementary students
- 15 days – secondary students

- 1<sup>st</sup> New Year's Day
- 6<sup>th</sup> School resumes
- 20<sup>th</sup> Martin Luther King Jr. Day
- 30<sup>th</sup> Secondary Semester Break \*No school for middle and high school students
- 31<sup>st</sup> District Data Day (no school)

JANUARY 20						
S	M	T	W	Th	F	S
				H	N	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	*30	D	

18 days – elementary students  
17 days – secondary students

FEBRUARY 20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	S	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29

- 3<sup>rd</sup> Second semester begins
- 14<sup>th</sup> Snow make-up day
- 17<sup>th</sup> Presidents' Day Holiday

18 days

- 12<sup>th</sup>, 13<sup>th</sup> All Grades Conferences Early Release for all Students
- 16<sup>th</sup> Third Elementary trimester begins

MARCH 20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	E	E	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22 days

APRIL 20						
S	M	T	W	Th	F	S
			1	2	3	4
5	N	N	N	N	N	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	D	28	29	30		

- 6<sup>th</sup> – 10<sup>th</sup> Spring Break
- 27<sup>th</sup> District Data Day (no school)

16 days

- 22<sup>nd</sup> Snow make-up day
- 25<sup>th</sup> Memorial Day Holiday

MAY 20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	S	23
24	H	26	27	28	29	30
31						

19 days

JUNE 20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	E	S	S	19	20
21	22	23	24	25	26	27
28	29	30				

- 16<sup>th</sup> Last Day of School/ Early Release
- 17<sup>th</sup>, 18<sup>th</sup> Snow make-up days, if needed

12 days

D = District Data Day (no school) H = Holiday (no school) N = Non-School Day SS = School Starts  
KS = Kindergarten Start Date E = Early Release S = Snow Make-Up Day

## Welcome to Meeker: Home of the Wolverines!

Welcome to the 2019-2020 school year! Every year is a new beginning; with new classes, teachers, friends, and responsibilities. At Meeker, our teachers and support staff are the best, and we all commit to give you the very best! We are excited to work with you and look forward to a great year! The vision at Meeker is to provide students with a **21<sup>st</sup> Century Education that will empower students to be prepared to solve global problems using Learning & Innovation; Information, Media & Technology; and Life & Career Skills.**

**Learning & Innovation:** We do this by providing you with classes that will be challenging and structured to meet your unique needs as a learner. You will have many opportunities to become skilled in working through problems and assignments. In these classes, you will work with other students collaborating as a team and be able to develop your own creative abilities. There are many elective courses available at Meeker. By infusing **AVID** (Advancement via Individual Determination) strategies in daily lessons, we create the best learning environment, so you are better at working together and learn from each other. **AVID WICOR Strategies**

<p><b>READING</b></p> <ul style="list-style-type: none"><li>• Deep Reading Strategies</li><li>• Note-Taking</li><li>• Graphic Organizers</li><li>• Vocabulary Building</li><li>• Summarizing</li><li>• Reciprocal Teaching</li></ul>	<p><b>WRITING</b></p> <ul style="list-style-type: none"><li>• Cornell Note-Taking</li><li>• Learning Logs</li><li>• Quickwrites and Reflections</li><li>• Process Writing</li><li>• Peer Evaluation</li><li>• Authentic Writing</li></ul>	<p><b>INQUIRY</b></p> <ul style="list-style-type: none"><li>• Skilled Questioning Techniques</li><li>• Costa's Levels of Thinking</li><li>• Socratic Seminars</li><li>• Tutorials</li><li>• Investigations</li><li>• Questions that Guide Research</li></ul>
		
<p><b>ORGANIZATION</b></p> <ul style="list-style-type: none"><li>• Binders and organizational tools</li><li>• Calendars, planners, and agendas</li><li>• Graphic organizers</li><li>• A focused note-taking system</li><li>• Tutorials and study groups</li><li>• Project planning and SMART goals</li></ul>		<p><b>COLLABORATION</b></p> <ul style="list-style-type: none"><li>• Socratic Seminars</li><li>• Tutorials</li><li>• Philosophical Chairs</li><li>• Group Activities and Projects</li><li>• Peer Editing Groups</li><li>• Service Learning Projects</li></ul>

**Media & Technology:** At Meeker, we have the most laptops per student in the district! This provides you with the opportunity to have access to technology in every one of your classes. We strive to integrate the use of this technology throughout all curriculum to more effectively reach your learning goals. You will find this helps you be more actively engaged in the learning process and be more efficient in your creation of projects.

**Life & Career Skills:** We teach these skills throughout the entire school as well as in our daily Advisory. In Advisory, we teach the Wolverine Way to work on your ability to become a respectful, responsible, global citizen, while developing your character and leadership skills. We find this vital to sustain our amazing school culture and prepare you for the 21<sup>st</sup> century workplace. At Meeker, there is something for everyone to get involved in our school as well. Whether participating in one of our sports teams, clubs, or electives, you will find a place to belong and develop your character and take on leadership opportunities. Our electives are the finest in the district, offering Career & Technical Education (CTE); Leadership, Music, Physical Education, and World Language. These all provide you the opportunity to learn Life & Career Skills as well.

Remember, success begins with you! Take advantage of every opportunity Meeker Middle School and the incredible staff have in store for you. We are here to assist you in becoming a leader by learning, preparing for life in high school and beyond, and helping you become prepared for the 21<sup>st</sup> century workplace. Meeker is an fantastic school with an energetic and experienced staff; we will continue to teach you to think critically and solve problems; encourage you to learn as much as you can; participate fully; have fun; and show pride and leadership in your school and community. Together, we will make the 2019-2020 school year outstanding!

Sincerely,  
Patrick Kjack – Principal

James Van Stralen - Assistant Principal

# Student Handbook

## Table of Contents

	Page #
Important Meeker Contacts .....	1
Vision Statement/Mission Core Values.....	2
The Wolverine Way/Behavior Expectations .....	3-4
Leadership and Community.....	5
Dress Code Guidelines .....	6-7
<b>Offices and Services</b>	
Main Office.....	8
Attendance Office .....	8
Guidance Office .....	9
Health Room .....	9
<b>General Information</b>	
ASB.....	10
Bicycles/Skateboards .....	10
Bus Transportation & Discipline.....	10
Cafeteria Expectations.....	10
Celebrate at Home.....	10
Closed Campus .....	10
Clubs & Activities .....	11
Electronic Devices .....	11
Fines .....	11
Flag Salute.....	11
Food, Beverages, Gum.....	11
Hallway and Stairway Expectations.....	11
Identification Cards .....	11
Library Books & Textbooks.....	12
Lockers & Backpacks .....	12
Lost and Found .....	12
Nutrition Services, Lunch & Breakfast .....	12
PE Clothing and PE Lockers .....	12
Visitors and Volunteers .....	12
Yearbooks.....	12
<b>Academics</b>	
AVID.....	13
Classroom Supplies.....	13
Educational Field Trips .....	13
Grading .....	13
Guest Teachers .....	13
High School Credit.....	13
Internet/Computer Use by Students .....	13
Planners.....	14
<b>Communication</b> .....	14
<b>Student Safety Plan</b> .....	14-15
<b>Athletics</b> .....	15
<b>Meeker Middle School Discipline Policy</b> .....	16-18
Academic & Behavior Contract.....	19
Library Form (Optional).....	20

