

Sylvester Middle School

STUDENT/FAMILY HANDBOOK 2021 - 2022

16222 Sylvester Road S.W.
Burien, Washington 98166
(206) 631-6000
Attendance Office (206) 631-6009
www.highlineschools.org/Sylvester
Crisis Line (24 Hours) (206) 461-3222 or 1-866-427-4747

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIPCODE _____

PHONE _____

STUDENT NO. _____

Sylvester Middle School is an equal opportunity school. It does not discriminate on the basis of race, color, national origin, age, gender, marital status, disability or religion. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities.

Sylvester Middle School's Behavior Expectations:

1. Purpose
2. Respect
3. Integrity
4. Determination
5. Empathy

GENERAL SCHOOL INFORMATION

SCHOOL ADMINISTRATION

Mr. Gil Parsons Principal
Mr. Chad Kodama Assistant Principal

OFFICE STAFF

Mr. Fa'afiti Fiso Office Manager
Ms. Cathy DaCosta Registrar
Ms. Bookkeeper
Ms. Nancy Prottengeier Attendance Specialist

STUDENT SUPPORT SERVICES

Ms. Rachel Raff Counselor 8th grade
Ms. Sarah Cabonari Counselor 7th grade
Mr. Reggie Dillard Jr. Counselor 6th grade

GETTING STARTED

PE UNIFORMS

Red or blue shorts or sweat pants and a grey or white T-shirt is the recommended uniform for all physical education classes. School PE uniforms are available for sale at the school office. PE uniforms sell for \$20.00.

SCHOOL PICTURES

Pictures will be taken within the first two weeks of school. A variety of package sizes and prices will be available from the photographer. Make-up day will be provided.

SCHOOL YEARBOOK

The school yearbook is pre-sold in the fall and distributed in June. Students entering school later in the year will have the opportunity to purchase a yearbook, in the Spring, if available.

MEALS

Both breakfast and lunch are served at Sylvester free of charge for the 21 – 22 school year. All students are welcome to receive breakfast or lunch at the designated time.

BELL SCHEDULE

Common Area 7:40-8:00am – Welcoming Bell
8:05am – School starts

A BELL SCHEDULE WILL BE PUBLISHED AFTER THE PLANNER GOES TO PRINT AT THE SITE BELOW.

[Bell Schedule](#)

2020 - 2021 SCHOOL HOLIDAY CALENDAR

2020

September 6	Labor Day
November 11	Veterans Day observed
November 25-26	Thanksgiving Holiday
December 20-Jan 31	Winter Break

2021

January 17	M.L. King, Jr. Day
February 18 & 21	Mid-Winter Break
April 4-8	Spring Break
May 30	Memorial Day

No School Days

Conference days, End of Semester, Mid-Winter Break, and additional non-school days to be determined.

Refer to Student Calendar on Highline School District Website for additional information

SYLVESTER POLICIES & PROCEDURES

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body (ASB) at Sylvester Middle School is a student run government made up of a president, vice president, treasurer and secretary from the 8th grade class. This team of students also referred to as the executive council is elected by the student body. The ASB works as a voice for students. The ASB will make decisions and address issues that affect the students and the school. Some examples are discussing school policies, assemblies and all-school celebrations. The ASB works with principals, teachers and other executive members to be leaders in building school spirit. Elections are held at the end of the year for 7th graders, who will be the 8th grade leaders at Sylvester the following school year. If you would like to run for one of these positions you must have a 2.5 GPA or higher.

ASSEMBLIES

Throughout a non-covid impacted year, the staff and students of Sylvester plan and present a variety of assemblies. Students are to walk quietly behind their teachers to the gymnasium or other assembly location. Students are expected to follow the directions of staff members directing the seating for the assembly. When filling the bleachers or chairs each student is asked to move in and fill all spots to allow for seating for everyone. Students are expected to follow the PBIS assembly expectations. Students are expected to dismiss as directed and in an orderly fashion.

ATHLETICS & ACTIVITIES

Sylvester Middle School encourages participation in a variety of in-school and after-school activities. Activities may include: yearbook club, games club, drama club, chess club, photography, cooking, arts & crafts, opera club, and homework support club. PTSA sponsored all-school parties are held during the school year. After school activity buses are available to transport participating students who live in the Sylvester service area (see schedule in main office).

SPORTS:

A full intramural program is available for all students at Sylvester. See the sports matrix below for offered athletics. Each season is approximately eight weeks long with the first four weeks as intramurals (everyone plays) with emphasis on participation and including some skill work. During the second four weeks players are selected for the team to play games with the other middle schools. **ASB cards are required for sports participants, including during intramurals.** After being selected for the team athletic pay-to-play fees apply.

Athletic Participation Requirements

- Pre-participation physicals are required.
- Physicals are good for 24 months and may not expire during the season.
- Sports registration is online at www.highlineschools.org/Page/146
- **Practice will start the first day of school.**
- Reduction of Participation Fee: Students qualifying for free or reduced lunch are eligible for a reduction of the athletics participation fee.

Season	Boys	Girls
One	Track and Field* Soccer	Track and Field* Softball
Two	Basketball	Soccer
Three	Wrestling*	Basketball Wrestling*
Four	Tackle Football – 8 th Graders only Cross Country*	Volleyball Cross Country*

Please note: Sports marked with an asterisk (*) are the only sports permissible by WIAA for 6th grade student participation. Students participating in or attending after school activities must adhere to the school wide policies of being safe, respectful and responsible. Failure to do so may result in disciplinary action.

ATTENDANCE (206-631-6009)

Regular and punctual attendance at school is very important for students in order to achieve maximum benefit from the school program. Participation in class activities and student/teacher interaction is critical to student mastery of course content and the achievement of academic objectives. A student is considered chronically absent, and therefore less likely to pass classes or graduate on time, with only two (2) absences per month or eighteen (18) absences per school year. In recognition of the responsibility of parent(s)/guardian(s) and the legal obligation of the compulsory school attendance law, RCW28A.225 (for more details on this and other policies please see the Highline School District website), for monitoring the school attendance of children under their care, Sylvester Middle School has established rules, regulations, and procedures for controlling absenteeism, truancy, and tardiness of students. These procedures include informing and involving the parent(s)/guardian(s) in the resolution of such problems. **Updates to attendance policy will be communicated to Sylvester families.**

Definitions:

- Synchronous Online Instruction means scheduled, real-time instruction between the student and a certificated teacher or another district staff member who is supervised by a certificated teacher. This mode of instruction provides opportunities for live, two-way interactive communication online.
- An absence from synchronous online instruction is when the student does not log in to the synchronous class/meeting/activity
- Asynchronous Instruction means instruction that is prepared by a certificated teacher and occurs away from the physical school setting without two-way interactive communication.
- An absence from asynchronous instruction is when there is no evidence that the student has accessed the planned asynchronous class/meeting/activity within a 24-hour time frame of when the participation is planned or expected.

ABSENCE PROCEDURES:

For the purpose of these attendance regulations, absenteeism is defined as: Any absence from school for the majority of hours or periods in an average school day, or the failure to comply with alternative learning experience program attendance requirements. The following procedures need to be completed when a student is absent:

1. **For every student absence, the parent(s)/guardian(s) is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. An unexcused absence becomes truancy after 48 hours.**
2. If an absence other than illness is anticipated, students need to make arrangements in advance. A note from parents stating the reason for the absence, including the inclusive dates, is to be brought to the attendance office prior to the day of the absence.
3. Students absent from school on a given day are not allowed to participate in extracurricular activities that day or evening without permission from an administrator.

TYPES OF ABSENCES:

Excused absences: These are defined as absences that are excused by the parent/guardian with a written note, e-mail, and/or phone call indicating the date of the absence and the reason. Teachers will give students the opportunity to complete and receive credit for all assigned work missed during an excused absence. Students are expected to obtain the missed class work within 2 days of the student's return to school, the teacher is not obligated to provide makeup work or extra credit. **NOTE: Students accumulating an excessive number of excused absences will be required to present additional documentation regarding the absences. Failure to do so will result in the absences being considered truancy.**

Unexcused Absences: Any absence from school for the majority of hours or periods in an average school day, or the failure to comply with alternative learning experience program attendance requirements and that the parent has not informed the school of a valid basis for the absence within two school days after the absence. The school may refuse to acknowledge a parental excuse if the absenteeism was unnecessarily prolonged and potentially harmful to the child's academic progress. Unexcused absences not cleared within 2 days of a student's return to school become truanies.

Truancy: Is defined as failure to attend school, without an excused absence, for at least seven days in one month or 10 in a year. Students might not be given the opportunity to make up work or tests for credit. Truancy is further defined as not reporting to school when your parent expects or believes you are there or not reporting to an assigned area after arrival on campus.

Truancy consequences:

Truancy issues will be handled as per state regulations outlined in the BECCA BILL.

☛ MAKE-UP WORK DUE TO ABSENCES (HSD Policy 3211P2):

It is the responsibility of the student to request make-up work from his/her teacher. Requests must be made within two days after the student returns to school. Teachers are responsible for providing the work and/or making arrangements for tests or quizzes within the limits outlined above. Teachers may provide alternate assignments or tests that are of equal value to the work that the student missed. For additional information about make-up work, due dates, students and/or parents should contact individual teachers before school, after school, or during teacher planning periods at (206) 631-6000. Parents may also contact teacher by e-mail. See district website for more info.

☛ TARDY PROCEDURES:

Tardiness: Tardy shall be defined as being late to school or class. Frequent tardies may result in student being required to serve one or more lunch detentions. A robo-call will go out to parents of students that have an unexcused tardy or unexcused absence during the school day. To excuse a tardy to school, a parent/guardian needs to call the attendance office, send an email, or send a note with the student excusing the tardy.