### Important Meeker Contacts

Patrick Kjack	Principal	571-6535
James Van Stralen	Assistant Principal	571-6553
Lindy Wells-Nichols	Office Coordinator	571-6555
Katherine Darling	Guidance Secretary	571-6560
<i>Enrollment/Withdrawals, Records Requests, Fines</i>		
Jo Ann Glass	Attendance Secretary	571-6570
<i>Report or Pre-arrange Absences, Late Arrival or Early Dismissal, Lockers</i>		
Cathy Maui'a	Office Assistant	571-6556
<i>Bussing, Volunteers, School Uniform</i>		
John Frazier	Counselor	571-6557
<i>Student Last Names A – L</i>		
Lisa Carlson	Counselor	571-6566
<i>Student Last Names M – Z</i>		
Sally McHugh	Librarian	571-6579
Marcia Thomas	Athletic Director	571-6536
Sue McMonigal	ASB Advisor	571-6545
Karen Harper	School Psychologist	571-6559
Lori Kelly, RN Annette Bunker, RN	Health Room	571-6568
<i>Immunizations, Medication, Health Records/Plans</i>		
Rodney Olson	Chief Custodian	571-6534
Food Service	Head Cook	571-6533
<i>Food Service, Lunch Money</i>		
Lepon Mamea	Security Office	571-6596

**Community Resources** -King County Crisis Line-206-461-3222; Pierce County Crisis Line- Optum-1-800-576-7764;

Teen Link Hotline from 6-10 pm daily, chat available on-line. 1-866-Teenlink or 1-866-833-654

## The Wolverine Way

Meeker Wolverines will model the following three behaviors.

**Respect:** Honoring the rights and property of others

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements.

**Responsibility:** Being accountable for yourself and your actions

Do what you are supposed to do • Plan ahead • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions, and attitudes • Set a good example for others.

**Citizenship:** Honoring diversity, challenging injustice and contributing to a positive learning environment

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

**Advisory:** We teach the Wolverine Way throughout the entire school as well as in our daily Advisory. The goal of this work, is for you to become a respectful, responsible, global citizen, while developing your character and leadership skills. This is vital for our amazing school culture and to prepare you for the 21<sup>st</sup> century workplace. Advisory at Meeker helps students and staff create and sustain a culture where we feel welcome, want to come to school, and know what our school stands for. In this process, you will acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

**Leaders Wanted:** You are the key! You help create and sustain a safe, supportive and nurturing environment by becoming **LEADERS** and participating in **Your Community!** At Meeker, there is something for everyone to get involved in our school as well. Whether participating in one of our sports teams, clubs, or electives, you will find a place to belong and develop your character and take on leadership opportunities. Our electives are the finest in the district, offering Career & Technical Education (CTE); Leadership, Music, Physical Education, and World Language. These all provide you the opportunity to learn Life & Career Skills as well.

# Meeker's Behavior Expectations

<b>As a Wolverine I will:</b>	<b>Classroom</b>	<b>Hallways</b>
<b>Be Respectful-</b> <i>Honoring the rights and property of others</i>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Use appropriate voice level</li> <li>• Be an active listener</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands &amp; objects to self.</li> <li>• Follow ALL staff directions</li> <li>• Use appropriate language</li> </ul>
<b>Be Responsible-</b> <i>Being accountable for yourself and your actions</i>	<ul style="list-style-type: none"> <li>• Come prepared mentally and physically</li> <li>• Complete individual and group assignments</li> <li>• Be a self-manager</li> </ul>	<ul style="list-style-type: none"> <li>• WALK directly to class</li> <li>• Remain in class for first 15 and last 10</li> <li>• Always have a pass visible during class</li> </ul>
<b>Be A Good Citizen-</b> <i>Honors diversity, takes action, challenges injustice and contributes to a positive learning environment</i>	<ul style="list-style-type: none"> <li>• Avoid drama</li> <li>• Contribute to class and school goals</li> <li>• Be open to different views, ideas and cultures</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side</li> <li>• Follow locker visit pattern (B/B/A/A)</li> <li>• Allow others to pass</li> </ul>

<b>As a Wolverine I will:</b>	<b>Cafeteria</b>	<b>Arrival / Departure</b>
<b>Be Respectful-</b> <i>Honoring the rights and property of others</i>	<ul style="list-style-type: none"> <li>• Be welcoming to everyone/share your table</li> <li>• Be patient in line</li> <li>• Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently on concrete outside commons</li> <li>• Use “conversation voices”</li> </ul>
<b>Be Responsible-</b> <i>Being accountable for yourself and your actions</i>	<ul style="list-style-type: none"> <li>• WALK– always</li> <li>• Keep your area clean</li> <li>• Use conversation voices</li> </ul>	<ul style="list-style-type: none"> <li>• Enter through the commons door</li> <li>• Use restroom before class</li> <li>• Be off campus by 2:55pm</li> </ul>
<b>Be A Good Citizen-</b> <i>Honors diversity, takes action, challenges injustice and contributes to a positive learning environment</i>	<ul style="list-style-type: none"> <li>• Keep conversations positive</li> <li>• Clean any trash you see</li> <li>• Report concerns to adults</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others with respect</li> <li>• Open doors for others</li> <li>• Report concerns to adults</li> </ul>

Students observed modeling these behaviors may receive recognition of their good conduct in the form of a stamp in the back of this book. These stamps can then be redeemed for special prizes and privileges throughout the school year. Save up your stamps for bigger and better prizes and privileges.

# Meeker Middle School Dress Code

Our Meeker dress code standards are to help students focus on learning. All clothing must be neat in appearance, in good repair, and worn appropriately. The fit and/or style of the clothing should not be tight, revealing, or oversized. Undergarments should not be visible.

Students are expected to come to school in attire that meets the Meeker Dress Code. Students who do not comply with the dress code will be required to change into dress code clothing. Meeker policy requires that students remain in dress code while on campus at all times. When dress code is not required, students are expected to come to school and school activities neatly and appropriately dressed.