BICYCLE/HELMET POLICY

Washington State law and Highline School District Policy state that all persons riding bicycles must wear a helmet. Students riding skateboards and scooters must also wear a helmet. Riders must have bicycle locks with which to secure bikes to the provided bike racks. Bicycles may not be secured to any building or railing other than those specifically designated for bikes. Neither the school nor the district will be responsible for damage to bicycles or equipment brought to school. Bicycles, skateboards and scooters are to be walked on and off the school grounds, skateboards are allowed on the bus as long as they're secured in a bag.

BOOK BAGS/BACK PACKS

Students are responsible for all personal items brought to the classroom. We discourage bringing high value items or electronics to school. Sylvester Middle School will not be responsible for any lost or stolen items.

BUY/SELL POLICY

The buying and/or selling on school grounds and/or during school hours of any goods, services, or chances, not authorized by the school, is strictly prohibited.

CAFETERIA BEHAVIOR EXPECTATIONS AND PROCEDURES

Goal: Our Sylvester Cafeteria will be a safe, clean, and welcoming environment where all people interact with courtesy and respect.

Cafeteria Procedures:

1. Students leave the classroom and have four minutes to go directly to the cafeteria while walking, and without disrupting classes.
2. Students will enter the cafeteria through the west (street side) doors of the 300 Bldg.
3. Students will line up in one of the two serving lines. "Cutting" in line or "saving places" for friends is not allowed and may result in disciplinary consequences.
4. Greet kitchen workers in a positive, respectful manner when you getting lunch items, promptly select a table and remain seated while in the cafeteria. Visit appropriately with those at your table.
6. If a mess like a spill is made, get assistance from an adult supervisor to find cleaning material.
7. **All food and beverages will be kept in the cafeteria or designated eating area. Our goal is to keep our Sylvester campus free of trash.**
8. After done eating, trash, compost, and recyclables will be properly disposed of via the appropriate bin, and tray's will be placed in the designated place, or to the dish window. You may then remain at a table in the cafeteria to visit with friends or participate in available lunch time activities. All other areas are restricted during lunch except if given a pass to go to another location.

Cafeteria Expectations:

1. Listen for and follow adult directions.
2. Leave the cafeteria better than was found.
3. Use appropriate language with others.
4. Waiting patiently to get food.

5. Taking responsibility for one's own actions.
6. Planning time to take care of needs, such as eating, going to the restroom, socializing.
7. Considering who is affected when you leave a mess.
8. Creating an inviting space for everyone.
9. Taking only what is planned to eat.

Lunch time activities:

During lunch the gym will be opened for lunchtime activities. The goal of this experience is to provide students with opportunities to engage in safe and supervised physical play during the lunch break time.

CLOSED CAMPUS

Once students arrive at school (this includes being dropped off by school bus or by family, and by walking) they may not leave campus prior to the end of the day without permission, and then, only by signing out in the attendance office or main office. Even though students may arrive very early before school, once here they may not leave campus or they will be considered truant. In addition, once a student leaves campus at the end of the day, they may not return without parent permission.

Student Cell Phone Policy

Sylvester Middle School is a Phone free Zone for students from 8:05-2:35.

Expectations:

- In the morning at the start of class students will be asked to put their devices away.
- During the day 8:05 – 2:35 staff is expected to collect phones from students that are using them for any reason, unless authorized by a staff member.
 - When the student gives you the phone please put it in a secure place. Inform the student to go to the office to get the letter to take home and have signed by a parent or guardian. Turn it into the office as soon as possible. Make an effort with the student to teach them the consequence is about the impact on teaching and learning.
 - If a student refuses to hand over their phone please remind them they are not making a good choice and disengage. Call home before the end of the day and write a referral.
- During after school activities and sports, students will be asked to put their devices away.

When the office receives the phone for the first infraction the students can take the letter home and bring it back any time after it is signed by the parent or guardian. The second infraction will result in the office keeping the phone until the parent or guardian comes to retrieve it.

For questions regarding this policy, please inquire with our office staff.

COMPUTERS

Computers are an integral part of Sylvester's instructional programs. Before computers are used, students and parents will be expected to have read the Highline School District Electronic Information Systems User Agreement and have signed the Acceptable Use Policy and signature page in this Planner on pages 11-12.

COMMUNICATION

Important communication to students will be read in daily announcement, posted at the main entrance, and published on the monitor in the cafeteria. It is suggested that students have a pencil or pen handy during the reading of the announcements so that they can record information pertaining to them.

DISCIPLINE CONSEQUENCES

A consistent, fair, and progressive, discipline policy is our priority. We work to benefit all students by providing a safe and welcoming environment that is conducive to learning and socializing. We use Positive Behavior Interventions and Supports (PBIS) to provide students with a consistent, predictable environment, as well as tools and skills to manage behavior. Staff

and administration will (when appropriate) take a Restorative Justice approach as a response to misbehavior, and a team approach to reengaging students into the school community. When harm or “disrespect” has occurred, Restorative Justice is a way to empower both the person that was harmed and the person causing the harm. The process involves an adult facilitated mediation between both parties in what is called a restorative circle. When necessary, we expect parents and guardians to be prepared to participate in these “circles” in some cases when their student is in need of disciplinary intervention. These circles are intended to be a learning opportunity for all involved, and are not a forum to place blame or seek retribution. Additional information regarding discipline can be found in the Highline Public Schools Student Calendar with Rights & Responsibilities and at www.highlineschools.org under School Board/Policies & Procedures.

Interventions/Discipline used at Sylvester:

- Self-reflection activity
- Wildcat Reflection
- Reteaching of behavioral expectations
- Counselor conferencing
- Behavior agreement with recognition plan
- Seating change
- Break space inside classroom
- Break space in a buddy classroom (preplanned, max of 10 minutes outside of class)
- Reinforcer for positive behavior
- Loss of classroom privileges
- Teach or model replacement skills directly related to Behavior of concern
- Student – Teacher conference (academics or behavior)
- Ladder of Response

- Administrative conference
- Behavior Plan
- Check-in-Check out
- Parent conference
- Placed on safety net list
- No pass list
- Staffing
- Student of Concern list
- In-school suspension
- Short term suspension
- Long term suspension
- Class exclusion
- Detention (before or after school, or Saturday)
- Expulsion
- Class schedule change
- Restorative Circle

DRESS CODE

Sylvester Middle School adheres to the dress code established by the Highline School District Board. We expect all of our students to help create that environment. Dress and appearance play a significant role in creating a comfortable place for all students. To promote this comfortable and safe atmosphere, all clothing should be non-offensive to all staff and students. They must be free from vulgarity, profanity, drug and alcohol advertising, and gang affiliation. In addition, all attire, including body piercing(s), must not present health or safety problems or cause disruption to the educational process. The administration reserves the right to restrict appearance and attire with special consideration for safety, health, or disruptive issues. We appreciate the understanding, cooperation, and support of parents, as decisions are made in the selection of clothing and manner of dress. *Students that do not adhere to the dress code will be required to wear alternative clothing provided by the office.* Please observe the following guidelines.

☛ **Clothing**

1. Shoes are to be worn at all times. Opened toed shoes and slides are discouraged for safety reasons.
2. Clothing with inappropriate language or any reference to tobacco, drugs, alcohol, or gang affiliation (including bandanas) is not allowed.
3. Shorts, skirts, and dresses are to be long enough to maintain modesty while standing or sitting. These items should reach at least mid–thigh.
4. Shirts are to meet the waistband of skirts, pants or shorts, even when students move or bend. Undergarments are to be covered at all times.
5. Pants should not have to be held up with a hand when walking. The waistband of the pants must be worn at the waist or top of hip line.
6. PJs or garments designed to be sleeping or lounging attire are not to be worn to school.
- 7.. Piercing(s) must not present health or safety issues to the individual or other students.

☛ **Accessories**

Wearing of heavy chains from the waist (such as wallet waist attachments) and other long, large noise items or inappropriate symbols is not permitted.

ENDING THE DAY

The official close of the day is 2:35PM, after which students may go directly home by walking, pickup, or riding the school bus, stay after school to work with a teacher, attend an after-school club/activity, or turn out for sports. Students are expected to clear the building and be off campus by 3:00PM unless they are staying for a school activity. There will be an activity bus departing Sylvester at 4:30PM (times may vary), Monday through Thursday, for those students staying after school.

ENERGY DRINKS AND OTHER CAFFEINATED BEVERAGES

Energy drinks and other caffeinated beverages are not allowed at Sylvester Middle School in accordance with Highline Public Schools Nutrition Procedure 6700 [Policy Details - Highline Public Schools \(highlineschools.org\)](http://highlineschools.org).

FEES/FINES

Fines may be assessed to a student's account for a variety of reasons, including unreturned or damaged items. These items could include tools, books, instruments and many other kinds of instructional materials. If you lose or damage school equipment, you will be fined a fair repair or replacement value. If you are using school equipment or materials and they are stolen from you, it is your responsibility to pay for them.

Please note: Fees/fines must be paid before a student can receive a yearbook at Sylvester. Also, fees/fines accrued from K-8 will remain on the student's account through high school and may prevent participation in some high school activities, such as sports, dances, and graduation.

FIGHTING/FIGHTING INVOLVEMENT

Students found to be fighting or found to be involved in any way are subject to immediate disciplinary action, including but not limited to suspension or expulsion. The safety of our students is of utmost importance. If a student hears that a fight might occur, or if a fight is happening, they are expected to notify a teacher or administrator immediately.

NOTE: Recording fights on cell phones or other electronic devices is prohibited and will also be subject to disciplinary action.

Definition of Fighting

As written in the Highline School Districts' Student Conduct Violations, fighting is defined as, "Intentionally causing or attempting to cause physical injury in such a way as could reasonably cause physical injury to another person", this also includes failure to disperse, and failure to report a fight that a student is aware of.

FIRE ALARM TAMPERING

Any person who willfully and without cause tampers with any public fire alarm apparatus, or sounds any false alarm of fire, by shouting in a public place or by means of any public or private fire alarm system, or signal, or by telephone, is guilty of a misdemeanor according to RCW 9.4.100. Any student that commits this offence may be asked to meet with fire department officials in order to understand the severity of the crime and also may be asked to pay for any fine the school is assessed when a false fire alarm pull has occurred.