Item	Description	Color
<b>TOPS</b> (personalized items may only be worn by purchaser)	<b>Meeker Logo Crew Neck or Hoodie, Meeker Logo T-shirt</b> , Plain Navy Blue Sweatshirt, Wolverine Clubs and Sports Spirit Wear, Retired Meeker Sports Jerseys <ul style="list-style-type: none"> <li>▪ NO zippers or buttons</li> <li>▪ NO logos or brands</li> </ul>	Navy Blue
	<b>District Sponsored Apparel</b> <ul style="list-style-type: none"> <li>▪ “We Day”</li> <li>▪ District Sports Championships</li> <li>▪ AVID</li> </ul>	Any
	<b>Polo shirts</b> <ul style="list-style-type: none"> <li>▪ button style (no more than 4 buttons)</li> <li>▪ solid color</li> <li>▪ must be tucked in if worn under a sweatshirt</li> <li>▪ <b>NO brands/logos</b></li> </ul>	Blue Yellow White
	<b>Undershirt</b> <ul style="list-style-type: none"> <li>▪ may be worn under shirts and sweatshirts</li> <li>▪ may not hang out at the sleeve or the hem</li> </ul>	White or Navy Blue
	<b>8<sup>th</sup> Grade Only Sweatshirt &amp; Class of 2024 t-shirt</b>	Royal Blue
	<b>Meeker Athletics Jerseys</b> <ul style="list-style-type: none"> <li>▪ must be worn with a polo</li> <li>▪ game days only</li> </ul>	Blue
<b>BOTTOMS</b>	<b>Pants, Capris, Shorts, Skirts or Dresses</b> <ul style="list-style-type: none"> <li>▪ acceptable materials – cotton, corduroy or denim</li> <li>▪ solid color (not faded or acid wash)</li> <li>▪ plain in style (no bling/gems)</li> <li>▪ should promote modesty</li> <li>▪ fitted or 1 size larger ok (not skin-tight)</li> <li>▪ hemmed and worn at waist (no sagging or dragging)</li> <li>▪ may be no higher than 2 inches above the knee</li> <li>▪ NO cut-offs, yoga pants, leggings, jeggings, holes, rips, tears, frays, patches (tights/leggings in <b>school colors</b> may be worn <b>under</b> skirts/dresses)</li> </ul>	Tan/Navy Blue Chinos, or Blue Jeans
<b>FOOTWEAR</b>	<ul style="list-style-type: none"> <li>▪ Should be appropriate for all school activities and worn at all times</li> <li>▪ must be closed-toed</li> <li>▪ must have backs or heel straps</li> <li>▪ heels no taller than 2 inches</li> <li>▪ NO Crocs, flip-flops, sports sandals/slides, slippers or shoes with wheels</li> </ul>	Any
<b>OUTERWEAR</b>	<ul style="list-style-type: none"> <li>▪ jackets/coats/hats are to be stored in lockers</li> <li>▪ may only be worn outside during lunch</li> </ul>	Any
<b>JEWELRY &amp; ACCESSORIES</b>	<ul style="list-style-type: none"> <li>▪ must be safe, non-suggestive and non-disruptive to the learning environment</li> <li>▪ hats and hoods may not be worn inside the building</li> <li>▪ lanyards may only be worn around the neck or not visible</li> <li>▪ scarves, gloves and sunglasses must be kept in locker</li> <li>▪ plain, slim headbands and sweatbands to hold hair back, no logos</li> <li>▪ bandanas and chains are not to be worn</li> </ul>	Any
<b>PE Uniform</b>	<b>Grey/Navy solid shirt/sweatshirt or Meeker PE Grey/Navy shirt/Sweatshirt</b> <b>Navy Blue solid shorts/sweatpants</b>	Grey, Navy Blue



# Meeker Middle School Non-Dress Code Policy

When dress code is not required, students are expected to come to school and school activities neatly and appropriately dressed.

Item	Description	Color
<b>TOPS</b>	<ul style="list-style-type: none"> <li>▪ should promote modesty and not be low in front or back</li> <li>▪ shoulders must be covered</li> <li>▪ neat in appearance / in good repair</li> <li>▪ worn appropriately</li> <li>▪ fit and/or style of the clothing should not be tight, revealing, or oversized</li> <li>▪ undergarments may not be visible</li> <li>▪ must follow district dress code policy</li> </ul>	Any
<b>BOTTOMS</b>	<p><b>Pants, Capris, Shorts, Skirts or Dresses</b></p> <ul style="list-style-type: none"> <li>▪ should promote modesty</li> <li>▪ neat in appearance</li> <li>▪ in good repair</li> <li>▪ worn appropriately</li> <li>▪ fit and/or style of the clothing should not be tight, revealing, or oversized</li> <li>▪ undergarments may not be visible</li> <li>▪ fitted or 1 size larger ok (not skin-tight)</li> <li>▪ hemmed and worn at waist (no sagging or dragging)</li> <li>▪ may be no higher than 2 inches above the knee</li> <li>▪ NO cut-offs, yoga pants, tights, jeggings, holes, rips, tears, frays, patches (tights/leggings in <b>school colors</b> may be worn <b>under</b> skirts/dresses)</li> </ul>	Any
<b>FOOTWEAR</b>	<ul style="list-style-type: none"> <li>▪ Should be appropriate for all school activities and worn at all times</li> <li>▪ must be closed-toed</li> <li>▪ must have backs or heel straps</li> <li>▪ heels no taller than 2 inches</li> <li>▪ NO Crocs, flip-flops, sports sandals/slides, slippers or shoes with wheels</li> </ul>	Any
<b>OUTERWEAR</b>	<ul style="list-style-type: none"> <li>▪ jackets/coats/hats are to be stored in lockers</li> <li>▪ may only be worn outside during lunch</li> </ul>	Any
<b>JEWELRY &amp; ACCESSORIES</b>	<ul style="list-style-type: none"> <li>▪ must be safe, non-suggestive and non-disruptive to the learning environment</li> <li>▪ hats and hoods may not be worn inside the building</li> <li>▪ lanyards may only be worn around the neck or not visible</li> <li>▪ scarves, gloves and sunglasses must be kept in locker</li> <li>▪ sweatbands with logos, bandanas, and chains are not to be worn</li> <li>▪ plain, slim headbands and sweatbands to hold hair back, no logos</li> <li>▪ bandanas and chains are not to be worn</li> </ul>	Any
<b>FOOTBALL FRIDAY/ COLLEGE WEAR</b> On approved days	<ul style="list-style-type: none"> <li>▪ DRESS CODE BOTTOMS APPLY! – Tan/Navy Blue Chinos, or Blue Jeans</li> <li>▪ Meeker apparel, Football apparel, or College apparel</li> <li>▪ should promote modesty – see guidelines for TOPS above</li> </ul>	Any

## Borrowed Uniform or School Appropriate Clothing

If students are out of compliance with the Dress Code or Uniform Policy, they may borrow uniform clothing from the clothing closet if items are available. The student's non-uniform items will be kept in the main office. When the borrowed item is returned, freshly laundered, the student will receive their non-uniform item back. A weekly return reminder will be given to the student. After 30 days, the non-uniform item will be donated to charity.

# Meeker Offices and Services

## Main Office

**Photo ID should be presented when you enter the secured building and again at the main office. All visitors/guests are required to enter through the main entrance, show ID, and sign in at the main office and receive a visitor/guest badge.**

The main office greets and provides information to visitors about our school. It is the goal of the main office to help teachers, parents, and students with many of their requests and handle clerical tasks for the administration. Any concerns about the facilities or school grounds should be brought to the attention of the main office so the chief custodian or security officer can correct the problem. Services provided by the main office between the hours of 7:00 AM-3:30 PM.