No GUM

Gum is not allowed at Sylvester Middle School. Students seen spitting gum on the floor or campus grounds may require restorative action.

GRAPHING CALCULATORS

Each student at Sylvester Middle School will be given the opportunity to use a TI-83 graphing calculator to study many aspects of mathematics. With this use comes great responsibility as each calculator is valued at over \$100.00. Although the calculators are sturdy, proper handling is expected for optimal learning.

The following expectations apply to in-class use.

- 1) Calculators are used ONLY for the purpose stated by the teacher for the day's lesson.
- 2) Students will use the calculator assigned to them and return it good condition at the end of class.
- 3) Typing messages on the calculators is not permitted.
- 4) Playing unauthorized games during class is not permitted.

HALL BEHAVIOR EXPECTATIONS

Goal: The Sylvester Middle School Hallways will be safe, quiet, and comfortable places to use where all people interact with respect, integrity, and empathy. We expect Sylvester students to act with P.R.I.D.E.

Rules of Conduct:

1. Students should move around campus and from class to class in a smooth, safe manner, directly to and from their destination. During the 4 minute passing period, students can walk and talk with peers, but they are expected to keep moving in the direction of the next class on their assigned schedule.
2. Students are expected to use appropriate language with others, and greet each other in positive ways.
3. Students should find ways to help others feel safe and welcome, avoiding disruption by walking and keeping hands and feet to themselves.
4. Food and drink should be consumed in the cafeteria only, not in halls, classrooms, or outside (unless given permission by an adult). Students are expected to keep the hallways and walkways clean.
5. Students are expected to use school appropriate language to communicate without the use of profanity.

Hallways are CLOSED to students before 8:05, after 2:40 and during lunches, unless you have been given permission from an adult to be in the hallway.

HARASSMENT/BULLYING/INTIMIDATION

Sylvester Middle School is committed to a positive and productive education and working environment free from discrimination and harassment of any kind. Sylvester will maintain the District policy and procedures (see policy number #3207 on district website for more information) regarding bullying. Bullying is defined by state law as any intentional written, verbal, or physical act that harms another student or damages the student's property, substantially interferes with a student's education, is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school. Students will be taught how to respond to and prevent bullying and harassment and how to report all incidents to the proper school personnel. Student violators of the school's stated no tolerance policy on bullying will be investigated and corrective measures deemed necessary will be initiated immediately. These measures may include any number of the following steps.

- Classroom Response
- Administrative Response
- In-School Suspension
- Short-term Suspension
- Out-of-School Suspension

Furthermore, Washington Office of Superintendent of Public Instruction (OSPI) specifically outlines Bullying as following:

- Bullying - negative actions which are intentional, repeated, negative, show a lack of empathy, and a power imbalance.
- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power-such as physical strength, access to embarrassing information, or popularity-to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

More information on OSPI outline on Bullying at the following address: [Harassment, Intimidation, and Bullying \(HIB\) | OSPI \(www.k12.wa.us\)](http://www.k12.wa.us)

HIGH RISK OR DISRUPTIVE NON-ESSENTIAL SCHOOL ITEMS

Certain items are NOT to be brought to school due to their disruptive potential. In addition, they become the targets of theft and pranks which consume large amounts of office time trying to resolve the problem. If any item is deemed to be disruptive, it will be collected and secured. Items will be returned to students when a parent comes to claim them or on the last day of school.

The following is a sample, but incomplete list, of such items! Do not bring items like the following to school

- Large sums of money
- Electronic games
- Laser pens
- Squirt guns, air guns
- Cards, dice, gambling devices
- Dolls, stuffed animals, pacifiers
- Toys, souvenirs, handcuffs, large chains, collections

Use of cell phones and electronics will not be permitted, at any time, during the school day on the Sylvester campus. If electronics of any kind (cell phones, iPods, etc.) are brought to school, it is at the student's risk. If cell phones and/or electronic items are brought to school and stolen, lost or damaged, the school will not be responsible for investigating, recovery or damages. All electronics (including -- but not limited to -- cellphones and personal tablets) are required to be out of sight during class and passing periods, cell phones need to be placed on silent, earbuds may be used only when directed by a staff member and for instructional purposes, they should be turned off and put away at all other times. Disruptive items out during unpermitted times will be collected by school teachers or staff.

Sylvester policy for retrieving items that have been collected by a teacher or staff member:

- ☛ **First Occurrence:** student received letter from Sylvester office to be signed by parent/guardian. Letter must be returned to main office. With signed letter, student may pick up item after the end of the next school day.
- ☛ **Second & Subsequent Occurrences:** Parent/guardian is required to pick item(s) up from main office.

In addition to items that are disruptive by nature in the classroom, Washington State law prohibits the following items on the school campus. Possession of such items will result in appropriate actions, these actions include, Administrative Response, In-School Suspension, Out-of-School Suspension Short-term Suspension, Out-of-School Suspension Long-term Suspension, or Expulsion.

- * Drugs, alcoholic beverages, narcotics, inhalants, cigarette lighters, matches, tobacco products, **and look-a-likes.**
- * Explosive devices, including firecrackers, fireballs, stink bombs, lighters, matches, etc.
- * Gang paraphernalia such as rags, bandanas.
- * Weapons, **look-a-like weapons**, guns, knives, and/or other items designed or easily used to cause physical harm.

LENDING AND BORROWING ITEMS AT SCHOOL

An on-going middle school issue is the problem of lending and borrowing. Please understand that if students lend money, jackets, jewelry, items of clothing, electronic devices, or other items to each other, the school cannot and will not become involved in the recovery of those unreturned items. ***Parents, please discourage your child from lending or borrowing anything at school!***

VIEW ACADEMIC PROGRESS ONLINE

Student progress can be accessed online through Synergy, ParentVue, or StudentVue

REPORT CARDS

Grade reports are issued on a quarterly basis. Report cards will be issued quarterly and mailed each semester. Questions related to grade reports should be directed to either of the following, the students grade level counselor, advisor, or the specific classroom educator. Currently, Sylvester is using standards based grading, more information can be found on the Highline Public Schools website [Grading - Highline Public Schools \(highlineschools.org\)](http://highlineschools.org). The following grading system is used:

- A=Mastered the academic learning of the course.
- B=Has the academic learning of a course.
- C=Has basic understanding of the course.

- NC=Not yet mastered enough academic learning in the course to earn credit.
- P=Participated sufficiently to earn credit, based on engagement not achievement of specified standards.
- IP=Has not yet demonstrated proficiency sufficient to earn credit, but can earn credit if proficiency is demonstrated in a specified time.

Teacher comments are also helpful in interpreting the grades indicated.

HOW THE FINAL GRADE IS CALCULATED

- The final score for each essential standard is determined by its last assessment
- Final grade is determined by the average score across the course's essential standards
- Final score for each standard is averaged to calculate an overall 1-4 for the course
- Grades below 1.6 are coded as NC (no credit) and do not affect a student's GPA

All aspects of the report card are to be examined by students and their parents to determine areas of success as well as areas needing improvement.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined as behavior that is unwelcome, offensive, interfering with effectiveness, or creating uneasiness in the educational and work environment. Sexual harassment consists of unwelcome and/or inappropriate sexual advances; and/or requests for sexual favors; and/or sexually motivated physical contact; and/or verbal or physical conduct or communication of a sexual nature. Sexual harassment will not be tolerated. All students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this ([Board Policy 3205](#)) and other District policies (see District website for more information). Students will be taught how to act promptly to resolve the harassment and how to report all incidents to the proper school personnel.

Student violators of the school's stated no tolerance policy on sexual harassment will be investigated and corrective measures deemed necessary will be initiated immediately. These measures may include any number of the following steps.

- Classroom Response
- School Response
- In-School Suspension
- Out-of-School Short-term Suspension

STUDENT CONDUCT CODE

Student behavior at Sylvester Middle School falls under the guidance of Highline Public Schools [Rights & Responsibilities](#). Each student receives a copy of these documents and is expected to know and put into action all content. All students are expected to ensure Sylvester is a safe and welcoming community and are held to the highest standard in enacting our conduct code.

Sylvester conduct code expects students to exude P.R.I.D.E.:

1. **Purpose** – Meaningful and intentional actions towards a specific goal.
2. **Respect** – Showing consideration for people, places, and things.
3. **Integrity** – Being consistently honest even when no one is looking.
4. **Determination** – Not giving up when things are difficult and bringing our best.
5. **Empathy** – Understanding and sharing the feelings of another by putting yourself in their position.

Responsible and Respectful Behavior:

Students are expected to exude pride with others including all adult personnel working at and for Sylvester Middle School or the Highline School District. Below is how students will exude pride in all spaces at Sylvester.