## Attendance

***Attendance is the single-most important factor in determining academic achievement. Meeker strongly encourages scheduling appointments and family vacations outside of the school day.***

The following are methods of communicating with the school to receive an excused absence:

- The parent/guardian telephones the attendance line (571-6570) on the day of the absence.
- The student brings a note from a parent/guardian to the attendance window 24 hours following an absence. The note must include the student's first and last name, the date(s) of the absence, and the reason for the absence.

An absence will be considered unexcused if the student fails to bring a note from his/her parent/guardian within two (2) days following the student's return to school. The BECCA process (see below) will be followed for unexcused absences.

### **Arriving Late or Leaving Early**

**Arriving Late:** Students must check in at the attendance window with a written note from a parent/guardian stating the reason for an arrival 10 minutes after the start of the day. Students will receive consequences in alignment with the school's discipline policy if arriving late without a District defined excused reason.

**Leaving Early:** Notes for an early release must be brought to the attendance window before school on the day of the early release. Parents/Guardians or an authorized contact must come into the Main Office and sign out a student that is being dismissed before the end of the school day.

**Pre-Arranged Absence:** *Pre-Arranged Absence* forms are available from the attendance desk in the main office or may be found on the Meeker website under Resources/Forms. Make your request at least three (3) days prior to the planned absence.

**Requests for Homework:** For an absence of one or two days, please contact the teacher. Parents/guardians may call the Attendance Office to request homework when a student has not attended school for three (3) days or more. Teachers will have 24 hours to get the assignments ready for the student.

**Washington State Attendance Requirements:** State law and district policies and regulations require daily and punctual attendance of all students unless officially excused. Parents/guardians and students are both responsible for assuring attendance.

### **District Defined Excused Absence Reasons**

Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences according to state law:

- Personal illness, health condition, or medical or dental appointment
- Appearance in court when required by law
- Disciplinary action, i.e., in-school or short-term suspension
- Religious observance
- Family emergency, i.e., funeral, death, hospitalization to name a few (Check with Administrator)
- School-approved activities, field trips, pre-arranged absence approved by the principal.

## Guidance

The Guidance Office staff processes student enrollments and withdrawals. Meeker counselors are available by appointment during the school day. Please call 253-571-6560 to schedule an appointment.

### **Add and Drop Class Policy**

Once the student schedule has been determined in the spring of the year, changes in the schedule are rarely made. Only exceptionally valid reasons for a change will be considered. Once school has started, the principal or designee must approve requests for changes before any changes are made.

## Health Room

The Health Room is open from the beginning of 1<sup>st</sup> period until the end of the school day for students who become ill during school hours and are not well enough to attend class. Students must obtain a timed hall pass from their teacher before leaving the classroom, unless it is during their lunch period.

### **Immunizations**

All students in Tacoma Public Schools must provide proof of up-to-date immunization records before enrolling. Attendance at Meeker Middle School is dependent upon accurate and current immunization information. For all new enrolling students the Meeker nursing staff will review records.

### **Medications**

District Policy allows only oral medication, specifically prescribed by a physician, to be given at school if there is no other way to schedule the administration of the medication. (Medications also include drugs which are traditionally viewed as over-the-counter products: Advil, Tylenol, Claritin, etc.)

The following procedures must be followed if your student needs to take medication at school:

- The medication must be in a container labeled by the pharmacist at the time the prescription was filled.
- Please send only the amount the student will need to take at school.
- Many pharmacists will label two containers, one for home and one for school.
- A form must accompany each medication.
- The form must be signed by the physician indicating the medication, dosage, and the length of time the medications is to be given at school. This form must also be signed by a parent/guardian. Forms are available in the Health Room or on the District website.
- If the student needs to carry an inhaler on his/her person, the physician must indicate this in writing.
- If the student has a medical need for emergency medicine such as medication for a bee sting or allergy, that "epi-pen or equivalent" must be in the nurse's office before the student may attend classes.

### **Crutches**

It is a District requirement that students needing the use of canes, crutches, walker aids and/or wheelchairs at school must have written authorization from a health care provider and bring the form to the Health Room.

### **Accident or Injury at School**

While the Meeker staff work hard to prevent accidents, they occasionally happen. If you are injured at school, immediately report the injury to the nearest adult, who will report to the nurse. The nurse will further examine and report to parents.

### **Insurance**

The school district does not have insurance to cover student injuries occurring at school. It is our suggestion that families purchase low-cost student insurance that is offered to all students. Except in life threatening situations, hospitals and physicians will not be able to treat a student without parent permission.

## General Information

### Associated Student Body (ASB)

The Associated Student Body (ASB) is the governing group that represents all students. Elected ASB Representatives plan, advocate for, review and allocate money for extracurricular activities. Representatives to ASB are elected annually by their classmates. **In order to participate in ASB, clubs, or sports, a student must purchase an ASB membership. If a student cannot afford to purchase an ASB membership, please contact the Guidance Office.**

### Bicycles/Skateboards

Despite our attempts to provide security, the school is not responsible for the theft or damage of bikes or skateboards. If the choice is made to ride a bike or skateboard to school, please remember:

- For safety reasons, while on campus, bikes should be walked and a skateboard carried.
- Lock bikes carefully and securely. The student, not the school, is responsible for the bike's security and other personal items. The office will not store a bike or skateboard.

### Bus Transportation

Bus transportation is provided for any Meeker student living outside a one (1) mile radius from school. A Meeker Student ID card is required to ride the bus. If a student needs a temporary bus pass the student must come to the main office before school or during lunch to obtain a slip for the bus driver's records. For additional bus information, please see the District website.

#### Riding a Different Bus

Students intending to ride another bus must have a note requesting a one-day exception signed by a parent/guardian. The note must be taken to the main office before school to receive a bus pass.

#### Bus Discipline

Riding the bus is a privilege, not a right. Proper behavior is expected on all buses at all times. Any student abusing the privilege of riding the bus could have his/her riding privileges revoked. (Reg. 6605R)

#### After School Activity (ASA) Bus

An After-School Activities (ASA) bus will be provided for students who participate in sports or other after school clubs and activities. A Meeker ASA Bus Pass and Student ID card is required to ride the ASA bus.

For after school emergency questions, **please call First Student (253) 272-7750.**

Route schedules may be found on the web at [www.tacoma.k12.wa.us/distinfo/transportation](http://www.tacoma.k12.wa.us/distinfo/transportation).

**Cafeteria Expectations:** Students are to maintain respectful behavior and exhibit proper manners. Misbehavior at lunch may result in immediate lunch detention or other consequences. Students are expected to:

- Follow supervisor's directions.
- Deposit lunch litter in garbage cans, always leaving a clean table area.
- Share responsibility for cleaning up spills and dropped food (no arguing/blaming, please!)
- Use quiet voices and good manners.
- Keep lunch lines orderly.
- Consume all food in the cafeteria and remain seated while eating.
- Stay seated at same table during entire lunch.
- Wait for supervisor's permission to be excused from cafeteria.
- Show ID card to purchase a lunch.