 <p>At Sylvester, our wildcat community is filled with PRIDE. These are the values we want to exude in our community, no matter where we are at school.</p>						
	I show P.R.I.D.E. in the Classroom by:	I show P.R.I.D.E. in the Hallways and Walkways by:	I show P.R.I.D.E. in the Cafeteria by:	I show P.R.I.D.E. during Assemblies by:	I show P.R.I.D.E. in the Bathrooms by:	I show P.R.I.D.E. when arriving and departing, school and bus locations by:
Purpose	<ul style="list-style-type: none"> • Being on time • Having all needed materials • Knowing the learning target(s) 	<ul style="list-style-type: none"> • Moving directly to my destination • Staying on the appropriate side of the hallway 	<ul style="list-style-type: none"> • Moving to the cafeteria and lining up 	<ul style="list-style-type: none"> • Moving to the assembly and sitting in my section 	<ul style="list-style-type: none"> • Choosing the nearest bathroom • Moving directly to my destination • Spending the least amount of time as possible 	<ul style="list-style-type: none"> • Knowing where to go • Taking the quickest destination
Respect	<ul style="list-style-type: none"> • Actively listening when others are speaking • Using appropriate language with others • Leaving the classroom better than I found it 	<ul style="list-style-type: none"> • Using appropriate language with others • Keeping the hallways and walkways clean 	<ul style="list-style-type: none"> • Listening for and following adult directions • Leaving the cafeteria better than I found it • Using appropriate language with others 	<ul style="list-style-type: none"> • Listening and paying attention – tracking the speaker • Taking opportunities to participate – volunteering • Leaving the gym better than I found it 	<ul style="list-style-type: none"> • Cleaning up after myself and flushing 	<ul style="list-style-type: none"> • Following the procedures • Being patient when needed
Integrity	<ul style="list-style-type: none"> • Modeling the classroom expectations • Being academically honest • Modeling digital citizenship 	<ul style="list-style-type: none"> • Alerting a trusted adult when recognizing unsafe behavior • Having a hall pass after the bell rings • Standing up for others 	<ul style="list-style-type: none"> • Waiting patiently for my turn to get food • Taking responsibility for my actions 	<ul style="list-style-type: none"> • Helping Wildcats around me stay focused • Modeling assembly expectations 	<ul style="list-style-type: none"> • Asking to use the bathroom for its intended purpose • Notifying an adult when facilities are out of order • Washing my hands for 20 seconds 	<ul style="list-style-type: none"> • Informing an adult about safety and health concerns • Modeling the expectations
Determination	<ul style="list-style-type: none"> • Sticking to my learning, even when it's challenging • Asking for help when I need it • Believing I will succeed 	<ul style="list-style-type: none"> • Knowing my schedule and travel time • Being on time to my destination 	<ul style="list-style-type: none"> • Planning my time to take care of my needs (eating, going to the restroom - socializing) 	<ul style="list-style-type: none"> • Staying focused on the message • Being open to connecting the experience to my life 	<ul style="list-style-type: none"> • Taking care of my needs quickly in order to get back to my destination 	<ul style="list-style-type: none"> • Being prepared to go where I need to be
Empathy	<ul style="list-style-type: none"> • Recognizing when others need support • Considering diverse ideas • Being aware of my and other's well-being 	<ul style="list-style-type: none"> • Finding ways to help others feel safe and welcome • Greeting others in a positive way 	<ul style="list-style-type: none"> • Considering who is affected when I don't clean up my space • Creating an inviting space for everyone • Taking only what I plan to eat 	<ul style="list-style-type: none"> • Placing myself in the position of the presenter • Celebrating the efforts and achievements of everyone 	<ul style="list-style-type: none"> • Washing my hands to keep others safe • Remembering that bathrooms should feel safe for all Wildcats 	<ul style="list-style-type: none"> • Helping others if they are having difficulty. • Accepting everyone as they are • Acknowledging staff that get us to and from school

Students can report unsafe or criminal activities occurring at school to an administrator or by calling the Highline Hotline at 206-631-7600 and leaving an anonymous message.

STUDENT LEADERSHIP CLASS

Student Leadership is an elective class open to 7th and 8th graders. The criterion for selection includes: teacher recommendation, good decision making skills, and commitment to serve Sylvester Middle School in a responsible and beneficial manner. Leadership Class is an opportunity to lead and serve Sylvester in one or more of the following activities: hospitality hosts/guides for visitors and new students, leading at assemblies, assisting at evening events, developing community outreach/support initiatives (canned food drives, clothing drives, etc.) and attending leadership training seminars.

TEACHER CLASSROOM EXPECTATIONS

In addition to meeting school-wide PBIS expectations, each classroom teacher at Sylvester has specific classroom expectations that align with exuding P.R.I.D.E. and expectations that apply to his/her curriculum situation. It is the responsibility of each student to learn these expectations during the first week of classroom instruction.

Typical classroom expectations will include but not limited to the following:

- Having all needed materials
- Knowing the learning targets
- Using appropriate language with others
- Listening when others are speaking
- Being academically honest
- Modeling digital citizenship
- Asking for help when needed
- Believing in one's ability to succeed
- Considering diverse ideas
- Being aware of my and other's well-being

For discipline questions, please see **DISCIPLINE CONSEQUENCES**

TEXTBOOKS

Textbooks are an important tool used in your education. They are fragile and expensive. Students issued textbooks in their classes are responsible for keeping them in good condition. Any damage "above and beyond normal wear and tear" will result in a fine up to the cost of replacing the textbook. Since they are responsible for any damage or loss of textbooks, students are reminded not to loan textbooks assigned to them to other students.

VISITORS ON CAMPUS

Sylvester Middle School does not allow student guests to attend school or come to visit the campus during school hours. If there are any questions as to this policy, please ask an administrator.

Sylvester Middle School Rules & Code of Ethics for Computer Users

As a Sylvester computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Sylvester Middle School.