### Celebrate at Home

In order to ensure the orderly operation of Meeker Middle School, we must take steps to eliminate personal celebration items that cause a significant disruption to the learning environment. Items such as, but not limited to: flowers, balloons, tiaras, cakes, cupcakes, cookies, etc. will no longer be acceptable in the building during the school day. Please celebrate birthdays and other congratulatory occasions with your family outside of the school day.

### Closed Campus

Tacoma School District maintains a closed campus policy. A student may not leave campus for any reason without permission until the dismissal bell at the end of the day. Students attending after school activities may not leave campus then return to the after-school activity for any reason without permission from the principal or designee. Violation of this policy will result in disciplinary action. Students staying for athletic events must be supervised until the start of the event or

until the ASA bus arrives.

### **Clubs & Activities**

As a Wolverine, you can participate in extra-curricular activities including clubs and sports. Pick up a brochure in the office. If you do not see a club offered that you would like to have, we may be able to start a new club. Even your parents can volunteer and get involved around our school! See the main office for a volunteer form.

### **Electronic Devices**

**Students bring items at their own risk. Meeker Middle School and TPS are not responsible for lost or stolen devices.** We will not assume responsibility for, nor investigate the loss or theft of, such items brought to school. Electronic devices include but are not limited to: cell phones, iPods, tablets, gaming units, etc. Staff may confiscate items used improperly on campus or during a school event. Students may use electronic devices during class time only when first directed to do so by their teacher. Student may also use devices in the library during lunch. Smart watches/devices should be turned off or on silent/vibrate and may be put away in pocket.

#### **Consequences when an electronic device is confiscated:**

- 1<sup>st</sup> Offense: Teacher/staff issues a warning.
- 2<sup>nd</sup> Offense: Blue slip and teacher/staff confiscates the device and keeps it secure until the end of the period.
- 3<sup>rd</sup> Offense: Administrative Referral - Parents may be required to retrieve the item from the office.
- Subsequent Offenses: Progressive discipline
- Note: Items confiscated in common areas will be brought to the main office. Students may retrieve them at the end of the day. Consequences listed above also apply.

### **Evening Events**

Students are welcome to attend evening events such as concerts or plays when accompanied by a responsible adult. Respectful audience behavior is expected. Students will be asked to vacate the premises when deemed necessary.

### **Fines**

While at Meeker, students will be using items such as tools, computers/tablets, books, instruments, and locks that belong to the school. If school equipment or property is damaged, lost or stolen it is the student's responsibility. There will be a fine issued to cover repair or replacement. Fines must be paid prior to report cards being issued or participating in an extracurricular activities. Students are responsible for reporting to their teacher any equipment they receive that is damaged.

### **Flag Salute**

Meeker Middle School adheres to the Washington State Law regarding the United States flag procurement, display and exercises. RCW 28A.230.140.

### **Food, Beverages, and Gum**

Food and beverages may be consumed only in the cafeteria (except for teacher-directed events), water can be taken to class in a clear water bottle. Students must store lunches in their locker during class time. Students should bring only enough food for oneself to consume in a sitting. Any food/beverages items purchased at lunch must be consumed in the cafeteria and properly discarded before leaving the cafeteria. **Chewing gum is not allowed** at any time. Students may bring a clear water bottle to consume only water.

### **Hallway and Stairway Expectations**

Keep all body parts to yourself; avoid inappropriate play, pushing, or loitering; use indoor voices; be courteous to everyone; don't disrupt other classes; **walk, don't run!** The halls should be clear 5 minutes after the end of the school day. Students must be in supervised after school activities or off campus.

### **Identification Cards**

We furnish an initial Meeker Identification (ID) card to each student at no cost. It is the responsibility of the student to keep this ID card with him/her at all times during school. ID cards are required to purchase meals and ride the bus. Although the first ID card is provided at no cost, there will be a \$5.00 charge for each replacement card payable through the office finance window.

### **Library Books & Textbooks**

Students may check out three library books for two weeks. More books can be checked out for needed projects. **Fines are assessed for library books that are lost or damaged. Fines on books found within 12 months will be refunded. After that time period, a refund will not be given.** Students may come to the library during school hours with a pass from their teacher. Library lunchtime passes are available to students from the lunchroom supervisors.

Textbooks are the property of the school. Meeker expects students to be accountable for them and treat them with care. Upon check out, the student must write his/her name in ink inside the front cover and complete a Textbook Condition form stating all damage. Books should be kept securely in lockers, rather than being left in classrooms or hallways. If a textbook or library book is lost or misplaced, students should immediately check with teachers, the Lost and Found, and the Librarian. Fines will be assessed for lost and/or damaged books; replacement costs range from \$8.00 to \$80.00. All book fines must be paid before report cards are issued.

### **Lockers and Backpacks**

Neither lockers nor locker combinations are to be shared with other students, the office must make any locker changes. Lockers may be inspected at any time for any reason deemed necessary by school security or administration. The school is not responsible for loss or damage to any personal property or items missing from a student's individual or physical education locker. Backpacks are not allowed in classrooms and must remain in lockers until the end of the school day. Purchase a backpack that will fit into a school locker; backpacks on wheels will not fit. The locker size is **36" x 12" x 12"**. Students must limit use of lockers to before school, before / after lunch, and after school.

### **Lost & Found**

Please take the time to label all items coming to school with the student's name. When found, all cell phones, jewelry, wallets, eyeglasses, etc. will be kept in a secure location in the main office. Lost clothing, books, and notebooks will be kept in a lost and found receptacle in the main office. Students should report to the main office as soon as possible after item has been lost. All items will be donated to charity if not claimed by the last day of school in June. The school is not responsible for lost or stolen personal items. **Students bring items to school at their own risk.**

### **Nutrition Services, Free & Reduced Lunch, Breakfast & Lunch**

Students need to have their ID card to line-up first; they also need to have a positive balance in their "Lunch Money Now" account. A lunch may be provided for the day if a student's account is below \$0.00.

### **PE Clothing and PE Lockers**

Students are required to change for Physical Education (PE) every day, unless excused by a doctor. Students are required to provide their own physical education clothes- a solid navy or gray t-shirt and plain navy shorts or purchase PE clothing from Meeker. Last names should be written on t-shirts, shorts and athletic shoes. PE clothes should remain in assigned PE lockers until Fridays, at which time they should be taken home and laundered for the following week. PE clothing is to be worn only during PE class. **Make sure your locker is always locked when you are not present and all valuables are stored away. Meeker Middle School and Tacoma Public Schools are not responsible for lost or stolen items.**

### **Visitors/Volunteers**

Parents are welcome at Meeker Middle School during the day and in the evening for student events. During the school day, photo ID is required for all visitors/volunteers to enter the front doors of the building. Classroom visits must be pre-arranged through the teacher at least 24 hours in advance as per the teacher contract. Students attending other schools from within or outside the district will not be allowed to visit.

### **Yearbooks**

Yearbooks may be purchased online directly from the publisher. Ordering information and prices will be available later in the school year. Yearbooks are distributed during the last week of school.

# Academics

## **AVID (Advancement via Individual Determination)**

Meeker is an AVID school that strives for ensuring college readiness for all AVID Elective students and improved academic performance for all students based on increased opportunities through Advisory.

## **Classroom Supplies**

Students are required to have supplies to help keep them organized and prepared for class. Many of these supplies are provided. Some classes such as shop and art may require a fee for consumable supplies.

## **Educational Field Trips**

Field trips are an important part of the educational program. Students are expected to follow all school rules on field trips. Failure to comply with field trip behavior expectations will result in standard school discipline.

Participation on certain field trips is a privilege, check with your teacher for specifics. Students are to ride to and from field trips on District provided transportation.

## **Grading**

Meeker teachers will post their grades weekly or bi-weekly online for students and parents/guardians to access throughout the year using the online Home Access Center (HAC). (Some courses may have longer projects and may not post weekly. Please refer to each teacher's syllabus for specific grading information.) If you have any questions regarding a grade, contact the teacher first. If you have questions about HAC, please contact the Guidance Office. The guidance office can assist you with calculating GPA.

## **Guest Teachers**

Throughout the school year, we expect a good relationship between students and Meeker's teachers. Following the classroom rules becomes even more important when a guest teacher is present. Students will show the guest teacher the best behavior Meeker can offer. In the teacher's absence, the guest teacher is in charge. Even though he or she may not handle things exactly as the regular teacher would, students need to comply with his/her requests and procedures. Students are expected to go out of their way to cooperate and help the guest teacher with the difficult task of substituting. Failure to cooperate with a guest teacher may result in double disciplinary action, which may include progressive discipline up to suspension.

## **High School Credit**

As a Meeker Student, you will be challenged. In some of our classes you will have the opportunity to earn credits toward your high school graduation. This means some of your classes and grades can be placed on your high school transcript as a permanent record of your success.

## **Internet/Computer Use by Students**

Tacoma Public Schools (TPS) offers access through its digital resources to library materials, databases, and the Internet. It is important that each student's parent/guardian consider carefully and make an informed decision about whether to permit his/her student access to the district's digital resources, including the Internet.

In using the district digital resources, students accept the responsibility to:

1. Utilize the digital resources for educational purposes only;
2. Abide by district policies and federal/state laws, including copyright laws;
3. Adhere to school guidelines on use of the network, and notifying staff prior to using the Internet;
4. Use good behavior and respect district property; do not destroy, modify, delete, or add software to district computers without permission. Fines will be assessed for damage or other abuse to school equipment.
5. Use digital resources in a legal, moral, and ethical manner. Do not access or process obscene, pornographic, or other inappropriate materials.

Meeker Middle School will monitor activity on the network for responsible use consistent with the district's Acceptable Use Policy for Digital Resources and Regulation; and to remove a user's privilege to access the network at any time the District determines that the user is engaged in unauthorized activity or for violating the Policy. Disciplinary actions shall be consistent with the district's standard policies and procedures.

## **Planners**

The planner is an AVID strategy and should be used daily to record all class assignments. It is the responsibility of the student to keep this planner with you always during school. The replacement cost of the planner is \$5.00. The planner must be kept in its entirety; pages should not be removed from a planner. Students must bring their planner to all classes. Parents are encouraged to check the planner daily to be aware of the student's activities and homework.

## **Communication**

It is extremely important for us to make certain that we communicate with our students' parents and guardians. At Meeker Middle School, we use a variety of methods to accomplish this. It is the number one procedure that if you have a concern with a teacher or a grade, contact that teacher first to set up a meeting to discuss the issue. If you have questions about multiple classes, a "staffing conference" may be set up by contacting the counselor. Counseling office phone is 253-571-6560.

**Classroom websites** – are available for viewing classroom information, obtaining homework items, and reading information posted by the teacher. Individual SWAY sites can be accessed by clicking on Classroom Websites through Meeker's website.

**Telephone Calls** – may be made directly to the classrooms, where each teacher has voice messaging. Teachers will make every attempt to contact parents/guardians to inform them of any concerns they may have regarding their student. As mentioned above, teachers should return phone calls within 24 hours or on Monday following Friday or weekend calls and messages.

## **Student Safety Plan**

Student safety is a very important responsibility of Meeker Middle School. Although emergencies are rare and unlikely, we must be prepared to react quickly, safely, and in an organized manner to each alarm. Our plan includes instructions for all students and members of our staff. In all situations, if the principal is out of the building, the Assistant Principal assumes building responsibility.

Regardless of which type of emergency we are dealing with, three procedures remain constant in order to maintain a safe environment.

1. All students remain under the supervision of Meeker Staff.
2. All information is funneled through the main office staff.
3. If evacuation is necessary, students MUST be checked out through our front office staff. Our parent service area will be in the front of the school.

### **FIRE ALARM PROCEDURES and DRILL PROCESS**

We practice emergency drills once per month. Each practice drill should be treated as an actual emergency and all steps must be followed. Teachers will discuss fire drill procedures and exit routes before the first fire drill of the year. If a fire starts anywhere in the building, the nearest fire alarm should be pulled. Our fire alarm is a loud, electronic siren.

It is VERY important to take "quake-safe" action at the first indication of ground shaking. Don't wait until you are certain an earthquake is occurring.

### **Earthquake Drill Procedures**

Upon notification of an earthquake drill or at the first sign of ground shaking, staff and students must demonstrate their ability to react immediately and appropriately.

1. Drop, take cover, and hold on to table legs if possible.
2. Stay under shelter until shaking stops or until told to move.
3. Listen for instructions via intercom, loudspeaker, or by the administrator.
4. Teachers will take roll to determine which students are present and give destinations to the office or administrative team of any student who was sent from the classroom prior to the emergency.



**Evacuation:** You will be directed to evacuate the building when deemed safe. This will be accomplished by an intercom, loudspeaker, or staff messenger. Once outside, teachers will accompany students to their assigned area and keep their classes separate from other classes. Teachers will need to take attendance upon reaching their assigned area.

### **INTRUDER LOCKDOWN PROCEDURES**

The presence of an intruder on campus will be signaled by a specific intercom announcement. This alert will signal staff and students to follow lockdown procedures. In a lockdown situation, our goal is to get all staff and students into a locked, secure room inside the building as quickly as possible.

**If Inside,** students are to go to the nearest classroom. Students will be instructed to get under desks or tables and stay away from doors and windows. **Everyone in the room should remain silent until the lockdown is over.** An intercom announcement or a visit from a member of the response team will signal the end of a lockdown.

**If Outside,** students and staff members should enter the nearest secure space inside the building and report to the teacher and/or supervisor of that space. Students may need to run to an outside secure location.