1. I will read and sign the Highline School District's Student Acceptable Use Policy (AUP) before I use the computers.
2. I recognize that all computer users have the same right to use the equipment; therefore, I will ask the teacher for permission each time I want to use the computer and to access the Internet.
3. I will ask permission from teachers to use personal email accounts **each time** I would like to view email.
4. I will not waste nor take supplies, such as paper, printer cartridges, and USB drives that are provided by Sylvester Middle School; and when I am in a computer lab, I will talk softly and work in ways that will not disturb other users.
5. I will use the computers for educational purposes only.
6. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own electronic device or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
7. I recognize also that the work of all users is valuable; therefore, I will protect the privacy of others' areas by not trying to learn their passwords; I will not copy, change, read, or use files in another user's area; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; and I will not download information onto the hard drives of any Sylvester Middle School computer for permanent storage. I will download information onto an electronic device if planning to store the information for more than one week.
8. I will not go to any inappropriate site (example: pornography) and will report to the teacher if any inappropriate content comes on my screen.
9. Violations of the Rules and Code of Ethics described above will be dealt with seriously. Violators will lose computer privileges. Criminal charges could also apply.

Highline School District's Student Acceptable Use Policy (AUP)

User Accountabilities

Use of the electronic resources provided by the Highline School District is an expectation and a privilege. Where they are available, these resources are offered to staff, students, and other patrons. In order to maintain this privilege, end users agree to learn and comply with all of the provisions of these procedures.

All use of the electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the Highline School District.

All use of the electronic resources must be in compliance with district policies, local, state and federal laws; thus allowing the school district to meet requirements (i.e., FCC CIPA compliance).

CIPA UPDATE/Internet Safety Instruction

All students will have access to information to be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

- Age appropriate materials will be made available for use across grade levels.
- Access to training materials for online safety and implementation will be made available for administration, staff and families.

Suitable Consumption

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.

- With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
- End user consumption of resources for incidental personal use must be in accordance with all District policies and guidelines.
- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.
- As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

Undesirable Usage

- Providing unauthorized personal information such as an address or phone number.
- Contributing to the actions of or related to the action of sexting or delivery of pornography.
- Contributing to cyberbullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
- Failure to use secure and strong passwords to protect inappropriate access to district resources.
- Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use.
- Playing games, accessing blocked social networking sites, and streaming or downloading audio and video files, protected by the Recording Industry Association of America (RIAA) and Movie Licensing USA, unless specifically authorized by a teacher for instructional purposes.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Using an electronic resources account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- *Unauthorized* downloading or installation of any software, including shareware and freeware, for use on Highline School District electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner. Exceptions are made when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Sending inappropriate electronic communication to other end users via mail lists, groups, or on sites to which the end user does not belong. Example includes sending to an “ALL” email list or lists for a school or student group in which the sender does not belong and does not have authorization from the administrator to communicate with said recipients, as well as the posting of other people’s individual information on one’s personal site or another’s site without permission.
- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network.
- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempts to defeat or bypass the District’s Internet filter by using or trying to use proxies, anonymizers, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Using any electronic resources for unlawful purposes.

Highline School District Rights and Accountabilities

The Highline School District recognizes its obligation to protect the well-being of students in its charge. To this end, the district retains the following rights:

- To log electronic resource use and to monitor file server space utilization by users, and assume no responsibility or

liability for files deleted due to violation of fileserver space allotments.

- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate, including the right to determine who will have access to Highline School District-owned equipment.
- To exclude those who do not abide by the Highline School District's Electronic Information System (K-20 Network) and Electronic Information System (Networks – Procedures) resources policy or other policies governing the use of school facilities, equipment, and materials.
- To restrict electronic resource destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To monitor and maintain mailing list subscriptions and to delete files from the personal mail directories to avoid excessive use of fileserver hard-disk space.
- To use filtering software to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA. Other objectionable material may be filtered. The determination of what constitutes “objectionable” material is a local decision determined by the District's educational goals.

Sanctions for Violations

Any activity that violates the content of this policy should be reported to the school administrator. Disciplinary action, if any, for the students, staff, and other users shall be consistent with the District’s standard policies and procedures. Violations of this policy can constitute cause for revocation of access privileges, suspension of access to Highline School District electronic resources, other employee or school disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate. End users shall be subject to the sanctions of WAC 180-40, et seq., as appropriate.

We have read and understand this Acceptable Use Policy. By signing this document I give consent for my child to use the school equipment and Internet.

Student Name (Print)

Date

Student Signature

Parent Name (Print)

Date

Parent Signature

AUP Instruction provide by

Date

Signature Page

I have read and am aware of the procedures and policies presented in this planner. I have specifically reviewed the following policies and my son/daughter and I/we agree to abide by the policies set forth.

- High Risk or Disruptive Non-essentials School Items on page 8
- Attendance Policy on page 4
- Computer use and ethic pages 6, 11-12 (**Page 12 requires additional signatures**)
- Bullying/Sexual Harassment information on page 8
- Graphing Calculators information on page 7

Student (Please Print)

Date

Parent Signature

Date

Sylvester Middle School complies with all federal laws and regulations and does not discriminate on the basis of race, color, national origin, age, gender, marital status, disability, or religion. This holds true for all students who are interested in participating in educational programs and/or extracurricular activity