### **During Lunchtime or an Assembly**

If an intruder alert occurs during lunchtime, students should follow the directions of the supervisor in charge to the nearest secure site. If possible, lockdown procedures will be followed in the cafeteria. If necessary, students will be evacuated to smaller surrounding classrooms or the locker rooms until the lockdown is over.

If an intruder alert occurs during an assembly in the gym or cafeteria, students will stay where they are and staff members will follow lockdown procedures. Students should listen to and follow the directions of adult supervisors in the gym or cafeteria. No student should leave the gym or cafeteria without specific instructions from the adult supervisor in charge.

## **Athletic Program Philosophy and Guidelines**

Tacoma Public School's philosophy on middle school activities is that "athletics is a vital part of the total school program." Specific program guidelines are as follows. Meeker Middle School students compete district-wide against each other in a variety of different sports. Sixth through Eighth graders have the opportunity to participate at the varsity, junior varsity, and c-team level, gaining invaluable experiences through competition.

**Requirements for participating in sports and extracurricular activities:  
More athletics & activities information at [www.tacomaschools.org](http://www.tacomaschools.org)**

**The following must be completed BEFORE students participate in their first practice.**

1. **Complete and submit required registration form** (including proof of required medical insurance)  
REGISTER ONLINE!
2. **Submit proof of current physical exam** signed by your physician (physicals are good for 13 months).  
**Maintain academic eligibility** Athletics and Activities Regulations 2151R
3. **Pay the required ASB fee** at your participating school
4. **Students shall maintain a 2.0 average GPA**

# Meeker Middle School Discipline Policies

Meeker's discipline philosophy is that all students practice behavior which contributes to a positive school climate and does not interfere with teaching and learning. Students are expected to take ownership of their own behavior, follow directions, treat each other with kindness and respect, and learn the value of productive work and good citizenship.

**Buddy Classroom Process** – This step is non-punitive and is used for minor behavioral infractions when a student may need time to refocus and reengage in learning. The teacher issues a Buddy Slip, and the student goes to another classroom to reflect and fill out the form. Once the student fills out the reflection form, the student brings it back to the teacher and rejoins class. Parent notification is not necessary with this step. If behavior continues, teacher may pursue more punitive discipline.

**The Blue Slip Process** – This serves as an intervention to enable students to monitor and adjust their actions. Any minor infractions of school rules may result in the issuance of a blue slip and parents will be contacted.

## **The Discipline Referral Process**

Most discipline is handled by the classroom teacher or other staff member. A student failing to correct his/her behavior will earn a blue slip and staff member will contact parent. If a teacher deems behavior to impact the educational environment, a referral to an administrator will be made. In cases when a student's conduct substantially disrupts the classroom, a student may be sent immediately to the school office, with an office referral to follow. Repeated violations and exceptional misconduct are addressed by the building administrator or designee. Administrators make the final decision concerning consequences depending on the nature, severity, duration and mitigating circumstances in each situation.

## **Progressive Discipline – Consequences for Inappropriate Behavior**

Discipline at Meeker Middle School is progressive, which means consequences will increase as the offense becomes more severe. The consequences include the following. Lunch Detention, After School Detention, In-School Suspension, Short & Long-Term Suspension, Emergency Expulsion, and Expulsion.

NOTE: Any student suspended from school is denied the right to be on any Tacoma School District property

## **Exclusion from School Activities**

Students who demonstrate poor conduct at school may be excluded from participating in school events and activities. Students may not be able to attend field trips, assemblies, dances, athletic competitions, or special activities if they violate school rules or policies. School administration may remove or exclude a student from any activity if they believe the student's conduct should prevent him/her from participating.

## **Fundraising/Selling Items**

Students may only sell approved Meeker fundraising items on campus. The sale of any other personal or outside fundraising items is against school policy and ASB regulations. Offenders will be disciplined accordingly.

## **Use of Spray/Aerosol Items**

For the safety of our staff and students, spraying items such as cologne, body spray, air freshener, etc. is prohibited. These items could cause an allergic or respiratory reaction and pose a health risk. Consequences may include an office referral and other progressive disciplinary actions.

## **Body Markings**

Marking on yourself or others is disruptive to the educational environment. Do not use pens, markers, or paint to draw on the face, hands, arms, or other exposed areas of yourself or someone else. Staff members have the authority to send students to wash away body markings. Students not complying with the request will be disciplined for insubordination.

## **Search and Investigation Policy**

The principal, assistant principal, and/or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel school authorities may search a student, their locker, and personal effects and will seize any illegal or unauthorized materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action and/or referral to law enforcement. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive. In other words, a student's person and personal effects are searched only when a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

# Procedural Violations

Consequences will be according to teacher progressive discipline plans.  
**Chronic, repeated violations will result in parent contact and a referral to the office.**

<p><b>Abuse of Internet/Computer Privileges</b> Policy 6973</p>	<p>Parent contact, detention, Internet and/or computer privileges may be revoked, suspension (short or long term) from school. See Policy 6973R, TPS Regulations</p>
<p><b>Drink, Food and Gum Violations</b></p>	<p>Redirection. Consequences applied according to teacher's classroom discipline plan. Students will place item in trash and not re-offend. Re-offending will result in progressive discipline including Blue Slip Process.</p>
<p><b>Electronic Devices or other items unnecessary at school</b> (including but not limited to cell phones, toys, electronic games, listening devices, cameras, cards, games)</p>	<p>Staff will confiscate electronic devices seen or heard during regular school hours, unless teacher gives permission during their class period. Phones may be silenced and not carried in hand. Item returned at end of period for 1<sup>st</sup> and 2<sup>nd</sup> offense. Additional offenses will result in administrative referral without confiscation.  <b>1<sup>st</sup> Offense:</b> Warning  <b>2<sup>nd</sup> Offense:</b> Device kept until end of period  <b>3<sup>rd</sup> Offense:</b> Administrative referral.  <b>Subsequent Offenses:</b> May result in suspension from school.</p>
<p><b>False Reporting, Conspiracy, Misrepresentation</b></p>	<p><b>1<sup>st</sup> violation</b> = family notification – Office Referral (notification occurs for each subsequent incident)  <b>2<sup>nd</sup> violation</b> = Office Referral – Progressive Discipline  <b>3<sup>rd</sup> violation</b> = Office Referral – Progressive Discipline  <b>4<sup>th</sup> or more violation</b> = Progressive Discipline and parent meeting</p>
<p><b>Gambling</b> Playing cards, dice, or games of chance for money or other things of value will be considered gambling and is against Tacoma School District policy.</p>	<p><b>1<sup>st</sup> violation</b> = family notification – Blue Slip (notification occurs for each subsequent incident)  <b>2<sup>nd</sup> violation</b> = Office Referral – Progressive Discipline  <b>3<sup>rd</sup> violation</b> = Office Referral – Progressive Discipline  <b>4<sup>th</sup> or more violation</b> = Progressive Discipline and parent meeting</p>
<p><b>Graffiti</b> Knowingly writing, painting, drawing, scratching, or otherwise marking any inscription, figure, or mark of any type on any District owned or staff or student property, unless the student has obtained the express permission of a school official or the staff person.</p>	<p><b>1<sup>st</sup> violation</b> = family notification – Office Referral (notification occurs for each subsequent incident)  <b>2<sup>nd</sup> violation</b> = Office Referral – Progressive Discipline  <b>3<sup>rd</sup> violation</b> = Office Referral – Progressive Discipline  <b>4<sup>th</sup> or more violation</b> = Progressive Discipline and parent meeting</p>
<p><b>Hallway/Classroom Misconduct</b> Running, Horseplay, Yelling, Creating a Disturbance, Hands or Feet on Others</p>	<p>Redirection and then consequences according to classroom discipline plan</p>
<p>Inappropriate liberties by students on school district property will not be tolerated, even if the inappropriate liberties are meant as a "joke."</p>	<p><b>1<sup>st</sup> violation</b> = family notification – Blue Slip (notification occurs for each subsequent incident)  <b>2<sup>nd</sup> violation</b> = Office Referral – Progressive Discipline  <b>3<sup>rd</sup> violation</b> = Office Referral – Progressive Discipline  <b>4<sup>th</sup> or more violation</b> = Progressive Discipline and parent meeting</p>
<p><b>Lunchroom Misconduct</b> Leaving Garbage, Throwing Food, Repeated Running, Yelling, Creating a Disturbance, Walking on Seats or Climbing on Tables</p>	<p>Redirection. Repeated Offenses will result in any of the following: School Service (cleaning tables or floors); detention, assigned seating or Progressive Discipline</p>
<p><b>Plagiarism</b> Cheating, or copying the work of other persons, or turning in another person's papers, projects, computer programs, etc., as your own.</p>	<p><b>1<sup>st</sup> violation</b> =family notification by teacher–Student must redo assignment (notification occurs for each subsequent incident)  <b>2<sup>nd</sup> violation</b> = Loss of credit for assignment; progressive discipline  <b>3<sup>rd</sup> violation</b> = Loss of class credit; progressive discipline  <b>4<sup>th</sup> or more uniform violations</b> = Progressive Discipline and parent meeting</p>
<p><b>Tardy to Class</b> When a student is late to class without an excused note</p>	<p><b>2<sup>nd</sup> unexcused Tardy</b> = family notification by teacher except for 1<sup>st</sup> period (notification occurs for each subsequent incident)  <b>5<sup>th</sup> unexcused Tardy</b> = Office referral  <b>6<sup>th</sup> unexcused Tardy</b> = Unexcused Absence (Becca process)  <b>7<sup>th</sup> or more unexcused Tardy</b> = 2<sup>nd</sup> Office Referral submitted (Progressive discipline)</p>

<b>Truancy, Class Cuts</b> Policy 3122	Progressive consequences based on the severity of the offense, up to and including: redirection, parent contact, detention, schedule change, referral to truancy specialist, alternative discipline
<b>Uniform Violations</b>	<b>1<sup>st</sup> uniform violation</b> = Student reports to office for change of clothing <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> uniform violations</b> = lunch detention <b>4<sup>th</sup> or more uniform violations</b> = Disciplinary Referral (Progressive discipline)

## Progressive Discipline for Exceptional Misconduct

<b>Assault and Fighting</b> Creating a reasonable apprehension of or making harmful or offensive contact with another- Policy 3241R	<b>1<sup>st</sup> Offense:</b> 1-3 day Suspension <b>2<sup>nd</sup> Offense:</b> 3-5 day Suspension <b>3<sup>rd</sup> Offense:</b> 5-10 day Suspension <b>4<sup>th</sup> Offense:</b> Emergency Expulsion, Long Term Suspension
<b>Burglary, Theft, Robbery, Possession of Stolen Property, Malicious Mischief, Vandalism, Destruction or Defacement of School District Property-</b> Policy 3241R	<b>1<sup>st</sup> Offense:</b> 1-3 day Suspension <b>2<sup>nd</sup> Offense:</b> 3-5 day Suspension <b>3<sup>rd</sup> Offense:</b> 5-10 day Suspension <b>4<sup>th</sup> Offense:</b> Emergency Expulsion, Long Term Suspension <b><i>Any severe incident will result in immediate Emergency Expulsion, Suspension and/or Long Term Suspension.</i></b>
<b>Disruptive Conduct</b> Obstruction of any school function, refusal to comply with a staff person's directive, use of vulgar or profane language, engaging in verbal or physical harassment. Improper use of electronic devices-Policy 3241R	Warning and/or Progressive Discipline up to Short or Long Term Suspension, Emergency Expulsion, or Expulsion
<b>Intimidation/Threats, Harassment/ Bullying, Sexual Harassment</b> Policy 3241 R	Warning and/or Progressive Discipline up to and including Short or Long Term Suspension, Emergency Expulsion, Expulsion. Report to Law Enforcement as required as well as Electronic Threats reported.
<b>Possession, use or evidence of use of alcoholic beverages, illegal drugs and/or controlled substances</b> (See Regulation 3240R)	<b>1<sup>st</sup> Offense:</b> Suspension and/or Emergency Expulsion <b>2<sup>nd</sup> Offense:</b> Long Term Suspension or Expulsion All students will be referred to the Student Assistance Program for evaluation and treatment recommendations. Report to Law Enforcement
<b>Reckless Endangerment</b> Any behavior that endangers the physical or emotional safety of others, including dangerous behavior such as hitting, pushing, minor physical aggression, and horseplay. Policy 3241 R	Progressive Discipline <b>Note: There is no "I was just Kidding" or "We are Playing Around"</b> <b><i>Any severe incident will result in immediate suspension.</i></b>
<b>Tobacco Possession</b> –Possession of tobacco, lighters, matches and related items. Policy 3241 R	<b>1<sup>st</sup> Offense:</b> Short Term Suspension <b>Additional Offenses:</b> Suspension up to and including Long Term Suspension
<b>Distribution, possession with the intent to distribute, sell or attempted distribution of alcoholic beverages, tobacco, illegal drugs and/or controlled substances.</b> Policy 3240R	<b>1<sup>st</sup> Offense:</b> Suspension and/or Emergency Expulsion <b>2<sup>nd</sup> Offense:</b> Long Term Suspension or Expulsion All students will be referred to the Student Assistance Program for evaluation and treatment recommendations. Report to Law Enforcement
<b>Weapons or Explosives</b> Includes possession or use of a weapon, explosive, or other item apparently capable of causing bodily harm	Emergency Expulsion and Suspension/Expulsion  Report to Law Enforcement

\*This is a partial list of exceptional misconduct violations. A more complete list can be found online at Tacoma School District #10, Policy 3240, 3241, 4210.

Navigate to the Parent and Student handbook on the Tacoma School District Website:

<https://www.tacomaschools.org/handbook/Pages/default.aspx>